



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

Agenda

**Thursday, October 13, 2022
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

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

Head Start Performance Standards –

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

Presented by: Amelia Ortiz, ERSEA Content Specialist

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 11, 2022.

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Committee Meeting – August 9, 2022 & September 6, 2022.

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – August 10, 2022.

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 1, 2022.

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

- August 2022
- September 2022

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

- July 2022 *To be distributed at the Board of Directors meeting.*

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

- Monthly Enrollment Report – July & August 2022
- In-Kind Report – July & August 2022
- CACFP Program Report – July & August 2022

D-8 Review and consider approving the following **Madera Early Head Start** Reports:

- Monthly Enrollment Report – July & August 2022
- In-Kind Report – July & August 2022

D-9 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:

- Monthly Enrollment Report – July & August 2022
- In-Kind Report – July & August 2022
- CACFP Program Report – July & August 2022
- Program Information Report (PIR) – August 2022

- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – July & August 2022
 - In-Kind Report – July & August 2022
 - CACFP Program Report – July & August 2022
- D-11 Review and consider approving the 2022-2023 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2022-2023 the Community Assessment Executive Summary Update.
- D-13 Review and consider approving the 2022-2023 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.
- D-14 Review and consider approving the results of the 2021-2022 Madera Migrant/Seasonal Head Start Program Monitoring Review.
- D-15 Review and consider approving the 2022-2023 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-16 Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results.
- D-17 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-18 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-19 Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-20 Review and consider approving the 2022-2023 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-21 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-22 Review and approve the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts 21B-5019, 22B-4019, and 21V-5568.
- D-23 Review and consider approving the Facilities Supervisor job description.
- D-24 Consider the reclassification of the current Maintenance Worker II staff member to the Facilities Supervisor.
- D-25 Review and consider approving the job descriptions and salary ranges for Maintenance Worker I and Maintenance Worker II.

- D-26 Review and consider approving the Data Entry Technician job description and reclassification of three current Madera Head Start Data Entry Technicians to Data Technicians.
- D-27 Review and consider ratifying the submission of the California Office of Emergency Services (Cal OES) grant application, to support the Unserved/Underserved Victim Advocacy and Outreach (UV) Program and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.
- D-28 Review the Madera County Child Advocacy Center Report for August & September 2022. (Informational Only)
- D-29 Review the Child Care Alternative Payment and Resource & Referral Program Report for August & September 2022. (Informational Only)
- D-30 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2022. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Consider authorizing the Executive Director to sign and submit the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP).
- E-2 Review and consider approving the submission of the 2023-2024 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets.
- E-3 Review and consider approving the request for a locally design service option per Head Start Performance Standards.
- E-4 Review and consider ratifying the CACFP 2022-23 Renewal Agreement to continue participation in the CACFP program.
- E-5 Review and consider ratifying the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application.
- E-6 Review and consider ratifying the submission of the Children's Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023.
- E-7 Review and consider approving the health insurance plan options effective January 1, 2023 and the employer contribution thresholds.
- E-8 Review and consider approving the updated employee compensation schedules and salary schedule.
- E-9 Review and consider approving the updated agency Bylaws.
- E-10 Consider appointing Trinice Lee to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

- E-11 Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors for the 2022 – 2024 term.
- E-12 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer. *Item to be distributed at the Board of Directors Meeting.*
- E-13 Review and consider approving the discretionary employer contribution. *Item to be distributed at the Board of Directors Meeting.*

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – September 23, 2022
- F-3 Executive Director Monthly Report – (August & September 2022)
- F-4 Financial Statements (August & September 2022) *To be distributed at the Board of Directors Meeting.*
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (August & September 2022)
- F-7 CAPMC Board of Directors Attendance Report – (August & September 2022)
- F-8 Staffing Changes Report for August 2, 2022 – September 30, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 Correspondence from Victim Services regarding Domestic Violence Awareness Day
- H-2 Correspondence dated August 29, 2022 from the Office of Head Start regarding Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP).
- H-3 Correspondence dated August 27, 2022 from the Office of Head Start regarding the reporting of child health and safety incidents

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 13, 2022, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 7, 2022.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director



ELIGIBILITY



Administration for Children and Families
U.S. Department of Health and Human Service

Performance Standards



- Provide a roadmap for programs on how to determine eligibility;
- Describes documents program may accept to prove eligibility;
and,
- Requires programs to retain records and to train staff.

Process overview



INTERVIEW OPTION

- If the in-person interview is not possible, staff may interview the family over the telephone.

ELIGIBILITY DETERMINATION RECORDS



- Staff must create an eligibility determination record for each participant.



What must an eligibility determination record include?

- Copies of documents used to verify eligibility
 - ✓ Age
 - ✓ Income
 - ✓ Proof of migranacy (MHS only)
- Statement that program staff has made reasonable efforts to verify information
 - ✓ Third party verification

Verifying Foster



A family can present one of these to prove eligibility:

- Court order;
- Other legal document or government issued document;

Verifying Homeless



To verify homelessness, a family may declare that it is homeless, if staff, in a written statement :

- Describes efforts made to verify the child is homeless; **and,**
- Describes the child's living situation and the specific condition under the homeless definition.



Attendance



Promoting Regular Attendance

- A program must implement a process to ensure children are safe when they do not arrive at school.
- If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.
- A program is to use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

Training



Training modules must:

- Include methods on how to collect information;
- Incorporate strategies; **and**,
- Explain program policies and procedures.

Management and staff

- **Within 90 days** of hiring new staff

Governing body and policy council

- **Within 180 days** of the beginning of the term of a new governing body or policy council.

Policies and procedures



A program must establish policies and procedures that include actions taken against staff who intentionally enroll ineligible families.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
August 11, 2022
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:30 p.m. by Chairperson Sheriff Pogue

Members Present

Sheriff Tyson Pogue, Chair
Supervisor Leticia Gonzalez
Donald Holley
Steve Montes
Debi Bray
Aurora Flores
Richard Gutierrez
Deborah Martinez
Martha Garcia
David Hernandez,
Secretary/Treasurer
Diana Palmer
Molly Hernandez
Alma Hernandez, HS PC
Representative

Members Absent

Vicki Bandy
Eric LiCalsi, Vice-Chair

Personnel Present

Mattie Mendez
Daniel Seeto
Irene Yang
Cristal Sanchez
Nancy Contreras-Bautista

Public – Other Present

None

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 Aurora Flores

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 14, 2022.
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – July 12, 2022.
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Council Committee Meeting – July 13, 2022.
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - July 2022
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - June 2022
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
 - CACFP Program Report – June 2022
- D-7 Review and consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
- D-8 Review and consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
 - CACFP Program Report – June 2022
 - Program Information Report (PIR) – June 2022

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – June 2022
 - In-Kind Report – June 2022
 - CACFP Program Report – June 2022
- D-10 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-11 Review and consider approving the Suspension and Expulsion Procedure for the *Madera Migrant/Seasonal Head Start* Program.
- D-12 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2022-2023 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-13 Review and consider approving the 2021-2022 *Fresno Migrant/Seasonal Head Start* program procedure and plan for conducting the self-assessment.
- 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 the 2022 Community Services Low Income Home Energy Assistance Program (LIHEAP) Customer Satisfaction Survey results. (Informational Only)
- D-17 Review and consider approving the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts.
- D-18 Review the Madera County Child Advocacy Center Report for July 2022. (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2022. (Informational Only)
- D-20 Review the Community Services Report for July 2022. (Informational Only)
- D-21 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for July 2022. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Deborah Martinez

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider approving the reclassification of a Housing Case Worker position to the vacant Community Services Coordinator position.

Mattie Mendez, Executive Director, presented regarding the reclassification of a Housing Case Worker position to the vacant Community Services Coordinator position. Mattie noted that changes to the job description as recommended by the Personnel Committee have been enacted.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Deborah Martinez

Vote: Carried Unanimously

E-2 Consider approving the Executive Director to enter into contract with the County of Madera to provide home delivered meals to seniors.

Mattie Mendez, Executive Director, presented regarding the contract with the County of Madera to provide home delivered meals to seniors. Mattie highlighted that the intent of this contract is to extend services through December.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by Martha Garcia

Vote: Carried Unanimously

E-3 Review the CSBG Work Plan Update for 2022. (Informational Only)

Mattie Mendez, Executive Director, presented the CSBG Workplan update for 2022. Mattie shared planned vs. actual CSBG Work Plan projections and spending trend. CAPMC is on track with meeting work plan projections.

Informational Only

E-4 Receive a copy of the CAPMC Bylaws and open a 30-day review period. (Informational Only)

Mattie Mendez, Executive Director, presented regarding the CAPMC Bylaws and bylaws review. Bylaws were provided via email link and in the board packet. Board Members were encouraged to review current bylaws and provide any feedback or suggestions before sending them to the Agency's Legal Counsel for review.

Informational Only

E-5 A Declaration of Intent will be submitted to the Department of Community Services and Development (CSD) as notification that the CAPMC tripartite Board of Directors composition will remain at 15 primary member representatives. (Informational Only)

Mattie Mendez, Executive Director, presented regarding the CSD Declaration of Intent – Tripartite Board Composition for CAPMC. Mattie shared that the CAPMC board will remain a 15-primary member tripartite Board of Directors. CAPMC has not encountered obstacles in establishing quorum or filling vacancies.

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Steve Montes

Vote: Carried Unanimously

E-6 Review the results of the 2021 Employee Climate Survey Report. (Informational Only)

Mattie Mendez, Executive Director, presented the 2021 Employee Climate Survey Report results. Overall, satisfaction scores have increased from previous years.

Informational Only

E-7 Review and consider accepting the progress and outcomes of the CAPMC CAPQuest Strategic Plan 2010-2021 Final Performance Report.

Mattie Mendez, Executive Director, presented regarding the CAPQuest Strategic Plan Final Performance Report. Overall, 93% of initiatives have been completed.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

E-8 Consider allowing the Executive Director to submit the Child Advocacy Center (KC) Program Request for Proposal (RFP) due August 26, 2022 to Cal OES.

Mattie Mendez, Executive Director, the submission of the Child Advocacy Center (KC) Grant to CalOES. Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Deborah Martinez

E-9 Accept and consider approving the submission of CAPMC Welfare Benefit Form 5500 tax return by the Chief Financial Officer.

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the CAPMC Welfare Benefit Form 5500 tax return. CAPMC must file an annual return for its Health and Welfare Benefit plan. Heffernan Insurance Brokers has prepared the Form 5500 for the Health and Welfare Benefit Plan from records provide by the health insurance providers and CAPMC's vendor payment records.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

E-10 Consider awarding the 403B Plan audit for the calendar year 2021 to Brown Armstrong CPAs.

Daniel Seeto, Chief Financial Officer, presented regarding awarding the 403B Plan audit for calendar year 2021 to Brown Armstrong CPAs. This will be the fifth year that the Agency has used this firm. The Brown Armstrong CPAs RFP provided for the initial year and an option of four additional one-year extensions.

Motion: APPROVE AS PRESENTED

Moved by Deborah Martinez, Seconded by Donald Holley

E-11 Review and consider approving the Agency-Wide Risk Assessment by the Chief Financial Officer. Item to be distributed at the Board of Directors Meeting.

Daniel Seeto, Chief Financial Officer, presented regarding the Agency-Wide Risk Assessment by the Chief Financial Officer. Item to be distributed at the Board of Directors Meeting. No significant issues or areas of concern were identified. Suggestions from the assessment tool by Nonprofit Management Risk Center will be further assessed at the request of the Board of Directors.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

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 – (July 2022)
- F-4 Financial Statements (July 2022)
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (July 2022)
- F-7 CAPMC Board of Directors Attendance Report – (July 2022)
- F-8 Staffing Changes Report for July 1, 2022 – August 1, 2022

G. CLOSED SESSION

None

H. CORRESPONDENCE

None

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:10 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 9, 2022

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:32 p.m. by Margarita Cruz Santiago.

Committee Members Present

Macrina Lopez
Fabiola Rendon
Margarita Cruz Santiago
Noemi Hernandez
Aracely Vasquez
Ramon Garcia
Yadira Alvarado

Committee Members Absent

Silvia Zarate
Angelica Ramirez Juaraz

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist

Others

None

A. Public Comment

Maribel mentioned how the staff changes was passed out during the meeting as well as the conscious discipline exercises.

Training

- B.** Conscious Discipline – Ms. Aguirre 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

Margarita Cruz Santiago asked for a motion to approve the agenda as presented. Motion made by Fabiola Rendon, seconded motion by Yadira Alvarado to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Margarita Cruz Santiago requested a motion to approve the minutes of the meeting on July 12, 2022. Motion made by Noemi Hernandez, seconded motion by Ramon Garcia to approve the minutes of the meeting. The motion was approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the Internal Dispute Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee – Ms. Gomez-Zaragoza mentioned how the internal dispute is used in case both parties cannot agree on an action item. It has guidelines on how it would proceed.

Margarita Cruz Santiago requested a motion to approve the Internal Dispute Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee. Fabiola Rendon made the first motion, seconded by Aracely Vasquez. Motion carried unanimously.

F-2 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program – Ms. Gomez-Zaragoza explained that 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. In addition, the program offers a behavioral specialist to work/observe the child if the parent is willing.

Margarita Cruz Santiago requested a motion to approve the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program. Noemi Hernandez made the first motion, seconded by Ramon Garcia. 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 2022-2023 Program Philosophy, Goals and Objectives and Parent Handbook – Ms. Sanchez reviewed that the information in the handbook which applies to the State program at Sierra Vista.

Margarita Cruz Santiago requested a motion to approve CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2022-2023 Program Philosophy, Goals and Objectives and Parent Handbook. Yadira Alvarado made the first motion, seconded by Ramon Garcia. Motion carried unanimously.

F-4 Review and consider approving the 2022-2023 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee – Ms. Aguirre mentioned how in the previously meeting PC parents were asked to review the Bylaws. She asked if anyone had questions or suggestions. No questions asked.

Margarita Cruz Santiago requested a motion to approve the 2022-2023 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee. Noemi Hernandez made the first motion, seconded by Fabiola Rendon. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (June - July 2022) – Ms. Aguirre reviewed the staffing changes for the months of June and July.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (July 2022) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (June 2022) – Ms. Aguirre reviewed the budget for June.

G-4 In-kind Report (June 2022) – Ms. Aguirre reviewed the In-kind percentage which is at 17.08%.

G-5 Report of enrollment in the program and attendance report (June 2022) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (June 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of May was \$20,454.70 for 8,498 meals. There were no questions.

G-7 PIR Program Information Monthly Report (June 2022) – 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 – None.

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 mentioned asking the parents to double-check that the gates are closed. In addition, if a teacher is not properly supervising the children bring it up to the Center Director.

I. Correspondence

None.

J. Future Agenda Items

J-1 Approve 2023-2024 Application/Budget for Madera Migrant/Seasonal Head Start

J-2 Approve 2022-2023 Community Assessment Update

J-3 Approve Self-Assessment Procedure

K. Adjournment

Margarita Cruz Santiago requested a motion to adjourn the session. Motion made by Aracely Vasquez to adjourn the meeting at 6:28 p.m., in the afternoon, seconded by Ramon Garcia. Motion approved unanimously.

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, September 6, 2022

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:42 p.m. by Margarita Cruz Santiago.

Committee Members Present

Macrina Lopez
Fabiola Rendon
Margarita Cruz Santiago
Noemi Hernandez
Aracely Vasquez
Yadira Alvarado
Silvia Zarate
Angelica Ramirez Juaraz

Committee Members Absent

Ramon Garcia

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist
Norma Blanco, Deputy Director of Education

A. Public Comment

Maribel mentioned all members will have a copy of the PIR and information regarding the CLASS training.

Training

CLASS – Ms. Blanco explained that CLASS is a tool that teachers use to observe children and see where the program can support staff and how teachers can support children and parents.

B. Adoption of the Agenda

Margarita Cruz Santiago asked for a motion to approve the agenda as presented. Motion made by Angelica Ramirez, seconded motion by Yadira Alvarado to approve the agenda as presented. The motion approved unanimously.

C. Adjourn to Closed Session - None

D. Approval of Minutes

E-1 – Margarita Cruz Santiago requested a motion to approve the minutes of the meeting on August 9, 2022. No changes were made. Motion made by Delldi Fuentes, seconded motion by Fabiola Rendon to approve the minutes of the meeting. The motion was approved unanimously.

E. Discussion / Action Items –

F-1 Review and consider approving the Madera Migrant/Seasonal Head Start 2022-2023 the Community Assessment Executive Summary Update – Ms. Gomez-Zaragoza mentioned the Community Assessment is done annually to demonstrate the needs of the program. Margarita Cruz Santiago requested a motion to approve the Madera Migrant/Seasonal Head Start 2022-2023 the Community Assessment Executive Summary Update. Angelica Ramirez made the first motion, seconded by Aracely Vasquez. Motion carried unanimously.

F-2 Review and consider approving the 2022-2023 Madera Migrant Head Start program process for conducting the self-assessment – Ms. Gomez-Zaragoza mentioned a team from SCOE will be out at the centers next week. The self-assessment will begin September 14 – 16th. Margarita Cruz Santiago requested a motion to approve the 2022-2023 Madera Migrant Head Start program process for conducting the self-assessment. Silvia Zarate made the first motion, seconded by Fabiola Rendon. Motion carried unanimously.

F. Administrative Reports

G-1 Staff Changes (August 2022) – Ms. Aguirre reviewed the staffing changes for the month of August.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (August 2022) – An updated bank statement was giving out to all PC parents. Ms. Aguirre went over the bank statement. No questions asked.

G-3 Budget Report (July 2022) – Ms. Aguirre reviewed the budget for June.

G-4 In-kind Report (July 2022) – Ms. Aguirre reviewed the In-kind percentage which is at 34.08%.

G-5 Report of enrollment in the program and attendance report (July 2022) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (July 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of July was \$22,620.93 for 8,424 meals. There were no questions.

G-7 PIR Program Information Monthly Report (July 2022) – 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.

G. Policy Committee Members Reports

H-1 Center Reports – **Margarita (SV)** in pod 6 they needed to create varies things with recyclables. All parents are participating in recycling items.

Deldi (SV) mentioned that CalFresh is offering nutrition classes.

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 mentioned asking the parents to double-check that the gates are closed. In addition, if a teacher is not properly supervising the children bring it up to the Center Director.

H. Correspondence

I-1 Information Memorandum from the Office of Head Start regarding Office of Head Start *Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021*; Issuance Date: 08/29/2022

I. Future Agenda Items

J-1 Approve 2023-2024 Application/Budget for Madera Migrant/Seasonal Head Start

J-2 Program Annual Report

J-3 Monitoring Review Summary of Results and Corrective Action Plan

J-4 Training – Family Curriculum: Ready Rosie

J. Adjournment

Margarita Cruz Santiago requested a motion to adjourn the session. Motion made by Angelica Ramirez to adjourn the meeting at 6:26 p.m., in the afternoon, seconded by Aracely Vasquez. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start Policy Council Meeting
Wednesday, August 10, 2022

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:34 p.m. by Nadya Luvian.

Committee Members Present

Anabel Torres
Aurora Flores
Nadya Luvian
Irma Alvarez Solorzano
Maria Silva
Marianayelly Angeles
Ivette Oregon

Committee Members Absent

Erika Zurita
Angelica Garcia

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist

Others

None

A. Public Comment

None

B. Training

- C.** Conscious Discipline – Ms. Aguirre 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.

D. Adoption of the Agenda

Nadya Luvian asked for a motion to approve the agenda as presented. Motion made by Ivette Oregon, seconded motion by Maria Nayelly Angeles to approve the agenda as presented. The motion approved unanimously.

E. Adjourn to Closed Session - None

F. Approval of Minutes

E-1 – Nadya Luvian requested a motion to approve the minutes of the meeting on July 13, 2022. Motion made by Ivette Oregon, seconded motion by Anabel Torres to approve the minutes of the meeting. The motion approved unanimously.

G. Discussion / Action Items –

F-1 Review and consider approving the 2022-2023 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee – Ms. Aguirre asked if any of the parents had any corrections or recommendations. There were no changes. Nadya Luvian requested a motion to approve the 2022-2023 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee. Maria Nalley Angeles made the first motion, seconded by Ivette Oregon. Motion carried unanimously.

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 mentioned how the internal dispute is used in case both parties cannot agree with on an action item. It has guidelines on how it would proceed. Nadya Luvian requested a motion to approve the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee. Ivette Oregon made the first motion, seconded by Maria Naylley Angeles. Motion carried unanimously.

F-3 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/ Seasonal Head Start Policy Committee – 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. Nadya Luvian requested a motion to approve the Suspension and Expulsion Procedure for the Fresno Migrant/ Seasonal Head Start Policy Committee. Anabel Torres made the first motion, seconded by Maria Naylley Angeles. Motion carried unanimously.

F-4 Review and consider approving the 2021-2022 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment – Ms. Gomez-Zaragoza explained how self-assessment is conducted as well as how we will use the information to better our systems. Nadya Luvian requested a motion to approve the 2021-2022 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment. Irma Alvarez made the first motion, seconded by Ivette Oregon. Motion carried unanimously.

H. Administrative Reports

G-1 Staff Changes (July 2022) – Ms. Aguirre reviewed the staffing changes for the month of July.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (July 2022) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (June 2022) – Ms. Aguirre reviewed the budget for June.

G-4 In-kind Report (June 2022) – Ms. Aguirre reviewed the In-kind percentage which is at 64.80%.

G-5 Report of enrollment in the program and attendance report (June 2022) – Ms. Aguirre went over the enrollment for the FMHS programs and the attendance.

G-6 CACFP Monthly Report (June 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of May was \$15,614.73 for 6,623 meals. There were no questions.

I. Policy Committee Members Reports

H-1 Center Reports – None.

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 mentioned to ask the parents to double check the gates are closed. In addition, if a teacher is not properly supervising the children to bring it up to the Center Director.

J. Correspondence

None.

K. Future Agenda Items

J-1 Distribution of final Bylaws

J-2 Training – Parent Curriculum: Ready Roise

L. Adjournment

Nadya Luvian requested a motion to adjourn the session. Motion made by Irma Alvarez to adjourn the meeting at 6:16 p.m., in the afternoon, seconded by Anabel Torres. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, September 1, 2022
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Otilia Vasquez 5:40 p.m.

Committee Members Present

Amber Picket
Perla Barrita
Alma Hernandez
Vanessa Galvez
Otilia Vasquez
Amanda Burton
Trinice Lee
Lisamarie Morales
Erika Iniquez
Lizette Urbina
Ana Rodriguez
Joanna Reducindo
Jeff Blalock
April Hopkins
Patricia Trevino
Karen Castillo

Committee Members Absent

Samantha Andrade
Christina Cummings
Jasmin Soria
Martha Garcia
Connie Hernandez

Personnel Present

Maru Gasca Sanchez, Deputy Director of Direct Services
Jissel Rodriguez, Executive Administrative Assistant
Maribel Aguirre, Parent and Governance Specialist

ROLL CALL

A. PUBLIC COMMENT – None.

B. TRAINING – None

C. ADOPTION OF THE AGENDA

C-2 Otilia Vasquez asked for the motion to approve the agenda as presented. Motion made by Amber Pickett, seconded by Vanessa Galvez 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 – June 2, 2022. There was a correction on the spelling on the name for a PC member. Motion made by Amber Pickett, seconded motion by Alma Hernandez. 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
Chair Person	Trinice Lee
Vice Chair Person	Vanessa Galvez
Secretary	Lizete Urbina

Trinice Lee nominated herself for the Chair Person position, uncontested. Vanessa Galvez nominated herself for the Vice Chair Person uncontested. Lizete Urbina nominated herself for Secretary, uncontested. Amanda Burton made the motion to approve the nominations, Alma Hernandez seconded. Motion carried unanimously.

F-2 Nominate and elect one representative and one alternate of the Policy Council to serve on the Executive Council – Joanna Reducindo nominated herself for the Executive Committee, Amber Pickett made the motion to approve the Executive Committee member, seconded by Trinice Lee.

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

F-4 Review and consider approving the 2022-2023 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. Otilia Vasquez requested a motion to approve the 2022-2023 Reimbursement Policy Council members representing the Madera/Mariposa Regional Head Start Program. Amber Pickett made the first motion, seconded by Perla Barrita. 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. Otilia Vasquez requested a motion to approve the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards. Trinice Lee made the first motion, seconded by Amber Pickett, Motion carried unanimously.

F-6 Review and consider the 2022-2023 Madera/Mariposa Regional and Early Head Start Planning/Procedure and Calendar – Ms. Gomez-Zaragoza went over the planning process/procedure and calendar for the 2022-2023 program year. Otilia Vasquez requested a motion to approve the 2022-2023 Madera/Mariposa Regional and Early Head Start planning process/procedure and calendar. Alma Hernandez made the first motion, seconded by Trinice Lee. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (May & July 2022) – Ms. Aguirre went over the staffing changes for May and July.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (June - August 2022) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (May & July 2022) – Ms. Aguirre reviewed the current budget.

G-4 In-Kind Report (May & July 2022) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (May & July 2022) – Ms. Aguirre went over the enrollment and attendance report.

G-6 CACFP Monthly Report (May & July 2022) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for May and July.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – **Amber P.** (Chowchilla) – She asked if she could come back as a former parent. Also, went over how important in-kind is for the program. She mentioned how important parent meetings are. She is thankful for teacher Ana and overall for the program.

Joanna R. (Eastside) – Currently going through a tough time as her A1C is high. Elvia the advocate has been able to offer her resources that are helpful.

H-2- BOD report – All items presented today will be presented at the next board meeting. The meeting for this month was canceled all items will be moved to the month of October.

I. CORRESPONDENCE

J. FUTURE AGENDA ITEMS

J-1 First Reading of the 22-23 Bylaws

J-2 Internal Dispute Resolution

J-3 Suspension and Expulsion Policy

J-4 CSPP Parent Handbook

K. ADJOURNMENT

Otilia Vasquez asked for a motion to adjourn the meeting at 6:47 p.m. Motion made by Amber Pickett, Trinice Lee seconded by. Motion carried unanimously.

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

August 2022 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
07/06/2022	DOORDASH-OISHIEXP	No	Executive Officer Review Regarding Personnel Matter Lunch Meeting	\$44.30	200.0-6121-2.0-000-90	Yes
07/06/2022	NCAF	No	2022 National Community Action Foundation (NCAF) Virtual Conference Registration for Mattie Mendez	\$350.00	200.0-6742-2.0-000-90	Yes
07/08/2022	GREYHOUND LINES CNP	No	Train Ticket for HELP Center Participant	\$72.99	249.0-7210-2.0-000-00	Yes
07/08/2022	GROCERY OUTLET OF MADERA	No	Gift Cards for Groceries for HELP Center Participants	\$100.00	249.0-7232-2.0-000-90	Yes
07/09/2022	MAILCHIMP	No	Newsletter Software (IT)	\$59.00	200.0-6130-2.0-000-90	Yes
07/12/2022	GREYHOUND LINES CNP	No	Train Ticket for HELP Center Participant	\$87.98	249.0-7210-2.0-000-00	Yes
07/19/2022	ZOOM	No	Video Conference License for the Community Services Department	\$309.80	208.0-6850-2.0-000-00 (\$108.43) 277.0-6850-2.0-000-00 (\$108.43) 235.0-6850-2.0-000-00 (\$46.47) 274.0-6850-2.0-000-00 (\$30.98) 224.0-6850-2.0-000-00 (\$15.49)	Yes
07/26/2022	HOTELBOOKING/HILT ONGARDEN	No	Lodging Payment for Mattie Mendez to attend the CSBG Provider Meeting in Sacramento, CA	\$434.87	200.0-6714-2.0-000-90	Yes
07/27/2022	HOTELBOOKING-SERVICE FEE	No	Service Fee for Lodging Payment for Mattie Mendez to attend the CSBG Provider Meeting in Sacramento, CA	\$14.99	200.0-6714-2.0-000-90	Yes
			Total	\$1,473.93		

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

August 2022 Statement (2)

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
08/23/2022	HILTON GARDEN INN	No	Credit for Previous Hotel Charge (Error)	-\$8.70	200.0-6714-2.0-000-90	No
08/22/2022	ZOOM	No	Zoom Cloud Recording – Community Services	\$10.00	208.0-6850-2.0-000-00	Yes
08/22/2022	SUPERSHUTTLE & EXECUCAR	24046	Transportation for 2022 NCAP National Convention (New York, NY)	\$48.65	200.0-6714-2.0-000-90 200.0-6730-2.0-000-90	Yes
08/22/2022	SUPERSHUTTLE & EXECUCAR	24046	Transportation for 2022 NCAP National Convention (New York, NY)	\$580.00	200.0-6714-2.0-000-90 200.0-6730-2.0-000-90	Yes
08/22/2022	SUPERSHUTTLE & EXECUCAR	24046	Transportation for 2022 NCAP National Convention (New York, NY)	\$580.00	200.0-6714-2.0-000-90 200.0-6730-2.0-000-90	Yes
08/15/2022	CHIPOTLE ONLINE	No	CAPQuest Strategic Plan - Indirect Departments Team Working Lunch	\$157.09	200.0-6121-2.0-000-90	Yes
08/15/2022	HILTON GARDEN INN	No	Hotel Charge (Error)	\$8.70	200.0-6714-2.0-000-90	No
08/11/2022	DOORDASH KEBABGRILL	No	Board of Directors Meeting	\$285.25	200.0-6121-2.0-000-90	Yes
08/11/2022	DOORDASH FULL-O-BULL	No	Housing the Homeless Committee Meeting	\$204.42	200.0-6121-2.0-000-90	Yes
08/11/2022	CALIFORNIA DISCTRICK AT	23962	2022 CA District Attorneys Association (CDAA) Annual Conference Registration for Mattie Mendez	\$649.00	200.0-6744-2.0-000-90	Yes
08/10/2022	INTERATIONAL TRANSACTION FEE	No	International Transaction Fee for Venngage Charge	\$7.02	200.0-6850-2.0-000-90	No
08/10/2022	VENNGAGE.COM	No	Annual Renewal for Design Software (Non-Profit Rate)	\$234.00	200.0-6130-2.0-000-90	Yes
08/10/2022	MAILCHIMP	No	Newsletter Software (IT)	\$59.00	200.0-6130-2.0-000-90	Yes
			Total	\$2,814.43		

Bank of America Business Card
Credit Card Charges

September 2022 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
08/23/2022	FAST TRACK CARWASH	No	Car Wash for White Fleet	\$16.00	200.0-6640-2.0-000-90	Yes
08/23/2022	ARCO MADERA	No	Fuel for White Fleet	\$63.40	200.0-6610-2.0-000-00	Yes
08/28/2022	CURB SVC BRONX	No	Transportation for 2022 NCAP National Convention (New York, NY)	\$47.82	200.0-6714-2.0-000-90	Yes
			Total	\$127.22		

**Business Card
Credit Card Charges**

September Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
08/26/22		Journeyworks Publishing	Educational sliders	\$73.74	500.0-6310-5.0-000-00	Yes
				\$73.74	501.0-6310-5.0-000-00	
				\$73.73	508.0-6310-5.0-000-00	
				\$73.73	533.0-6310-5.0-000-00	
08/08/22	23673	PSA Worldwide	Educational sliders	\$117.52	500.0-6310-5.0-000-00	Yes
				\$117.52	501.0-6310-5.0-000-00	
				\$117.52	531.0-6310-5.0-000-00	
				\$117.52	533.0-6310-5.0-000-00	
08/09/22		Marriott Anaheim	Lodging for VALOR Conference	\$424.44	500.0-6742-5.0-000-00	Yes
08/09/22		Marriott Anaheim	Lodging for VALOR Conference	\$469.44	500.0-6742-5.0-000-00	Yes
08/09/22		Marriott Anaheim	Lodging for VALOR Conference	\$424.44	533.0-6742-5.0-000-00	Yes
08/27/22	23674 or 241650	Quality Logo Products	Outreach material	\$107.57	500.0-6310-5.0-000-00	Yes
				\$107.57	501.0-6310-5.0-000-00	
				\$107.56	508.0-6310-5.0-000-00	
				\$107.56	533.0-6310-5.0-000-00	
08/30/22	24036	Walmart.com	Rising desk for VS office, bedding items for XH	\$45.47	500.0-6130-5.0-000-00	Yes
				\$45.46	501.0-6130-5.0-000-00	
				\$45.46	508.0-6130-5.0-000-00	
				\$77.84	531.0-6130-5.0-000-00	
				\$45.46	533.0-6130-5.0-000-00	
				Total	\$2,773.29	

**Business Card
Credit Card Charges**

August Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
7/05/22		Panda Express	Food for Victim Services Volunteer Training	\$61.70	510.0-6121-5.0-000-00	Yes
7/11/22		Little Caesars	Food for Victim Services Volunteer Training	\$24.88	510.0-6121-5.0-000-00	Yes
7/12/22		Pita House	Food for Victim Services Volunteer Training	\$160.75	510.0-6121-5.0-000-00	Yes
7/13/22		American Tire Depot	Set of Tires for Vehicle #165	\$150.56	500.0-6640-5.0-000-00	Yes
				\$150.56	501.0-6640-5.0-000-00	
				\$150.56	508.0-6640-5.0-000-00	
				\$150.56	531.0-6640-5.0-000-00	
				\$150.56	533.0-6640-5.0-000-00	
Total				\$1,000.13		

**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
07/13/22		American Tire Depot	Set of tires for vehicle #165	\$150.56	500.0-6640-5.0-000-00	Yes
				\$150.56	501.0-6640-5.0-000-00	
				\$150.56	508.0-6640-5.0-000-00	
				\$150.56	531.0-6640-5.0-000-00	
				\$150.56	533.0-6640-5.0-000-00	
07/13/22		Pita House	Food for VS volunteer training	\$160.75	510.0-6121-5.0-000-00	Yes
07/20/22		Pennsylvania Coalition	National Sexual Assault Conference 2022 Maria O.	\$155.00	500.0-6742-5.0-000-00	Yes
07/20/22		Pennsylvania Coalition	National Sexual Assault Conference 2022 Alex McB.	\$155.00	500.0-6742-5.0-000-00	Yes
07/26/22		SQ Casa De La Familia gosq.com	Domestic Violence Training Lizette R.	\$200.00	533.0-6742-5.0-000-00	Yes
07/28/22		CA Banking Center payment	Payment	-\$1,000.13		
Total					\$423.42	

Bank of America Business Card
Credit Card Charges

August 2022 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/10/2022	Biometrics4all, Inc.	No	Livescan relay fee	1.50 1.50 2.25 2.25	311.0-6852-3.1-000-00 321.0-6852-3.1-000-00 331.0-6852-3.3-000-00 500.0-6852-5.0-000-00	Yes
TOTAL:				7.50		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Available receipts are attached with this report and submitted to Fiscal Department.

Bank of America Business Card
Credit Card Charges

September 2022 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/10/2022	Biometrics4all, Inc.	No	Livescan relay fee	0.75 1.50 0.75 0.75 0.75	219.0-6852-2.1-000-00 272.0-6852-2.7-000-00 311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 331.0-6852-3.3-000-00	Yes
8/29/2022	Hobby-Lobby	No	Wellness event items	438.46	See attached sheet	Yes
TOTAL:				442.96		

MBNA America Business Card
Credit Card Charges
August / agosto 2022 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/06/2022	NA	Starbucks	Coffee for RHS Advocate Preservice	\$40.00	310.0-6121-3.1-000-00	Yes
07/06/2022	NA	Corner Bakery	Lunch for RHS Advocate Preservice	\$249.17	310.0-6121-3.1-000-00	Yes
07/11/2022	NA	SpringHill Suites	Teachstone Conference	\$0.86	310.0-6742-3.1-000-00 48%	Yes
07/19/2022	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 49%(\$7.35)	Yes
07/20/2022	NA	Black Bear Dinner	Breakfast for Site Supervisor Preservice	\$287.98	310.0-6121-3.1-000-00	Yes
07/21/2022	NA	Starbucks	Coffee for Site Supervisor Preservice	\$40.00	310.0-6121-3.1-000-00	Yes
07/20/2022	NA	Round Table	Lunch for Site Supervisor	\$194.63	310.0-6121-3.1-000-00	Yes
07/24/2022	NA	Vallarta	Augas for RHS Preservice – All staff	\$179.98	311.0-6121-3.1-000-00	Yes
07/24/2022	NA	Round Table	Rebate	-\$7.79	310.0-6121-3.1-000-00	No
07/31/2022	NA	New York New York Hotel	EHS conf. – hotel reservation deposit	\$353.72	312.0-6714-3.1-012-00	Yes
07/31/2022	NA	New York New York Hotel	EHS conf. – hotel reservation deposit	\$353.72	312.0-6714-3.1-012-00	Yes
08/03/2022	NA	Teachstone	Recertification for CLASS	\$61.25	311.0-6742-3.1-000-00 49% (\$61.25)	Yes
08/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$13.12	311.0-6130-3.1-000-00 43% (\$10.85) 312.0-6130-3.1-000-00 9% (\$2.27)	No
TOTAL				\$1,773.99		

Comments: 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).

Maritza Gomez, Head Start Director

Date

MBNA America Business Card
Credit Card Charges
August / agosto 2022 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/06/2022	NA	Starbucks	Coffee for RHS Advocate Preservice	\$40.00	310.0-6121-3.1-000-00	Yes
07/06/2022	NA	Corner Bakery	Lunch for RHS Advocate Preservice	\$249.17	310.0-6121-3.1-000-00	Yes
07/11/2022	NA	SpringHill Suites	Teachstone Conference	\$0.86	310.0-6742-3.1-000-00 48%	Yes
07/19/2022	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 49%(\$7.35)	Yes
07/20/2022	NA	Black Bear Dinner	Breakfast for Site Supervisor Preservice	\$287.98	310.0-6121-3.1-000-00	Yes
07/21/2022	NA	Starbucks	Coffee for Site Supervisor Preservice	\$40.00	310.0-6121-3.1-000-00	Yes
07/20/2022	NA	Round Table	Lunch for Site Supervisor	\$194.63	310.0-6121-3.1-000-00	Yes
07/24/2022	NA	Vallarta	Augas for RHS Preservice – All staff	\$179.98	311.0-6121-3.1-000-00	Yes
07/24/2022	NA	Round Table	Rebate	-\$7.79	310.0-6121-3.1-000-00	No
07/31/2022	NA	New York New York Hotel	EHS conf. – hotel reservation deposit	\$353.72	312.0-6714-3.1-012-00	Yes
07/31/2022	NA	New York New York Hotel	EHS conf. – hotel reservation deposit	\$353.72	312.0-6714-3.1-012-00	Yes
08/03/2022	NA	Teachstone	Recertification for CLASS	\$61.25	311.0-6742-3.1-000-00 49% (\$61.25)	Yes
08/03/2022	NA	Venngage.com	Monthly subscription for flyer software	\$13.12	311.0-6130-3.1-000-00 43% (\$10.85) 312.0-6130-3.1-000-00 9% (\$2.27)	No
TOTAL				\$1,773.99		

Comments: 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).

Maritza Gomez, Head Start Director

Date

MBNA America Business Card
 Credit Card Charges
September / septiembre 2022 Statement
Maritza Gomez / Regional Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
08/04/2022	NA	Lowe's	Pest spray	\$20.52	311.0-6436-3.1-351-00	Yes
08/09/2022	NA	Procter Pest Management	Pest control – one time visit	\$475.00	311.0-6436-3.1-351-00	Yes
08/10/2022	NA	Office Depot	Recruitment items	\$20.95	311.0-6130-3.1-000-0 48%	Yes
08/16/2022	NA	Zoom	Video Conferencing system	\$299.80	371.0-6130-3.1-000-00	Yes
08/16/2022	NA	Office Depot	Recruitment items	\$20.95	311.0-6130-3.1-000-0 48%	Yes
08/19/2022	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 49%	Yes
TOTAL				\$901.72		

Comments: 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).

 Maritza Gomez, Head Start Director

 Date

MBNA America Business Card
 Credit Card Charges
September / septiembre 2022 Statement
Maritza Gomez / Madera Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
08/09/2022	NA	Panda Express	MHS PC Meal	\$88.66	321.0-7116-3.2-000-00	Yes
08/10/2022	NA	Office Depot	Recruitment items	\$22.69	321.0-6130-3.2-000-00 52%	Yes
08/15/2022	NA	Panda Express	Rebate	-\$3.55	321.0-7116-3.2-000-00	Yes
08/16/2022	NA	Office Depot	Recruitment items	\$22.69	321.0-6130-3.2-000-00 52%	Yes
08/19/2022	NA	Zoom	Video Conferencing system	\$7.64	321.0-6130-3.2-000-00 51%	Yes
08/31/2022	NA	Office Depot	Supplies for Sierra Vista	\$72.45	321.0-6130-3.2-054-00	Yes
TOTAL				\$210.58		

Comments: 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).

 Maritza Gomez, Head Start Director

 Date

Bank of America Business Card
Credit Card Charges

August 2022 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/10/2022	Flywheel	N/A	Website Hosting Service for Agency Website	\$ 30.00	200.0-6112-2.0-000-90	Yes
8/1/2022	Valley Network Solutions	N/A	SSL Certificate Renewal for Microsoft Exchange Server	\$ 199.98	200.0-6112-2.0-000-90	Yes
			Total	\$ 229.98		

**Platinum Plus Business Card
Credit Card Charges**

Statement Ending September 4, 2022

Daniel Seeto / Fiscal

Date of Transaction	PO Num	Name of Vendor	Description	Amount	Account Charged	Receipt
8/26/22		City of Chowchilla	Direct Utility Assistance	\$550.00	277.0-7240-2.0-000-00	Yes
			TOTAL	\$550.00		

Comments:

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).

09/12/22
Daniel Seeto, CFO
Date

American Express
Credit Card Charges
JULY 2022 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	34591.66	Yes
Comcast	Net service	1074.65	Yes
Community Playthings	Supplies for centers	9947.72	Yes
Discount School Supply	Supplies for centers	0.00	Yes
DS Water	Water/rental	1914.65	Yes
Ecolab	Dishwasher rental/repairs	0.00	Yes
Fedex	Postage	452.87	Yes
HD Pro / Supply Works	Supplies for office/centers	11658.65	Yes
Lakeshore	Supplies for centers	102884.54	Yes
Matson Alarm/Mountain	Alarm service	569.50	Yes
Smart Care	Kitchen equipment repairs	1045.85	Yes
Verizon	Wireless devices	4677.77	Yes
Office Depot	Supplies for office/center	16287.07	Yes
	TOTAL	185104.93	07/31/22 JLC

JULY 2022 Statement

Card Holder	Description	Amount	Card Amount
Jennifer Coronado	Items for dept	60.00 337.61 78.72	476.33
			0.00
		Total	476.33

JDC

U/CARD MEMBER BOD



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2022 – May 2023

Reporting Month
July 2022

Total Funded Enrollment 246	Current Enrollment: ----- Cumulative Enrollment	Centers are closed
No. of Children on Waiting List Income Eligible: No. of Children on Waiting List Over Income :	No. of Children with Disabilities: 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 2022 – May 20223

Reporting Month
July 2022

Total Funded Enrollment 42	Current Enrollment: 40 ----- Cumulative Enrollment 44	Vacancies: 2
No. of Children on Waiting List Income Eligible: 7 No. of Children on Waiting List Over Income : 2	No. of Children with Disabilities: 6 Must be at least 10% of enrollment (↑5)	No. of Over Income Families: 7 (100-130%) 2 (0/I) Must be less than 10% of enrollment (↓ 4)
Average Home Visits Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2022 – May 2023

Reporting Month
August 2022

Total Funded Enrollment 246	Current Enrollment: 171 <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment 184	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chowchilla 1</td> <td style="width: 50%;">Ruth Gonzales 3</td> </tr> <tr> <td>Cottowood 4</td> <td>Valley West 10</td> </tr> <tr> <td>Eastside 0</td> <td>Verdell 9</td> </tr> <tr> <td>Fairmead 3</td> <td></td> </tr> <tr> <td>Mariposa 2</td> <td></td> </tr> <tr> <td>North Fork 5</td> <td></td> </tr> </table>	Chowchilla 1	Ruth Gonzales 3	Cottowood 4	Valley West 10	Eastside 0	Verdell 9	Fairmead 3		Mariposa 2		North Fork 5	
Chowchilla 1	Ruth Gonzales 3													
Cottowood 4	Valley West 10													
Eastside 0	Verdell 9													
Fairmead 3														
Mariposa 2														
North Fork 5														
No. of Children on Waiting List Income Eligible: 27 No. of Children on Waiting List Over Income : 11	No. of Children with Disabilities: 17 <small>Must be at least 10% of enrollment (↑26)</small>	No. of Over Income Families: 17 (100-130%) 12 (O/I) <small>Must be less than 10% of enrollment (↓ 26)</small>												
Average Monthly Attendance: %														

Madera Early Head Start

Months of Operation:
June 2022 – May 20223

Reporting Month
August 2022

Total Funded Enrollment 42	Current Enrollment: 42 <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment 56	Vacancies: 0
No. of Children on Waiting List Income Eligible: 7 No. of Children on Waiting List Over Income : 2	No. of Children with Disabilities: 5 <small>Must be at least 10% of enrollment (↑5)</small>	No. of Over Income Families: 8 (100-130%) 2 (O/I) <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

July

Year

2022-2023

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	59,969.00	-	-	-	59,969.00
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	57,516.00	-		-	57,516.00
C. Other/Policy Council/Otro/Comité de Póliza	2,453.00	-		-	2,453.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	424.00	-		-	424.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	318,251.00	19,676.55	19,676.55	39,353.10	278,897.90
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	378,644.00	19,676.55	19,676.55	39,353.10	339,290.90
		-			
State Fund 319	\$687,036	-		-	687,036.00
Grand Total	1,065,680.00	19,676.55	19,676.55	39,353.10	1,026,326.90

B. Contracted In-Kind \$ 39,353.10

C. Percent Y-T-D In-Kind 3.69%

IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2022-2023

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	59,969.00	-	11,532.41	11,532.41	48,436.59
A. Professional Services/Servicios Profesionales	-	-	11,532.41	-	-
B. Center Volunteers/Voluntarios en el Centro	57,516.00	-	11,532.41	11,532.41	45,983.59
C. Other/Policy Council/Otro/Comité de Póliza	2,453.00	-	-	-	2,453.00
Donated Food/Comida Donada	-	-	-	-	-
Donated Supplies/Materiales Donado	424.00	-	-	-	424.00
Donated Equipment	-	-	-	-	-
Donated Bus Storage	-	-	-	-	-
Donated Space/Sitio Donado	318,251.00	39,353.10	19,676.55	59,029.65	259,221.35
Transportation/ Transportación	-	-	-	-	-
TOTAL IN-KIND	378,644.00	39,353.10	31,208.96	70,562.06	308,081.94
State Fund 319	\$687,036	-	-	-	687,036.00
Grand Total	1,065,680.00	39,353.10	31,208.96	70,562.06	995,117.94

B. Contracted In-Kind \$ 70,562.06

C. Percent Y-T-D In-Kind 6.62%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
August-2022**

FREE MEALS	184		130
REDUCED	0		0
BASE	0		0
TOTAL	184		130

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	2,347	X	100.0000%	X	\$2.2100	=	\$5,186.87
	2,347	X	0.0000%	X	\$1.9100	=	\$0.00
	2,347	X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	2,456	X	100.0000%	X	\$4.0300	=	\$9,897.68
	0	X	100.0000%	X	\$4.0300	=	\$0.00
	0	X	0.0000%	X	\$3.6300	=	\$0.00
	0	X	0.0000%	X	\$0.4700	=	\$0.00
SUPPLEMENTS:	132	X	100.0000%	X	\$1.1800	=	\$155.76
	0	X	100.0000%	X	\$1.1800	=	\$0.00
	0	X	0.0000%	X	\$0.6400	=	\$0.00
	0	X	0.0000%	X	\$0.1900	=	\$0.00

	4,935		
		TOTAL FEDERAL REIMBURSEMENT	\$15,240.31
CASH IN LIEU:		LUNCHES X \$0.3000	\$736.80
TOTAL REIMBURSEMENT			\$15,977.11

	Breakfast	Lunch	Snack	Total
RHS	535	2,456	132	3,123
CSPP	1,812	-	-	1,812
	2,347	2,456	132	4,935

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$11,235.79	\$4,004.52	\$15,240.31
CASH IN LIEU:	<u>\$736.80</u>	<u>\$0.00</u>	<u>\$736.80</u>
	\$11,972.59	\$4,004.52	\$15,977.11

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START FOOD PROGRAM
INCOME CALCULATIONS
July-2022**

FREE MEALS	0	
REDUCED	0	
BASE	0	
TOTAL	0	

PERCENTAGES:

FREE	100.0000%	
REDUCED	0.0000%	100.00%
BASE	0.0000%	
TOTAL	100.0000%	

MEAL	#		%		RATE			
BREAKFAST:	0	X	100.0000%	X	\$2.2100	=	\$0.00	
	0	X	0.0000%	X	\$1.9100	=	\$0.00	
	0	X	0.0000%	X	\$0.4500	=	\$0.00	
LUNCH:	0	X	100.0000%	X	\$4.0300	=	\$0.00	
	0	X	0.0000%	X	\$3.6300	=	\$0.00	
	0	X	0.0000%	X	\$0.4700	=	\$0.00	
SUPPLEMENTS:	0	X	100.0000%	X	\$1.1800	=	\$0.00	
	0	X	0.0000%	X	\$0.6400	=	\$0.00	
	0	X	0.0000%	X	\$0.1900	=	\$0.00	
0								
TOTAL FEDERAL REIMBURSEMENT								\$0.00
CASH IN LIEU:				X	\$0.3000		\$0.00	
TOTAL REIMBURSEMENT								\$0.00



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2022 – May 2023

Reporting Month
August 2022

Total Funded Enrollment <p style="font-size: 1.2em;">246</p>	Current Enrollment: <p style="font-size: 1.2em;">171</p> <p>-----</p> Cumulative Enrollment <p style="font-size: 1.2em;">184</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chowchilla 1</td> <td style="width: 50%;">Ruth Gonzales 3</td> </tr> <tr> <td>Cottowood 4</td> <td>Valley West 10</td> </tr> <tr> <td>Eastside 0</td> <td>Verdell 9</td> </tr> <tr> <td>Fairmead 3</td> <td></td> </tr> <tr> <td>Mariposa 2</td> <td></td> </tr> <tr> <td>North Fork 5</td> <td></td> </tr> </table>	Chowchilla 1	Ruth Gonzales 3	Cottowood 4	Valley West 10	Eastside 0	Verdell 9	Fairmead 3		Mariposa 2		North Fork 5	
Chowchilla 1	Ruth Gonzales 3													
Cottowood 4	Valley West 10													
Eastside 0	Verdell 9													
Fairmead 3														
Mariposa 2														
North Fork 5														
No. of Children on Waiting List Income Eligible: <p style="text-align: center; font-size: 1.2em;">27</p> No. of Children on Waiting List Over Income : 11	No. of Children with Disabilities: <p style="text-align: center; font-size: 1.2em;">17</p> <p style="font-size: 0.8em;">Must be at least 10% of enrollment (↑26)</p>	No. of Over Income Families: <p style="text-align: center; font-size: 1.2em;">17 (100-130%)</p> <p style="text-align: center; font-size: 1.2em;">12 (O/I)</p> <p style="font-size: 0.8em;">Must be less than 10% of enrollment (↓ 26)</p>												
Average Monthly Attendance: %														

Madera Early Head Start

Months of Operation:
June 2022 – May 20223

Reporting Month
August 2022

Total Funded Enrollment <p style="font-size: 1.2em;">42</p>	Current Enrollment: <p style="font-size: 1.2em;">42</p> <p>-----</p> Cumulative Enrollment <p style="font-size: 1.2em;">56</p>	Vacancies: <p style="font-size: 1.2em;">0</p>
No. of Children on Waiting List Income Eligible: 7 No. of Children on Waiting List Over Income : 2	No. of Children with Disabilities: <p style="text-align: center; font-size: 1.2em;">5</p> <p style="font-size: 0.8em;">Must be at least 10% of enrollment (↑5)</p>	No. of Over Income Families: <p style="text-align: center; font-size: 1.2em;">8 (100-130%)</p> <p style="text-align: center; font-size: 1.2em;">2 (O/I)</p> <p style="font-size: 0.8em;">Must be less than 10% of enrollment (↓ 4)</p>
Average Home Visits Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2022 – May 2023

Reporting Month
July 2022

Total Funded Enrollment 246	Current Enrollment: ----- Cumulative Enrollment	Centers are closed
No. of Children on Waiting List Income Eligible: No. of Children on Waiting List Over Income :	No. of Children with Disabilities: 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 2022 – May 20223

Reporting Month
July 2022

Total Funded Enrollment 42	Current Enrollment: 40 ----- Cumulative Enrollment 44	Vacancies: 2
No. of Children on Waiting List Income Eligible: 7 No. of Children on Waiting List Over Income : 2	No. of Children with Disabilities: 6 Must be at least 10% of enrollment (↑5)	No. of Over Income Families: 7 (100-130%) 2 (0/I) Must be less than 10% of enrollment (↓ 4)
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

July

Year

2022

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	5,296.43	3,292.19	8,588.62	149,515.38
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	158,104.00	5,296.43	3,292.19	8,588.62	149,515.38
C. Other/Policy Council/Otro/Comité de Póliza	-	-		-	-
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	1,655.00	-		-	1,655.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	-	-		-	-
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	159,759.00	5,296.43	3,292.19	8,588.62	151,170.38
		-			
		-	-	-	-
Grand Total	159,759.00	5,296.43	3,292.19	8,588.62	151,170.38

B. Contracted In-Kind \$ 8,588.62

C. Percent Y-T-D In-Kind 5.38%

IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2022

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	8,740.24	9,089.34	17,829.58	140,274.42
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	158,104.00	8,740.24	9,089.34	17,829.58	140,274.42
C. Other/Policy Council/Otro/Comité de Póliza	-	-		-	-
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	1,655.00	-		-	1,655.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	-	-		-	-
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	159,759.00	8,740.24	9,089.34	17,829.58	141,929.42
		-	-	-	-
Grand Total	159,759.00	8,740.24	9,089.34	17,829.58	141,929.42

B. Contracted In-Kind \$ 17,829.58

C. Percent Y-T-D In-Kind 11.16%



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera Migrant/Seasonal Head Start

Months of Operation:

March 2022 – February 2023

Reporting Month

July 2022

Total Funded Enrollment 579	Current Enrollment: 200 <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment: 240	Centers with Vacancies: Eastin Arcola 2 Mis Angelitos 12 Sierra Vista 2 Pomona 6 Los Niño's 2
No. of Children on Waiting List 75	No. of Children with Disabilities: 27 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 16(100-130%) 13 (O/I) Must be less than 10% of enrollment (↓58)
Average Monthly Attendance: 89.10%		



Madera Migrant/Seasonal Head Start

Months of Operation:

March 2022 – February 2023

Reporting Month

August 2022

Total Funded Enrollment 579	Current Enrollment: 185 ----- Cumulative Enrollment: 272	Centers with Vacancies: Eastin Arcola 4 Mis Angelitos 12 Sierra Vista 7 Pomona 10 Los Niño's 5
No. of Children on Waiting List 65	No. of Children with Disabilities: 29 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 21(100-130%) 14 (O/I) Must be less than 10% of enrollment (↓58)
Average Monthly Attendance: 92.20%		

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

IN-KIND MONTHLY SUMMARY REPORT 2022-2023 / REPORTE SUMARIO MENSUAL DE IN KIND 2022-2023

MIGRANT AND SEASONAL HEAD START 2022-2023 MIGRANTE/TEMPORAL HEAD START 2022-2023

Month-Year JULY 2022/ Mes-Año JULIO 2022

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	320,252.00	38,968.88	119,299.61	158,268.49	161,983.51
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	320,252.00	38,968.88	119,299.61	158,268.49	161,983.51
Other/Policy Council/Otro/Comité de Póliza	0.00	3,350.81	0.00	3,350.81	(3,350.81)
State Collaboration/Colaboracion de Estado	933,227.00	270,586.72	0.00	270,586.72	662,640.28
Donated Supplies/Materiales Donados	1,020.00	0.00	0.00	0.00	1,020.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	120,682.00	37,404.00	9,351.00	46,755.00	73,927.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,375,181.00	350,310.41	128,650.61	478,961.02	896,219.98

A. Y-T-D In-Kind / In-Kind asta ahora	478,961.02
B. Contracted In-Kind/ In-kind Contratado	1,375,181.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	34.83%

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

IN-KIND MONTHLY SUMMARY REPORT 2022-2023 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2023

MIGRANT AND SEASONAL HEAD START 2022-2023 MIGRANTE/TEMPORAL HEAD START 2022-2023
Month-Year AUGUST 2022/ Mes-Año AGOSTO 2022

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	320,252.00	154,956.45	75,755.08	230,711.53	89,540.47
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	320,252.00	154,956.45	75,755.08	230,711.53	89,540.47
Other/Policy Council/Otro/Comité de Póliza	0.00	3,350.81	0.00	3,350.81	(3,350.81)
State Collaboration/Colaboracion de Estado	933,227.00	270,586.73	70,830.50	341,417.23	591,809.77
Donated Supplies/Materiales Donados	1,020.00	0.00	0.00	0.00	1,020.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	120,682.00	46,755.00	9,351.00	56,106.00	64,576.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,375,181.00	475,664.99	155,936.58	631,585.57	743,595.43

A. Y-T-D In-Kind / In-Kind asta ahora	631,601.57
B. Contracted In-Kind/ In-kind Contratado	1,375,181.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	45.93%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
July-2022

FREE MEALS	227		62
REDUCED	0		0
BASE	0		0
TOTAL	227		62

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	3,057	X	100.0000%	X	\$2.2100	=	\$6,755.97
		X	0.0000%	X	\$1.9100	=	\$0.00
		X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	2,051 975	X	100.0000%	X	\$4.0300	=	\$8,265.53
		X	100.0000%	X	\$4.0300	=	\$3,929.25
		X	0.0000%	X	\$3.6300	=	\$0.00
		X	0.0000%	X	\$0.4700	=	\$0.00
SUPPLEMENTS:	1,567 774	X	100.0000%	X	\$1.1800	=	\$1,849.06
		X	100.0000%	X	\$1.1800	=	\$913.32
		X	0.0000%	X	\$0.6400	=	\$0.00
		X	0.0000%	X	\$0.1900	=	\$0.00

	8,424			\$21,713.13
		TOTAL FEDERAL REIMBURSEMENT		

CASH IN LIEU:		LUNCHES X \$0.3000		\$907.80
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TOTAL REIMBURSEMENT				\$22,620.93
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	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	975	774	1,749
MMHS-MADERA MIGRANT HEAD START	3,057	2,051	1,567	6,675
	3,057	3,026	2,341	8,424

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$16,870.56	\$4,842.57	\$21,713.13
CASH IN LIEU:	<u>\$615.30</u>	<u>\$292.50</u>	<u>\$907.80</u>
	\$17,485.86	\$5,135.07	\$22,620.93

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
July-2022

FREE MEALS	225	74	
REDUCED	0	0	
BASE	0	0	
TOTAL	225	74	

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	3,320	X	100.0000%	X	\$2.2100	=	\$7,337.20
		X	0.0000%	X	\$1.9100	=	\$0.00
		X	0.0000%	X	\$0.4500	=	\$0.00
LUNCH:	2,215 1,007	X	100.0000%	X	\$4.0300	=	\$8,926.45
		X	100.0000%	X	\$4.0300	=	\$4,058.21
		X	0.0000%	X	\$3.6300	=	\$0.00
		X	0.0000%	X	\$0.4700	=	\$0.00
SUPPLEMENTS:	1,675 964	X	100.0000%	X	\$1.1800	=	\$1,976.50
		X	100.0000%	X	\$1.1800	=	\$1,137.52
		X	0.0000%	X	\$0.6400	=	\$0.00
		X	0.0000%	X	\$0.1900	=	\$0.00

9,181
TOTAL FEDERAL REIMBURSEMENT \$23,435.88

CASH IN LIEU: LUNCHES X **\$0.3000** \$966.60

TOTAL REIMBURSEMENT **\$24,402.48**

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	1,007	964	1,971
MMHS-MADERA MIGRANT HEAD START	3,320	2,215	1,675	7,210
	3,320	3,222	2,639	9,181

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$18,240.15	\$5,195.73	\$23,435.88
CASH IN LIEU:	<u>\$664.50</u>	<u>\$302.10</u>	<u>\$966.60</u>
	\$18,904.65	\$5,497.83	\$24,402.48

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

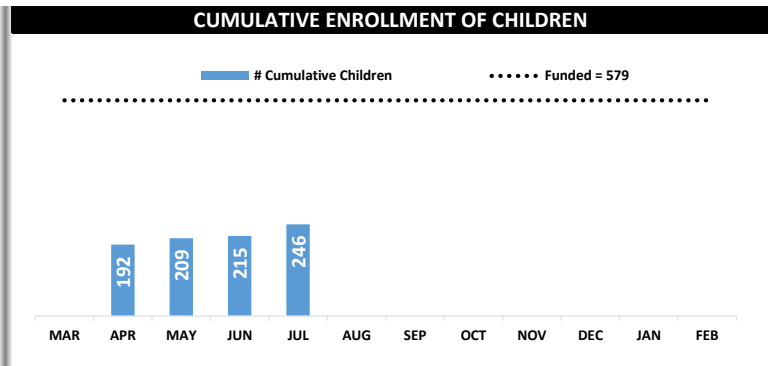
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

July 2022

246 cumulative children
 201 cumulative families
 37 teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
	Homeless Children	0%
	Foster Children	0%
20	Receives Public Assistance	8%
197	Income Below Federal Poverty	80%
16	Near Low Income (waiver required)	7%
13	Over Income (maximum 10%)	5%

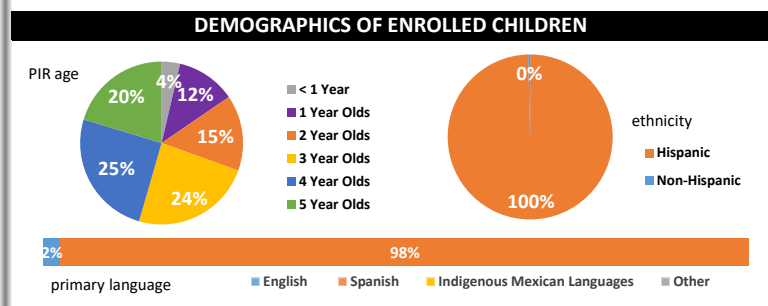


CHILDREN WITH DISABILITIES		
(#)		(%)
26	Disabilities	4%

(% of funded; minimum 10%)

DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
56	New Enrollees (cumulative)	23%
43	Received Screening <45 Days	77%

(Of new enrollees)



CHILDREN'S HEALTH		
(#)		(%)
246	Has Health Insurance	100%
196	EPSDT Up-to-Date	80%
14	Chronic Health Condition	6%
4	Received Medical Treatment	29%

(Of children with diagnosed chronic health conditions)

246	Immunizations Up-to-Date	100%
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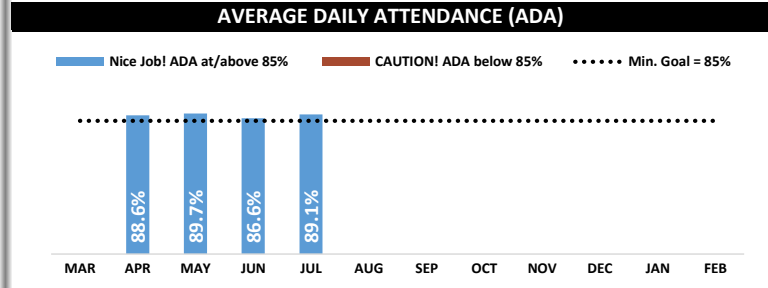
(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)

245	Access to Dental Care	100%
126	Completed Dental Exam	51%
15	Received Dental Treatment	94%

(Of children who needed dental treatment other)

115	Healthy BMI	71%
-----	-------------	-----

(Children under 3 years are excluded)



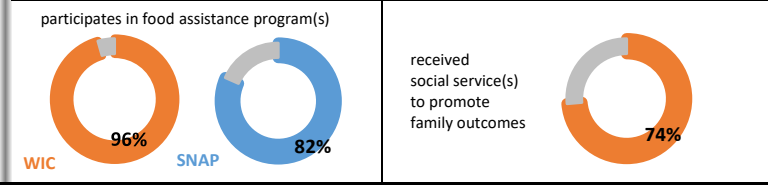
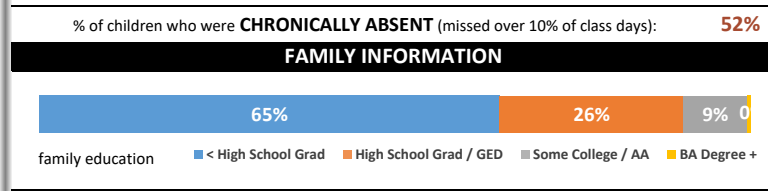
STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
11	Preschool Teacher: BA+	36%
	Preschool Teacher: AA+	91%

(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).

3	Preschool Assistant: CDA+	100%
23	Infant/Toddler Teacher: CDA+	83%

(Includes those who are currently enrolled in a CDA/equivalent program)

All staff should meet minimum education requirements for their position.



symbol key:

★ = Nice job!

Meets or exceeds Head Start regulations or expectations

⚠ = Caution!

Results lower than expected

✖ = Take Action!

Does not meet Head Start regulations

Resumen Mensual del Informe de Datos Actualizados del Programa (PIR, sigla en inglés) para el Consejo de Políticas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

julio 2022



246 Niños Acumulados



201 Familias Acumuladas



37 Maestras

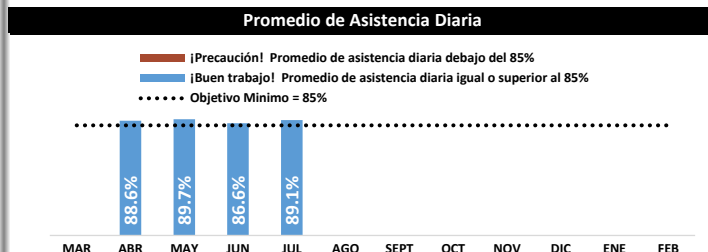
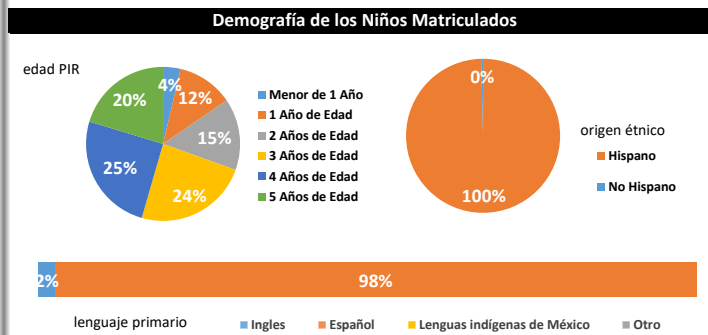
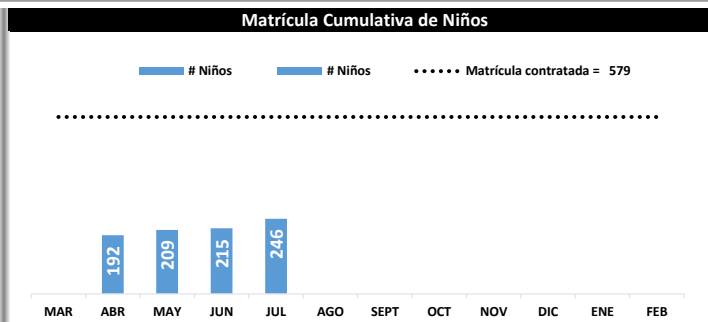
Tipo de Elegibilidad	
(#)	(%)
Niños Sin Hogar	0%
Niños en Adopción Temporal	0%
20 Recibe Asistencia Pública	8%
197 Ingresos por Debajo de la Pobreza Federal	80%
16 Ingresos Cerca de Bajos (requiere una exención)	7%
13 Ingresos Sobre las Pautas (máximo 10%)	5%

Niños con Discapacidades	
(#)	(%)
26 Discapacidades	4%
<i>(% de la matrícula contratada; mínimo 10%)</i>	

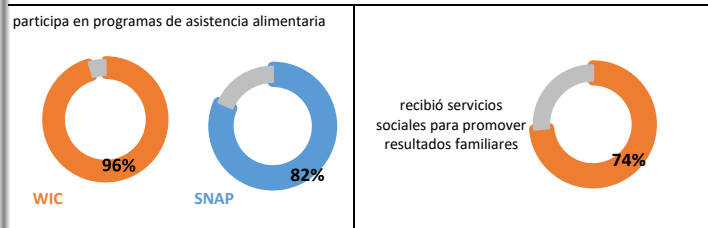
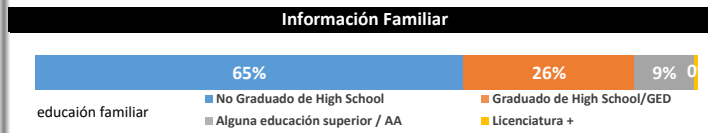
Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos	
(#)	(%)
56 Nuevos Niños(as) Inscritos (acumulados)	23%
43 Recibió Evaluación <45 días	77%
<i>de los Nuevos Niños(as) Inscritos</i>	

Salud de los Niños	
(#)	(%)
246 Tiene Seguro Médico	100%
196 al Día Con el Cuidado de Salud Preventivo	80%
14 Condición de Salud Crónica	6%
4 Recibieron Tratamiento Médico	29%
<i>de niños con enfermedades crónicas diagnosticadas</i>	
246 al Día con las Vecunas	100%
<i>También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad</i>	
245 Acceso a Servicios Dentales	100%
126 Completaron Exámenes Dentales Profesional	51%
15 Recibió Tratamiento Dental	94%
<i>(de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)</i>	
115 BMI Saludable	71%
<i>(los niños menores de 3 años están excluidos)</i>	

Educación del Personal	
# Personal	% llenan los requisitos mínimo de educación
11 Maestras de la Clase Preescolar: BA+	36%
Maestras de la Clase Preescolar: AA+	91%
<i>(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)</i>	
3 Asistentes de Maestra de la Clase Preescolar: CDA+	100%
23 Maestras de la Clase de Infantes / Niños Pequeños: CDA+	83%
<i>(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en inglés))</i>	
<i>(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto.)</i>	



% de niños crónicamente ausentes (ausente más del 10% de los días de clase): 52%



simbolo clave:

★ = ¡Buen trabajo!
Cumple o excede las regulaciones o expectativas de Head Start

⚠ = ¡Precaución!
Resultados más bajos de lo esperado

✖ = ¡Tomar acción!
No cumple con las regulaciones de Head Start

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

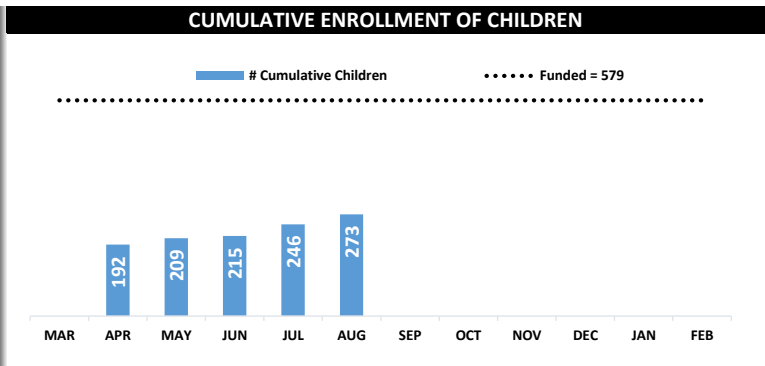
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

August 2022

273 cumulative children
 225 cumulative families
 34 teaching staff

PRIMARY TYPE OF ELIGIBILITY		
(#)		(%)
	Homeless Children	0%
	Foster Children	0%
35	Receives Public Assistance	13%
204	Income Below Federal Poverty	75%
21	Near Low Income (waiver required)	8%
14	Over Income (maximum 10%)	5%

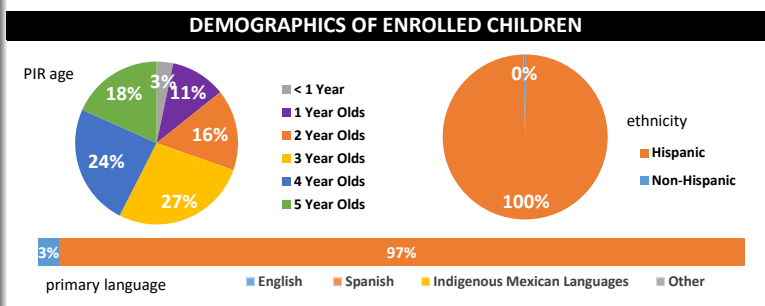


CHILDREN WITH DISABILITIES		
(#)		(%)
30	Disabilities	5%

(% of funded; minimum 10%)

DEVELOPMENTAL SCREENING OF NEW ENROLLEES		
(#)		(%)
72	New Enrollees (cumulative)	26%
49	Received Screening <45 Days	68%

(Of new enrollees)



CHILDREN'S HEALTH		
(#)		(%)
273	Has Health Insurance	100%
218	EPSDT Up-to-Date	80%
17	Chronic Health Condition	6%
5	Received Medical Treatment	29%

(Of children with diagnosed chronic health conditions)

273	Immunizations Up-to-Date	100%
-----	--------------------------	------

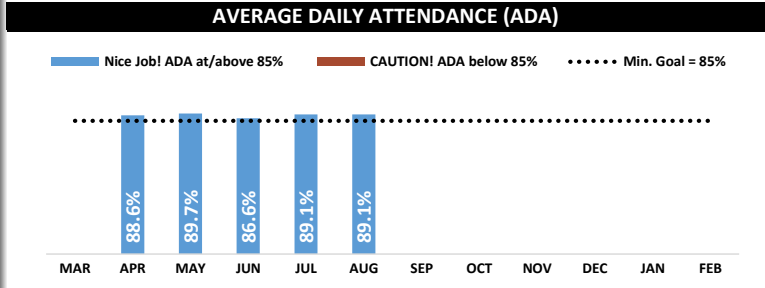
(Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)

272	Access to Dental Care	100%
157	Completed Dental Exam	83%
13	Received Dental Treatment	87%

(Of children who needed dental treatment other)

120	Healthy BMI	70%
-----	-------------	-----

(Children under 3 years are excluded)



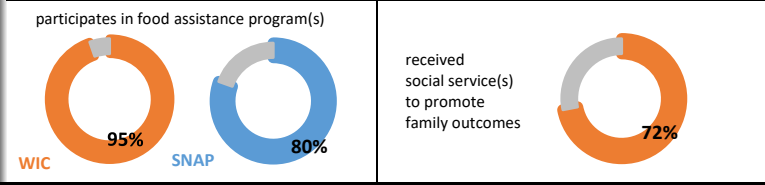
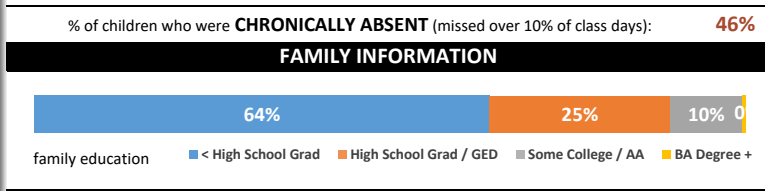
STAFF EDUCATION		
# Staff		% Meet Minimum Education Requirements
10	Preschool Teacher: BA+	40%
	Preschool Teacher: AA+	100%

(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).

3	Preschool Assistant: CDA+	100%
21	Infant/Toddler Teacher: CDA+	100%

(Includes those who are currently enrolled in a CDA/equivalent program)

All staff should meet minimum education requirements for their position.



symbol key:

★ = Nice job!

Meets or exceeds Head Start regulations or expectations

⚠ = Caution!

Results lower than expected

✖ = Take Action!

Does not meet Head Start regulations

Resumen Mensual del Informe de Datos Actualizados del Programa (PIR, sigla en inglés) para el Consejo de Políticas y Mesa Directiva

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

agosto 2022



273
Niños Acumulados



225
Familias Acumuladas



34
Maestras

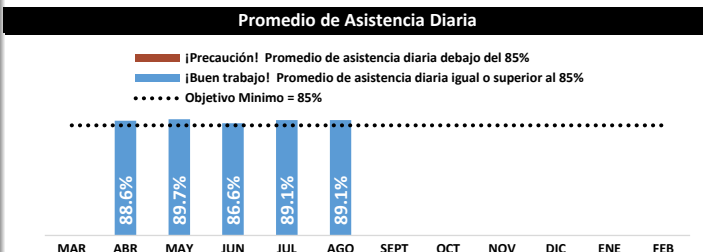
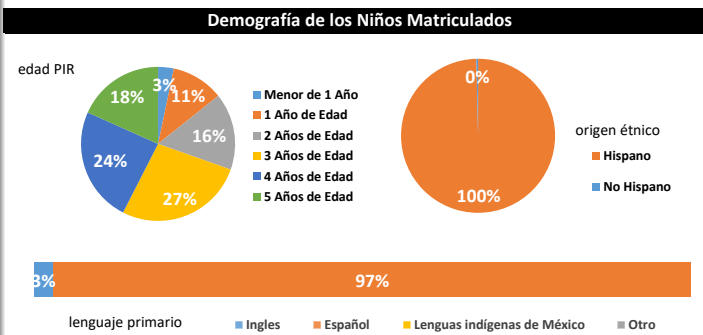
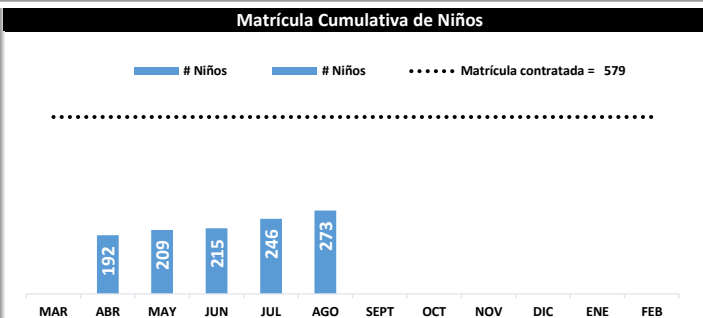
Tipo de Elegibilidad		
(#)	(%)	
	Niños Sin Hogar	0%
	Niños en Adopción Temporal	0%
35	Recibe Asistencia Pública	13%
204	Ingresos por Debajo de la Pobreza Federal	75%
21	Ingresos Cerca de Bajos (requiere una exención)	8%
14	Ingresos Sobre las Pautas (máximo 10%)	5%

Niños con Discapacidades		
(#)	(%)	
30	Discapacidades	5%
<i>(% de la matrícula contratada; mínimo 10%)</i>		

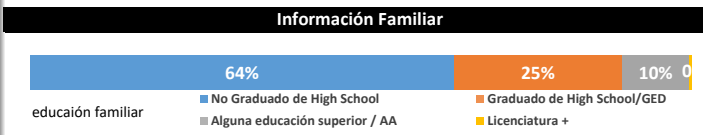
Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos		
(#)	(%)	
72	Nuevos Niños(as) Inscritos (acumulados)	26%
49	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	68%

Salud de los Niños		
(#)	(%)	
273	Tiene Seguro Médico	100%
218	al Día Con el Cuidado de Salud Preventivo	80%
17	Condición de Salud Crónica	6%
5	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	29%
273	al Día con las Vacunas (También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad)	100%
272	Acceso a Servicios Dentales	100%
157	Completaron Exámenes Dentales Profesional	83%
13	Recibió Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	87%
120	BMI Saludable (los niños menores de 3 años están excluidos)	70%

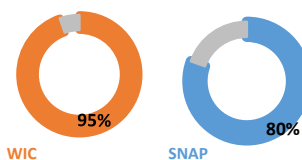
Educación del Personal		
# Personal	% llenan los requisitos mínimo de educación	
10	Maestras de la Clase Preescolar: BA+	40%
	Maestras de la Clase Preescolar: AA+	100%
<i>(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)</i>		
3	Asistentes de Maestra de la Clase Preescolar: CDA+	100%
21	Maestras de la Clase de Infantes / Niños Pequeños: CDA+	100%
<i>(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en inglés))</i>		
<i>(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto.)</i>		



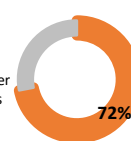
% de niños crónicamente ausentes (ausente más del 10% de los días de clase): **46%**



participa en programas de asistencia alimentaria



recibió servicios sociales para promover resultados familiares



simbolo clave:

★ = ¡Buen trabajo!
Cumple o excede las regulaciones o expectativas de Head Start

⚠ = ¡Precaución!
Resultados más bajos de lo esperado

✖ = ¡Tomar acción!
No cumple con las regulaciones de Head Start



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:
September 2021 – August 2022

Reporting Month
July 2022

Total Funded Enrollment 469	Current Enrollment: 198 ----- Cumulative Enrollment: 352	Centers with Vacancies: Firebaugh 4 Casa 3 Five Points 5 Inez 6 Mendota 1 Selma 12 Orange Cove 7
No. of Children on Waiting List 41	No. of Children with Disabilities: 14 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 31 (100-130% O/I) 13 (O/I) Must be less than 10% of enrollment (↓ 46)
Average Monthly Attendance: 70.01%		

*HS is required to maintain an AMA of 85%



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:
September 2021 – August 2022

Reporting Month
August 2022

Total Funded Enrollment 469	Current Enrollment: 206 ----- Cumulative Enrollment: 387	Centers with Vacancies: Firebaugh 0 Casa 2 Five Points 11 Inez 4 Mendota 1 Selma 9 Orange Cove 2
No. of Children on Waiting List 22	No. of Children with Disabilities: 17 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 38 (100-130% O/I) 14 (O/I) Must be less than 10% of enrollment (↓ 46)
Average Monthly Attendance: 75.91%		

*HS is required to maintain an AMA of 85%

IN-KIND MONTHLY SUMMARY REPORT

Month

July

Year

2022

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	560,230.00	268,716.38	94,287.66	363,004.04	(197,225.96)
A. Professional Services	0.00	1,232.50	4,362.50	5,595.00	5,595.00
B. Center Volunteers	560,230.00	265,175.23	88,483.33	353,658.56	(206,571.44)
C. Policy Concil/Committee	0.00	2,308.65	1,441.83	3,750.48	3,750.48
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	1,530.00	0.00		0.00	(1,530.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	83,944.00	149,077.50	14,907.75	163,985.25	80,041.25
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	645,704.00	417,793.88	109,195.41	526,989.29	(118,714.71)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	645,704.00	417,793.88	109,195.41	526,989.29	(118,714.71)

A. Y-T-D In-Kind	526,989.29
B. Contracted In-Kind	645,704.00
C. Percent Y-T-D In-Kind	81.61%

IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2022

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	560,230.00	361,200.78	85,221.52	446,422.30	(113,807.70)
A. Professional Services	0.00	5,595.00		5,595.00	5,595.00
B. Center Volunteers	560,230.00	351,855.30	85,221.52	437,076.82	(123,153.18)
C. Policy Concl/Committee	0.00	3,750.48		3,750.48	3,750.48
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	1,530.00	0.00		0.00	(1,530.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	83,944.00	163,985.25	14,907.75	178,893.00	94,949.00
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	645,704.00	525,186.03	100,129.27	625,315.30	(20,388.70)
C. CSPP STATE Match	0.00	0.00		0.00	0.00
Grand Total	645,704.00	525,186.03	100,129.27	625,315.30	(20,388.70)

A. Y-T-D In-Kind	625,315.30
B. Contracted In-Kind	645,704.00
C. Percent Y-T-D In-Kind	96.84%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO MIGRANT HEAD START FOOD PROGRAM
 INCOME CALCULATIONS
 July-2022**

FREE MEALS	214
REDUCED	-
BASE	-
TOTAL	214

PERCENTAGES:

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

MEAL	#		%		RATE			
BREAKFAST:	2,412	X	100.0000%	X	\$2.2100	=	\$5,330.52	
LUNCH:	2,415	X	100.0000%	X	\$4.0300	=	\$9,732.45	
SUPPLEMENTS:	2,134	X	100.0000%	X	\$1.1800	=	\$2,518.12	
	6,961						\$17,581.09	
	TOTAL FEDERAL REIMBURSEMENT							\$17,581.09
CASH IN LIEU:							\$724.50	
							\$724.50	
TOTAL REIMBURSEMENT							\$18,305.59	

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO MIGRANT HEAD START FOOD PROGRAM
 INCOME CALCULATIONS
 August**

FREE MEALS	241
REDUCED	-
BASE	-
TOTAL	241

PERCENTAGES:

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

MEAL	#		%		RATE			
BREAKFAST:	3,228	X	100.0000%	X	\$2.2100	=	\$7,133.88	
LUNCH:	3,178	X	100.0000%	X	\$4.0300	=	\$12,807.34	
SUPPLEMENTS:	2,828	X	100.0000%	X	\$1.1800	=	\$3,337.04	
	9,234						\$23,278.26	
	TOTAL FEDERAL REIMBURSEMENT							\$23,278.26
CASH IN LIEU:							\$953.40	
							\$953.40	
TOTAL REIMBURSEMENT							\$24,231.66	



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: October 13, 2022

Author: Maru Gasca Sanchez

DATE: August 30, 2022

TO: Madera Migrant/Seasonal Head Start Policy Committee

FROM: Maribel Aguirre, Parent and Program Governance Specialist

SUBJECT: Approval of the 2022-2023 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee

I. RECOMMENDATIONS

Review and consider approving the 2022-2023 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 yearly. 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 2022-2023 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 **2022-2023**



Reviewed by Agency Attorney – June 2022
Approved by the Madera Migrant/Seasonal Head Start Policy
Committee on: August 09, 2022
Approved by CAPMC Board of Directors on:

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) Recommendations for budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
- e) Provide input and compliance with 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 and/or providing input into 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.
- j) Cooperate in good faith with the CAPMC Board of Directors in any impasse procedures that may be necessary to resolve internal disputes between the CAPMC Board of Directors and Committee in a timely manner.
- k) Arrive on time and regularly attend all Policy Committee meetings.
- l) Actively prepare for meetings by receiving and reading the agenda and minutes prior to the meetings.

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 Representatives 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.

Note: Checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

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 1 Alternates

41 to 80 children served – 2 Parent Representatives and 1 Alternates

80+ children served – 3 Parent Representatives and 2 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 675 S. Pine St. #101, Madera, California 93637. 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 – Exceptions to In-Person Board Meetings Due Emergency Circumstances (Pandemic, Natural Disasters, Etc.)

(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 (collectively referred to as the “**Teleconferencing Exemption**”). 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) should the Teleconferencing Exemption be enacted.

(b) To implement the Teleconferencing Exemption for a particular meeting and forego the Brown Act's traditional agenda posting requiring the identity of and public access to each teleconference location and quorum requirements for teleconferencing, the Committee shall do the following:

- (i) Give timely notice of the meeting and post agendas as required by the Brown Act;
- (ii) Make a finding at the meeting that the Committee has considered the state of emergency circumstances and finds that (a) a state of emergency continues to directly impact the ability of the Committee Representatives to meet safely in person; or (b) that state or local officials continue to impose or recommend measures to promote social distancing.
- (iii) Allow members of the public to access the meeting and directly address the Committee as provided by Government Code Section 54954.3. The agenda for the meeting will provide notice of the means by which the public may access the meeting and offer public comment. The agenda will also identify and include an opportunity for all persons to attend via a call-in option OR an internet-based service option;
- (iv) Conduct the meeting in a manner that protects the statutory and constitutional rights of the Committee, Committee Representatives and the public appearing before the Committee;
- (v) In the event of a service disruption that prevents broadcasting the meeting or in the event of a disruption within the Committee's control that prevents public comment for members of the public using the call-in option or internet-based option, stop the Committee meeting and take no further action on agenda items until public access is restored. Note: actions taken

on agenda items during a disruption may be subject to challenge pursuant to Section 54960.1.

(c) A quorum of the Committee is present for any Committee meeting utilizing the Teleconferencing Exemption 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.

(d) Committee members may attend meetings utilizing the Teleconferencing Exemption 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 as detailed above.

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

(f) 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.
- (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. As noted above, checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

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 August 9, 2022 and that they have not been amended or modified since that date.

Yadira Alvarado
Secretary

Dated: ___August 9___, 2022



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: September 7, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera Migrant/Seasonal Head Start 2022-2023 Community Assessment Executive Summary Update

I. **RECOMMENDATIONS**

Review and consider approving the Madera Migrant/Seasonal Head Start 2022-2023 the 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 review and updates annually.

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 staff
 - 2020-21 and 2021-2022 Program Information Reports (PIR)
 - Migrant/Seasonal Head Start 2021-22 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.
- Madera Migrant/Seasonal Head Start 2022-2023 Community Assessment Executive Summary Update was presented for PC approval on September 6, 2022.

IV. **FINANCING**: Minimal



COMMUNITY ASSESSMENT

MIGRANT SEASONAL HEAD START

Data about the migrant seasonal farmworker population in the service areas of Madera County.
September 2022

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

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 2020 population for Madera County was 155,925, resulting in an 1.78% increase in population from 2015. The state of California experienced a 2.4% increase in population over the same period. The rate of population growth in Madera County was less than the general population growth rates.

Community Action Partnership of Madera County (CAPMC), a 501(c)(3) non-profit organization, has dedicated its programs and services to address the needs of the low-income population for over the past four decades. Although Madera County is the primary focus, CAPMC has also been awarded funds to expand Regional Head Start services to families in Mariposa County and Migrant/Seasonal families in Fresno county.

Our History

Community Action originated with the passage of the Economic Opportunities Act of 1964 as a part of President Lyndon B. Johnson's "War on Poverty." The act established a federal Office of Economic Opportunity headed by Sargent Shriver, and created organizations called Community Action Agencies that would develop strategies to "eliminate the paradox of poverty in the midst of plenty." Community Action Partnership of Madera County, Inc., formerly known as the Madera County Action Committee, Inc., was chartered in 1965, and falls under the direction of the Madera County Board of Supervisors.

In 1966, CAPMC became the grantee for the Regional Head Start program in Madera County. The original grantee allocation of slots was 50 children. In addition, the same year, CAPMC became a delegate for the Migrant/Seasonal Head Start program with the Stanislaus County Office of Education, contracting to serve 60 children during Madera County's high season for production of agricultural products (May through September). In 1995, CAPMC became a delegate for the Fresno County Migrant/Seasonal Head Start program with the Economic Opportunity Commission of San Luis Obispo.

For over forty years, Head Start key management staff have worked in partnership with each designated Policy Group to develop, review, and approve or disapprove program policies and procedures of most core areas, such as family applications, procedures for program planning, personnel policies and procedures, personnel actions, recruitment, selection and enrollment procedures, and the key elements of program design and management.

The Head Start program has grown tremendously over the past forty years, extending services for low-income children and families in Madera County (Regional/Migrant/Seasonal families), Mariposa County (Regional families), and Fresno County (Migrant/Seasonal families).

The historical growth is as follows:

- 1966 Grantee Agency - Madera Regional Head Start receives grant to serve 50 children/families
- 1966 Delegate Agency - Madera County Migrant Head Start receives grant to serve 60 migrant children/families
- 1993 Interim Delegate - Fresno/Monterey/San Benito Migrant Head Start serving 800 migrant children/families
- 1995 Delegate Migrant/Fresno County Head Start serving 425 migrant children/families
- 1999 Interim Grantee—Mariposa Regional Head Start serving 77 children
- 2002 Awarded Mariposa County Regional Head Start serving 77 children
- 2007 - 08 Head Start allocation for three counties = 1,221 children & families
 - Madera/Mariposa Regional Head Start - 372 children & families
- 2009-10 Head Start allocation for three counties = 1,265 children & families
 - Madera/Mariposa Regional Head Start – 372 children & families

- 2012 Awarded expansion funds as a Delegate of Central California Migrant Head Start to serve children at two sites in Merced County Migrant/Seasonal Head Start = 88 children & families
- 2020-21 Head Start funded enrollment for three counties (Madera, Mariposa, Fresno) = 1,386 children & families

Our Agency

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

OUR 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.

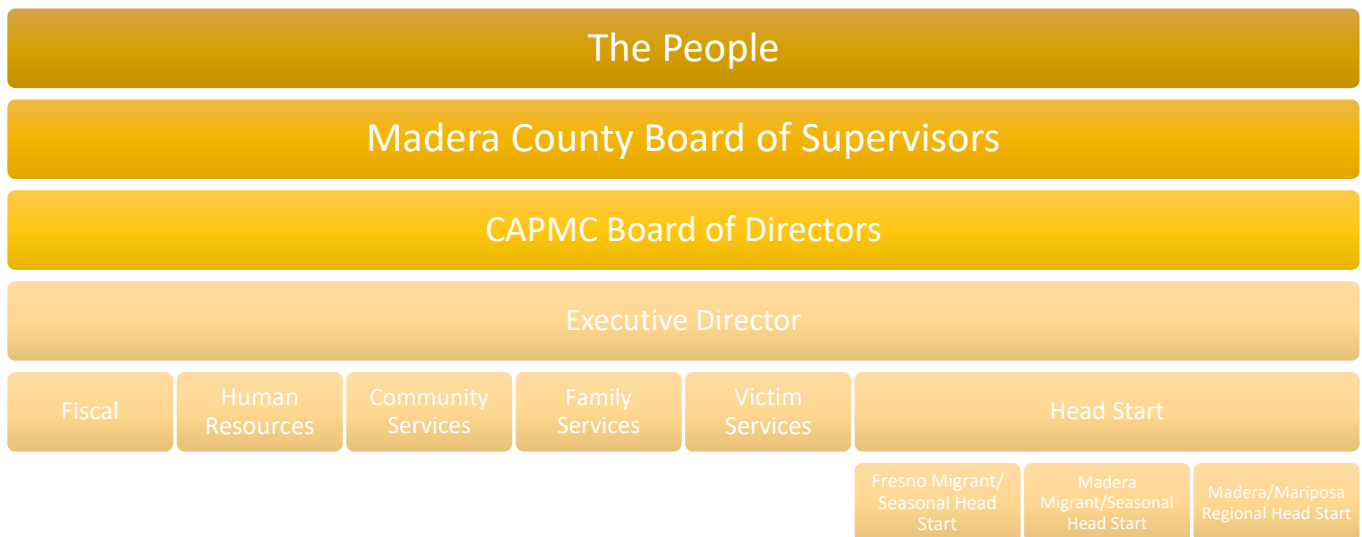
Structure

The Madera County Board of Supervisors has designated the governance and fiduciary responsibility of CAPMC to a 15 member tri-partite Board of Directors. The Board was established to allow for local decisions to be made by the residents of the community in which they live and work. The Board’s configuration consists of five members from elected public officials, five members from the private sector (one seat dedicated to a Policy Council Member from Madera/Mariposa Regional Head Start), and five members from low-income target areas of the community. In compliance with the Head Start Act, there is community representation on the board from (1) a fiscal manager or accountant, (2) an expert in early childhood education and development, and (3) a licensed attorney.

Reporting directly to the Board of Directors is the Executive Director, who ensures the successful and efficient completion of all aspects of agency operations and objectives. This includes proper execution or implementation of Board policies and all appropriate local, state and federal laws and regulations.

Figure 1 below defines the structure of the agency divisions.

FIGURE 1



The agency is a non-profit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law – State of California Corporation for public and charitable purposes. CAPMC employs more than 310 employees annually, and during the peak period of Head Start, over 390 employees.

Finances

A majority of CAPMC's \$32,883,550 annual funding allocation comes from state and federal sources. These funds are focused on services for low-income and disadvantaged populations of our community. Table 1 illustrates expenditures by category, while

TABLE 1

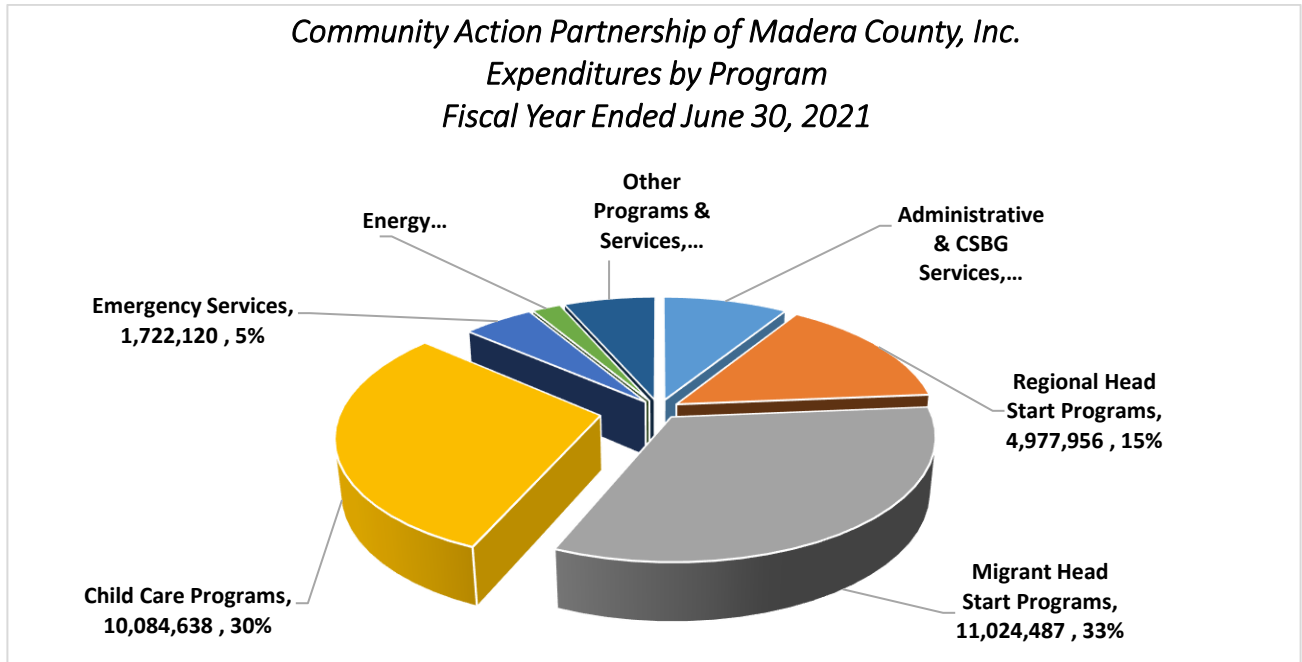
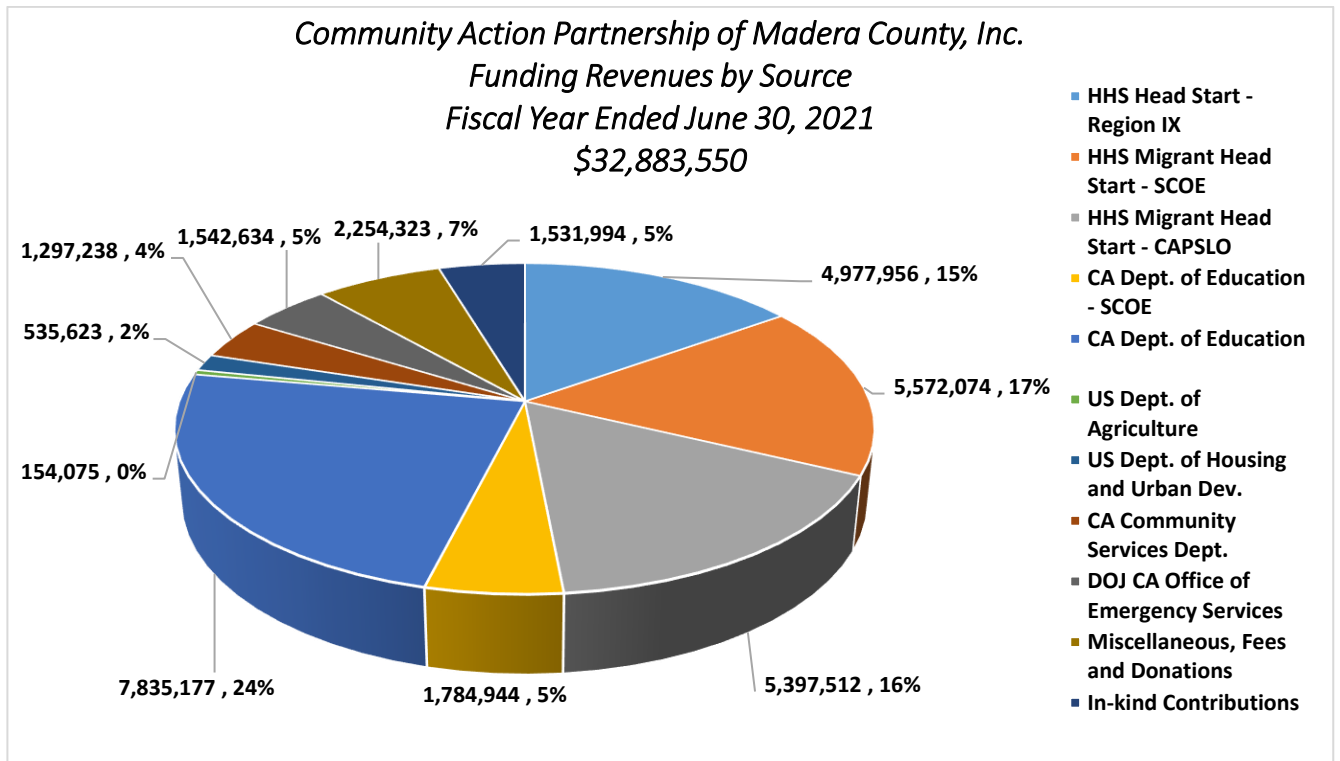


TABLE 2



OUR MIGRANT/SEASONAL HEAD START PROGRAM

CAPMC has an established contract with the Stanislaus County Office of Head Start/Central California Migrant Head Start to provide a comprehensive early childhood education program to children.

Program Director Maritza Gomez-Zaragoza continues to lead the Madera Migrant/Seasonal Head Start Management Team. Mrs. Gomez-Zaragoza and has been a part of the program for over twenty-five years. The team has extensive experience in the field of Child Development and Early Childhood Education. It consists of: a Deputy Director – ECE and Facilities, one Deputy Director – Direct Services, one Support Services Manager (ERSEA), three Education Area Managers, one Disability/Mental Health Specialist, one Health Content Specialist, one Nutrition Content Specialist, one Professional Development Mentor, one Program Analyst, and one Executive Administrative Assistant.

Funded Enrollment

In the 2022-2023 program year, CAPMC 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 State of California’s Community Care Licensing Department, under Title 22, regulates and monitors all Head Start sites.

2022-2023 Proposed Enrollment

Sierra Vista	35 infants/toddlers	57 pre-k
Los Niños	16 infants/toddlers	20 pre-k
Eastin Arcola	16 infants/toddlers	20 pre-k
Pomona	8 infants/toddlers	20 pre-k
Mis Angelitos	24 infants/toddlers	44 pre-k
Sierra Vista Winter	35 infants/toddlers	57 pre-k
Los Niños Winter	16 infants/toddlers	20 pre-k
Mis Angelitos Winter	24 infants/toddlers	44 pre-k
Pomona Winter	8 infants/toddlers	20 pre-k

Current Enrollment

Table 3 displays each site’s capacity and current enrollment.

TABLE 3

Service Area	Capacity	Enrollment as of August 19, 2022		
		Infants	Toddlers	Preschoolers
Madera County				
Eastin Arcola	27	7	4	12
Los Niños	28	4	3	16
Mis Angelitos	64	10	7	35
Pomona	20	0	0	10
Sierra Vista	84	16	12	45

Key Partnerships and Collaborations

CAPMC Head Start has established many key partnerships that allow families to access an array of services.

TABLE 4

ESTABLISHED PARTNERSHIPS AND COLLABORATIONS
Armando Anguiano, DDS
Brandon Smith, DDS
California Head Start Association
California Migrant and Seasonal Head Start Coalition
California Rural & Legal Assistance
Central California Regional Health and Nutrition Cluster
Child Abuse Council
Child Care Local Planning Council

Child Care Resource & Referral
 Child Forensic Interview Team Steering Committee
 Child Protective Services
 Chowchilla Community Task Force
 Community Services – Utilities Assistance, Rent Assistance
 Comprehensive Approaches to Raising Educational Standards Committee (CARES)
 COST – Collaboration Student Study Team
 Darin M. Camarena Health Centers, Inc.
 Early Intervention Coalition/Task Force
 Family Health Services
 First 5 of Madera County
 Fresno Madera Asthma Coalition
 Greg A. Leslie, DDS
 Immunization Coalition
 Love Inc.
 Madera Adult Education
 Madera Coalition
 Madera County Behavioral Health
 Madera County Department of Social Services – CalWORKs, MediCal, Food Stamps
 Madera County Public Health Department
 Madera Food Bank
 Madera Unified School District – State Preschool Programs
 Madera/Mariposa Special Education Local Plan Area (SELPA)
 Madera Wellness Coalition
 Migrant Education-Madera-Mariposa Special Education Local Plan Area (MMSELPA)
 Nurture to Nurture Program
 Rosalinda Mauricio, DDS
 Strengthening Families Program
 Workforce-Adult Training/Employment Program
 Victim Services

Using the Community Assessment

CAPMC Madera Migrant/Seasonal Head Start program uses the information gathered in the Community Assessment to plan for the future. It is used in developing Goals & Objectives, for recommending programmatic changes (program options, locations, etc.), and for policy/procedure revisions.

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 5

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>
32.7%	Estimated percentage age 5 or less	<i>US Census American Community Survey, 2020 5 Year Estimates, B09001</i>
1,317	ESTIMATED NUMBER OF MIGRANT/SEASONAL CHILDREN 0-5 IN MADERA COUNTY	
658	Of the estimated number of migrant/seasonal children in Madera County, the percentage of 0-3 year olds (50%)	<i>US Census American Community Survey, 2020 5 Year Estimates, B09001</i>
657	Of the estimated number of migrant/seasonal children in Madera County, the percentage of 3-5 year olds (49.9%)	<i>US Census American Community Survey, 2020 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% in 2020. English language is the primary language spoken at home for approximately 50.8% 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 2021-2022 year, \$24,632,231 was invested in child care and development services for children from low-income or at-risk families in Madera County.

Table 6 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 2021-2022. 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 6

Child Care Program	Number of Children Ages 0-5 Served	Number of Children Ages 0-12 Served
CalWORKs Stage 1 (2021-2022 data not available)	162	454
CalWORKs Stage 2 Programs	95	257
CalWORKs Stage 3 Programs	48	179
General AP Programs	196	496
Cal-Safe Programs	12	12
Head Start/Early Head Start Programs	484 preschoolers	726

	242 infant/toddlers	
State Preschool Programs	556	556
Transitional Kindergarten	397	397
TOTAL CHILDREN SERVED	2,192	3,097

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 2021-2022 program year 52 children with disabilities were served, which is approximately 12.7% 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 2020, 17.6% 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 4.0% in the 2019-20 year. It has decreased from 5.5% dropout rate for the 2017-18 school year.
- In 2020-2021, 9.09% of third grade students in Madera County met or exceeded the standard on the English Language Arts/Literacy CAASPP. California's average was 22.64%. However, due to factors surrounding the COVID-19 pandemic, testing participation in 2020-21 varied.
- Only 10.8% of the Madera County population over 25 years of age had a Bachelor's or Graduate Degree in 2020.
- According to the Program Information Report for the 2021-2022 program year, of the parents of children enrolled in the Madera Migrant/Seasonal Head Start program, 58.67% have not completed high school.
- Of the 33 classroom teachers and assistant teachers in the program, 4 have a Bachelor's Degree and 17 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 and autism or asthma problems. According to the 2021-2022 PIR, 6 children were treated for autism and 2 were treated for asthma.
- The number of children in the Migrant/Seasonal Head Start program whose BMI is considered overweight and obese is 71, representing 17.35% 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
- Continue COVID-19 health risk to adults and children and accessibility to vaccinations.

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, it 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 on 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, 39,998 cases have been reported, leading to 382 deaths. As of June 28, 2022 85,950 Madera County residents have been fully vaccinated.

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.



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: September 7, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: 2022-2023 Madera Migrant/Seasonal Self-Assessment procedure, process and planning guide

I. RECOMMENDATIONS:

Review and consider approving the 2022-2023 Madera Migrant/Seasonal Head Start program process for conducting the self-assessment.

II. SUMMARY:

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems are in place help the program comply with the 2007 Head Start Act and Performance Standards. Developed checklist that reflect compliance with OHS Program Performance Standards will be utilized to conduct the self-assessment. Staff have developed a process to ensure all service areas are assessed and ensure compliance.

III. DISCUSSION:

The following process will take place in order to ensure the program is still in compliance with Head Start Performance Standards.

- Recipient's staff in conjunction with sub-recipient's staff will conduct site visits, file review, and staff interviews based on the OHS Protocol.
- In preparation, CAPMC staff will review of all children's files for compliance in all service areas - Education, Health, Nutrition, Family, Disability/Mental Health and ERSEA
- Monitoring/review of COPA data
- Program data, CLASS, curriculum to fidelity results, parent services & goal setting, and other data; will also be reviewed to ensure program compliance.

Once all information is gathered it will be used to identify possible trends, areas for strengths and areas for improvement. A report will be presented to the Policy Committee and Board of Directors by November 2022 detailing the result of the program's self-assessment.

- The 2022-2023 Madera Migrant/Seasonal Self-Assessment procedure, process and planning guide was approved by the Policy Committee on September 6, 2022.

IV. FINANCING: None



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: September 19, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: 2021-2022 Madera Migrant/Seasonal Head Start Monitoring Review Results

I. RECOMMENDATIONS

Review and consider approving the results of the 2021-2022 Madera Migrant/Seasonal Head Start Program Monitoring Review.

II. SUMMARY

Stanislaus County Office of Education- Central CA Migrant Seasonal Head Start (SCOE-CCMHS) has implemented a new process for the Grantee monitoring system to ensure their Delegates remain compliant with Office of Head Start Performance and Regulations. The new process includes On-Site Monitoring, Electronic Monitoring, and Monitoring Review.

III. DISCUSSION

1. The attached document provides a summary of the areas that were reviewed by the grantee. Highlights, strengths, and areas of concern identified for each area. Program staff will be developing plans to correct the areas of concern identified on the reports. The plans will be brought to the Policy Committee and Board for approval and feedback.
 2. CAPMC's "Program Review" process was completed from September 14 through September 16th. The process included file review, site visits, system reviews, and classroom observations.
 3. The review teams were composed of Grantee and Delegate staff. All Head Start service areas including Fiscal, Human Resources, and Governance were reviewed during this visit. Parents were involved in the process by completing the Environmental Health & Safety Checklist at their particular site.
 4. The review of the program highlighted the efforts and commitment by staff to providing quality services to the children and families in Madera County.
- The 2021-2022 Madera Migrant/Seasonal Head Start Monitoring Review Results will be presented to the Policy Committee for approval on October 11, 2022.

IV. FINANCING - Minimal



PROGRAM MONITORING REVIEW Review Year 2021-2022 PROGRAM HIGHLIGHTS, STRENGTHS AND FINDINGS

Program: CAPMC – Madera Migrant/Seasonal Head Start		September 14-16, 2022
Program Area	Highlights	
Health and Nutrition Services	<p>A Nutrition Evaluation is completed for every child in order to provide immediate identification of any nutrition concerns and provide resources/referrals as needed.</p> <p>An alarm clock is used in each classroom to ensure a child count is completed every half an hour to reduce the risk of a child supervision incident.</p> <p>The agency uses a large information sheet for children who receive medication at school. This includes, child's name, birthdate, and medication expiration date. The sheet makes it easy for staff or substitutes to identify who has a medication need.</p> <p>Medication forms are completed thoroughly, and reviewed by Health Specialist prior to child's start date.</p> <p>First Aid Checklist are completed monthly which goes above and beyond the every other month requirement.</p> <p>First Five Parenting Kits are given to all children, which include information on immunizations, and most common illness information.</p> <p>All families will receive a physical activity bag, which includes many different health and wellness resources.</p> <p>Active Supervision Plans are reviewed monthly by Specialist or Area Manager. Specialist and Area Manager are assigned certain classrooms, and required to visit monthly. This includes, content specialist reviewing PIR and trends.</p>	
Program Management and Quality Improvement – Policy Council/Committee, Governing Body	<p>CAPMC's system for filing and documentation is well organized and easily accessible.</p> <p>CAPMC's attorney is highly involved in the program governance component and provides the annual governance training to the board and policy committee.</p>	
Fiscal	<p>All items for the fiscal portion of the review were found to be in compliance and all fiscal documents were provided in a timely and efficient manner.</p>	
Program Area	Strengths	
Health & Safety	<p>17 children received eye glasses from a collaboration with First 5 "Mobile Vision Project". The collaboration made the process of referring children for vision services a lot quicker and smoother for families. These children are can now increase their learning, because they received the glasses they needed in order to see better!</p> <p>All children that fall within the obese BMI category, are receiving an Exercise and Nutrition Kit. Each kit includes a yoga mat, detailed My Plate, nutrition book, and physical activity resources. This will allow families to better understand how to assist their families in healthy eating and exercise, and it's importance/impact in learning.</p>	

Program Design & Management ,HR and Training		<p>1. All CAPMC Migrant Head Start staff received a second round of supplemental pay this past program year. This supplemental pay was given to compensate and show staff appreciation for additional duties due to COVID-19. The supplemental pay helped lead to higher staff morale and staff retention rates.</p> <p>2) CAPMC provides staff wellness activities and promotes the activities by sharing a calendar of events for the entire year. Examples include making October a wellness month and staff being given opportunities and resources to participate in wellness events. In addition, the wellness activities have now been embedded through the Coaching Corner, so staff is also receiving information through this avenue. As a result, the staff is supported in their social-emotional health and has opportunities to focus on their individual overall well-being.</p> <p>3) Safety is a high priority for CAPMC. The agency provides safety incentives, including bucks/tickets when staff is accident-free. The tickets are used to purchase items from the safety store. This incentive has resulted in fewer accidents, as proven by data collected and analyzed.</p>
Performance Standards	Program Area	Areas of Concern
Title 22 101173, 1302.41 (b)(2)	Health & Safety	Evacuation Routes- The evacuation maps should be posted by each exit and clearly aligned to the evacuation route for each classroom so they are easy to follow in case of an emergency. The required health postings must be the most current postings, as found on SCOE Website, under Required Postings. Parent/Postings must also be readily accessible to parent's daily.
Record Keeping 1302.101 (a)(4)	Program Design & Management- Record Keeping	5 of the files reviewed had health history or child information sheets where the signature dates did not align. 3 files reviewed had dates in the file that did not align with the dates entered into COPA 4 files reviewed had the old vision and hearing forms
642 (d)(2)(f)	Program Management and Quality Improvement – Policy Council/Committee, Governing Body	The annual monitoring review results for the 21-22 program year was not shared with the board and DPC. This item is considered an operational report and should be shared with both.
Performance Standards	Program Area	Findings
1302.90 (C) (1-2)	Program Design & Management- Human Resources	1. 100% of the staff files reviewed did not contain the annual Standards of Conduct Certification Form signed by each staff member. The staff does attend an annual training however, the certification stating that they understand the Standards of Conduct must be completed annually as stated in the SCOE policy.



Visit Summary (13764)



Site Information

<input type="text" value="CAPMC"/>	<input type="text" value="All Sites"/>	<input type="text" value="All Classes"/>
Department	<input type="text" value="Program Design & Management"/>	Program Model
Address	<input type="text" value="1225 Gill Avenue"/>	Director <input type="text"/>
		Phone <input type="text" value="(559) 673-0012"/>
Email	<input type="text"/>	PO # <input type="text"/>
Contract Period	<input type="text" value="03-01-2022 To 02-28-2023"/>	

Visit and Team Information

Visit Type	<input type="text" value="Monitoring Review (PMQI)"/>	Visit Status	<input type="text" value="New"/>
Date Of Visit		Time Of Visit	
		Visit Duration	<input type="text"/>
Next Visit		Auditor(s)	<input type="text" value="All Auditors"/>
Site Staff Interviewed	<input type="text" value="Populated when a site is selected."/>	Email Notification	<input type="text"/>

Documents Reviewed

Reports Reviewed

Comments

Area of Concern: Record Keeping

5 of the files reviewed had health history or child information sheets where the signature dates did not align.

3 files reviewed had dates in the file that did not align with the dates entered into COPA

4 files reviewed had the old vision and hearing forms

Audit Non-Compliance Summary

Component Area	Framework	Non-Compliance Indicator	Comments	Action Plan
Program Management and Quality Improvement	Program Management and Quality Improvement	Record Keeping [1302.101(a)(4)]		None


Action plan History

Program Management and Quality Improvement (June 2020) Audit Tool

[Add Visit](#)

Visit Notes

[Notes](#)

 **Visit Checklist**

[Attach File](#)

 **Attached Documents**



Add Signature



Add Signature

Staff Signature:

Malerie Fernandes

Date: _____

Site Supervisor Signature:

Date: _____



Visit Summary (13766)



Site Information

Agency	CAPMC	Site / Class	
Department	Program Design & Management	Program Model	MHS
Address	1225 Gill Avenue		
Director		Phone	(559) 673-0012
Email			
PO #		Contract Period	03-01-2022 To 02-28-2023

Visit and Team Information

Visit Type	Monitoring Review (HR and Training)	Visit Status	New
Auditor(s)	Garcia, Veronica , Ph: (209) 238-6300, Email: vgarciastancoe.org	Date of Visit	09-14-2022
		Time of Visit	
		Visit Duration	
Documents Reviewed	Staff Files, training documentation, and tracking sheets.		
Reports Reviewed	COPA Reports (807N and 601)		
Staff Interviewed		Next Visit	

Comments	<p>Strengths:</p> <ol style="list-style-type: none"> 1. All CAPMC Migrant Head Start staff received a second round of supplemental pay this past program year. This supplemental pay was given to compensate and show staff appreciation for additional duties due to COVID-19. The supplemental pay helped lead to higher staff morale and staff retention rates. 2) CAPMC provides staff wellness activities and promotes the activities by sharing a calendar of events for the entire year. Examples include making October a wellness month and staff being given opportunities and resources to participate in wellness events. In addition, the wellness activities have now been embedded through the Coaching Corner, so staff is also receiving information through this avenue. As a result, the staff is supported in their social-emotional health and has opportunities to focus on their individual overall well-being. 3) Safety is a high priority for CAPMC. The agency provides safety incentives, including bucks/tickets when staff is accident-free. The tickets are used to purchase items from the safety store. This incentive has resulted in fewer accidents, as proven by data collected and analyzed. <p>Highlights: None</p> <p>Areas of concern: None</p> <p>Level I Finding: None</p> <p>Level II Findings:</p> <ol style="list-style-type: none"> 1. 100% of the staff files reviewed did not contain the annual Standards of Conduct Certification Form signed by each staff member. The staff does attend an annual training however, the certification stating that they understand the Standards of Conduct must be completed annually as stated in the SCOE policy.
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Site Supervisor Verification

Submitted by:	Verification	Date
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Comments

Audit Non-Compliance Summary

Component Area	Framework	Non-Compliance Indicator	Comments	Action Plan
Human Resources and Training File Checklist	3 - Required Documents (May be located in employee file at licensed facility)	Annual Standards of Conduct [1302.90.(c)(1-2)]		None

Action plan History

Human Resources and Training (June 2020) Audit Tool

Visit Notes

Visit Checklist

Attached Documents

[Add Visit Notes](#)

[Attach File](#)



Add Signature



Add Signature

Staff Signature:

Malerie Fernandes

Date: _____

Site Supervisor Signature:

Date: _____



Visit Summary (13767)



Site Information

Agency	CAPMC	Site / Class	
Department	Fiscal	Program Model	MHS SHS
Address	1225 Gill Avenue		
Director		Phone	(559) 673-0012
Email			
PO #		Contract Period	03-01-2022 To 02-28-2023

Visit and Team Information

Visit Type	Monitoring Review (Fiscal)	Visit Status	No findings
Auditor(s)	Larson, Steve , Ph: 209-238-1812, Email: selarson@stancoe.org	Date of Visit	09-16-2022
Documents Reviewed			
Reports Reviewed			
Staff Interviewed		Next Visit	

Comments	<p>Strengths: None</p> <p>Area of Concern: None</p> <p>Level I Findings: None</p> <p>Level II Findings: None</p> <p>Agency Highlights:</p> <p>All items for the fiscal portion of the review were found to be in compliance and all fiscal documents were provided in a timely and efficient manner.</p>
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Site Supervisor Verification

Submitted by:		Verification		Date	
Comments					

Audit Non-Compliance Summary

Component Area	Framework	Non-Compliance Indicator	Comments	Action Plan
Action plan History Fiscal (June 2020) Audit Tool Visit Notes Visit Checklist Attached Documents				

[Add Visit Notes](#)

[Attach File](#)



Add Signature



Add Signature

Staff Signature:

Malerie Fernandes

Date: _____

Site Supervisor Signature:

Date: _____



Visit Summary (13765)



Site Information

<input type="text" value="CAPMC"/>	<input type="text" value="All Sites"/>	<input type="text" value="All Classes"/>	
Department	<input type="text" value="Program Design & Management"/>	Program Model	<input type="text" value="MHS"/>
Address	<input type="text" value="1225 Gill Avenue"/>	Director	<input type="text"/>
		Phone	<input type="text" value="(559) 673-0012"/>
Email	<input type="text"/>	PO #	<input type="text"/>
Contract Period	<input type="text" value="03-01-2022 To 02-28-2023"/>		

Visit and Team Information

Visit Type	<input type="text" value="Monitoring Review (Program Governance)"/>	Visit Status	<input type="text" value="New"/>
Date Of Visit		Time Of Visit	
		Visit Duration	<input type="text"/>
Next Visit		Auditor(s)	<input type="text" value="Cuevas, Violeta"/>
Site Staff Interviewed	<input type="text" value="Populated when a site is selected."/>	Email Notification	<input type="text"/>

Documents Reviewed

Reports Reviewed

Comments

Strength: None

Area of Concern:

The annual monitoring review results for the 21-22 program year was not shared with the board and DPC. This item is considered an operational report and should be shared with both.

Level 1 Finding: None

Level 2 Finding: None

Agency Highlight:

CAPMC's system for filing and documentation is well organized and easily accessible.

CAPMC's attorney is highly involved in the program governance component and provides the annual governance training to the board and policy committee.

Audit Non-Compliance Summary

Component Area	Framework	Non-Compliance Indicator	Comments	Action Plan
B - Governing Body	B - Informational/Operational Reports	The Annual Monitoring Review [642(d)(2)(F)]		None
A - Policy Council/Committee	B - Informational/Operational Reports	The Annual Monitoring Review [642(d)(2)(F)]		None

Action plan History

Program Governance (June 2020) Audit Tool

Visit Notes

Visit Checklist

Attached Documents

[Add Visit Notes](#)

[Attach File](#)



Add Signature



Add Signature

Staff Signature:

Malerie Fernandes

Date: _____

Site Supervisor Signature:

Date: _____



Visit Summary (13763)



Site Information

CAPMC	All Sites	All Classes	
Department	Health and Safety	Program Model	MHS
Address	1225 Gill Avenue	Director	
		Phone	(559) 673-0012
Email		PO #	
Contract Period	03-01-2022 To 02-28-2023		

Visit and Team Information

Visit Type	Monitoring Review (Health & Nutrition)	Visit Status	New
Date Of Visit		Time Of Visit	
		Visit Duration	
Next Visit		Auditor(s)	Garcia, Francine
Site Staff Interviewed	Populated when a site is selected.	Email Notification	

Documents Reviewed

Reviewed 36 Health Files.

Reviewed COPA Child Case Notes and Case Conferencing Notes.

Reviewed COPA Health Reports.

Reviewed Emergency Binders, Red Bags, Individual Health Care Plans, and Parent Boards/Required Postings at sites.

Reviewed Agency Monitoring Tool and compliance.

Reports Reviewed

Reviewed COPA Child Case Notes and Case Conferencing Notes.

Reviewed COPA Health Reports.

Comments

Strengths:

17 children received eye glasses from a collaboration with First 5 "Mobile Vision Project". The collaboration made the process of referring children for vision services a lot quicker and smoother for families. These children are can now increase their learning, because they received the glasses they needed in order to see better!

All children that fall within the obese BMI category, are receiving an Exercise and Nutrition Kit. Each kit includes a yoga mat, detailed My Plate, nutrition book, and physical activity resources. This will allow families to better

understand how to assist their families in healthy eating and exercise, and it's importance/impact in learning.

Area of Concern:

Evacuation Routes- The evacuation maps should be posted by each exit and clearly aligned to the evacuation route for each classroom so they are easy to follow in case of an emergency.

The required health postings must be the most current postings, as found on SCOE Website, under Required Postings. Parent/Postings must also be readily accessible to parent's daily.

Level 1 Finding:

None

Level 2 Finding:

None

Agency Highlights:

A Nutrition Evaluation is completed for every child in order to provide immediate identification of any nutrition concerns and provide resources/referrals as needed.

An alarm clock is used in each classroom to ensure a child count is completed every half an hour to reduce the risk of a child supervision incident.

The agency uses a large information sheet for children who receive medication at school. This includes, child's name, birthdate, and medication expiration date. The sheet makes it easy for staff or substitutes to identify who has a medication need.

Medication forms are completed thoroughly, and reviewed by Health Specialist prior to child's start date.

First Aid Checklist are completed monthly which goes above and beyond the every other month requirement.

First Five Parenting Kits are given to all children, which include information on immunizations, and most common illness information.

All families will receive a physical activity bag, which includes many different health and wellness resources.

Active Supervision Plans are reviewed monthly by Specialist or Area Manager. Specialist and Area Manager are assigned certain classrooms, and required to visit monthly. This includes, content specialist reviewing PIR and trends.

[-] Audit Non-Compliance Summary

Component Area	Framework	Non-Compliance Indicator	Comments	Action Plan
Health and Nutrition	B - Agency Checklist	There is an Incidental Medical Plan/Plan of Operation in place. [Title 22 101173]	Evacuation routes must align with individual classrooms.	None
Health and Nutrition	B - Agency Checklist	Required health postings (Emergency Health Guidance) are accessible and follow guidance from "Health Board Required Postings Checklist". [1302.41(b)(2)]	Must post most current postings as found in SCOE Website Checklist and place in a location that parents have access to daily.	None

[+] Action plan History

[+] Health and Nutrition (June 2020) Audit Tool

[Add Visit Notes](#)

 **Visit Notes**

[Attach File](#)

 **Visit Checklist**
 **Attached Documents**



Add Signature



Add Signature

Staff Signature:

Malerie Fernandes

Date: _____

Site Supervisor Signature:

Date: _____



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: October 13, 2022

Author: Maribel Aguirre

DATE: August 30, 2022

TO: Board of Directors

FROM: Maribel Aguirre, Parent and Program Governance Specialist

SUBJECT: Approval of the 2022-2023 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee

I. RECOMMENDATIONS

Review and consider approving the 2022-2023 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 yearly. 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 during the August meeting.
- The Agency Attorney, Russ Ryan, reviewed the 2022-2023 MMHS By-laws and provided feedback.

IV. FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: FRESNO MIGRANT/SEASONAL HEAD START POLICY COMMITTEE 2022-2023



Reviewed by Agency Attorney – June 2022

Approved by the Fresno Migrant/Seasonal
Head Start Policy Committee on – August 10, 2022

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 Fresno 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) Recommendations for budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
- e) Provide input and compliance with 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 and/or providing input into 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.
- i) Cooperate in good faith with the CAPMC Board of Directors in any impasse procedures that may be necessary to resolve internal disputes between the CAPMC Board of Directors and Committee in a timely manner.
- j) Arrive on time and regularly attend all Policy Committee meetings.
- k) Actively prepare for meetings by receiving and reading the agenda and minutes prior to the meetings.

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.

Note: Checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

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
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 to 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 – Exceptions to In-Person Board Meetings due to Emergency Circumstances -

(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 (collectively referred to as the “**Teleconferencing Exemption**”). 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) should the Teleconferencing Exemption be enacted.

(b) To implement the Teleconferencing Exemption for a particular meeting and forego the Brown Act's traditional agenda posting requiring the identity of and public access to each teleconference location and quorum requirements for teleconferencing, the

Committee shall do the following:

- (i) Give timely notice of the meeting and post agendas as required by the Brown Act;
- (ii) Make a finding at the meeting that the Committee has considered the state of emergency circumstances and finds that (a) a state of emergency continues to directly impact the ability of the Committee Representatives to meet safely in person; or (b) that state or local officials continue to impose or recommend measures to promote social distancing.
- (iii) Allow members of the public to access the meeting and directly address the Committee as provided by Government Code Section 54954.3. The agenda for the meeting will provide notice of the means by which the public may access the meeting and offer public comment. The agenda will also identify and include an opportunity for all persons to attend via a call-in option OR an internet-based service option;
- (iv) Conduct the meeting in a manner that protects the statutory and constitutional rights of the Committee, Committee Representatives and the public appearing before the Committee;
- (v) In the event of a service disruption that prevents broadcasting the meeting or in the event of a disruption within the Committee's control that prevents public comment for members of the public using the call-in option or internet-based option, stop the Committee meeting and take no further action on agenda items until public access is restored. Note: actions taken on agenda items during a disruption may be subject to challenge pursuant to Section 54960.1.

(c) A quorum of the Committee is present for any Committee meeting utilizing the Teleconference Exemption 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.

(d) Committee members may attend meetings utilizing the Teleconferencing Exemption 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 as detailed above.

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

(f) 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.

(g) 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. As noted above, checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Committee Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

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 Fresno 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.
10. 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.

CERTIFICATION OF SECRETARY

I certify that I am the duly acting Secretary of the Fresno 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 August 10, 2022, and that they have not been amended or modified since that date.

Marianayelly A.
Marianayelly Angeles, Secretary

Dated: August 10, 2022



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: September 26, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results

I. **RECOMMENDATIONS**

Review and consider approving the 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results.

II. **SUMMARY**

In accordance with Head Start Performance Standards, a yearly self-assessment must be conducted. The assessment assists staff to determine if the systems that are in place help the program comply with the 2007 Head Start Act and Performance Standards. Developed checklists that reflect compliance with OHS Program Performance Standards were utilized to conduct the self-assessment.

Training was held on August 15, 2022 on the self-assessment process and instrument. Program process and systems were reviewed to collect information that was utilized as part of the self-assessment to identify strengths and areas of need in the implementation of policies, procedures, and processes. The self-assessment process assessed the program during the week of August 17 – 19, 2022.

III. **DISCUSSION**

Staff utilized a variety of systems based on the 2022 Office of Head Start Monitoring Protocol to evaluate the program. The areas reviewed were:

- Quality Education and Child Development services
- Quality Health Program Services/Environmental Health and Safety
- Quality Family and Community Engagement Services
- ERSEA – Eligibility and Attendance
- Program Design and Management

Results of the program self-assessment will be reviewed with Policy Committee and Board of Directors at their respective meetings.

- The 2021-2022 Fresno Migrant Seasonal Head Start Self-Assessment Results will be presented to the Policy Committee for approval on October 12, 2022.

IV. **FINANCING**: Minimal



PROGRAM SELF-ASSESSMENT REVIEW
Review Year 2021-2022
PROGRAM STRENGTHS, RECOMENDANTIONS AND FINDINGS

Program: CAPMC – Fresno Migrant Seasonal Head Start
August 17-19, 2022

Program Area	PROGRAM STRENGTHS/HIGHLIGHTS	
Quality Education and Child Development Services	<p><u>1302.14 (b) Disabilities - STRENGTH</u> Head Start Performance Standard requires that “Children eligible for services under IDEA (1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver”.</p> <p>During 2021-2022 Self-assessment, program have established a strong collaboration and partnerships with the Local Education Agency and the continued contract of the speech pathologist, the program was able to exceed the funded enrollment by obtaining 11% (52) and 13.6% of the actual enrollment with children with disabilities.</p> <p><u>1302.30 Education</u> During program, 2021-2022 Self-Assessment reliable CLASS observers completed observations for all preschool classrooms, obtaining as a result a program overall score above the competition threshold.</p> <ul style="list-style-type: none"> • Emotional Support – 6.07 • Classroom Organization – 5.45 • Instructional Support – 3.19 <p>Program attributes the increase to the Instructional Support Domain to the</p>	

	<p>Professional Development provided to Center Directors (7 total attended) and preschool teaching staff (17 total attended). Program was able to provide the following CLASS related topics:</p> <ul style="list-style-type: none"> • A Pre-K CLASS overview was offered at preservice • A CLASS Pre-K Primer Online Course from Teachstone which included the following modules: <ul style="list-style-type: none"> ○ Interactions Matter ○ Focus on Child Development ○ The CLASS System ○ All About Pre-K CLASS • Program facilitated Community of Practice for teachers, which reflected the content included on the Pre-K Primer Online Course. • Professional Development Coach provided pre-k teachers with the following resources: <ul style="list-style-type: none"> ○ CLASS Dictionary ○ CLASS Strategy Cards 	
<p>Quality Family and Community Engagement Services</p>	<p>1302.53(b) – Data Systems 1302.101(b)(4) Management System During the 2021-2022 self-assessments, 7 Advocates were interviewed on the process of family data. Based on their responses, it was evident that they understand the process of family data and are able to articulate it.</p> <p>1302.50 Family Engagement (b)(2)(3) The program continues to provide a newsletter to parents as a venue to share educational topics, resources and events in the</p>	

	<p>communities. The following are some topics included in the newsletter:</p> <ul style="list-style-type: none"> • Educational Topics <ul style="list-style-type: none"> ○ Sharing Wordless Pictures Books ○ Sudden Infant Death Syndrome (SIDS) ○ Recognizing Child Abuse <p>Parent Curriculum – Ready Rosie</p> <ul style="list-style-type: none"> • Out of 272 families enrolled from 9/1/21 to 8/31/22, 169 (62%) were registered to the Ready Rosie platform. • Out of 272 register users, 2,298 video views were aligned to the PFCE framework and 970 to the ELOF. 	
ERSEA	<p>1302.12 Eligibility</p> <p>The program was able to increase enrollment to families in need of Migrant Seasonal Head Start services with the new eligibility guidance from the Office of Head Start by including SNAP/CalFresh as a categorically eligibility. Additionally, the recipient increase the number of seasonal slots that allowed for more children and families being served in the 2021-2022 program year.</p>	
Program Management & Quality Improvement	<p>1302.93 Staff Health & Wellness</p> <p>The program continues to support staff's wellness by providing a variety of resources through the monthly "Coaching Corner" newsletter that is provided to staff. The program provides a "wellness" day for staff to engage in team building activities and self-care. Additionally, CAPMC's Human Resources Department dedicates the month of October to conducting wellness activities. Agency staff also receive the "Action for</p>	

	<p>Happiness Calendar” some of the topics provided are:</p> <ul style="list-style-type: none"> • 10 Keys for happier living • Happier kinder together • Self-Care in 10 minutes <p>1302.92 Training & Professional Development</p> <p>CAPMC has been providing continuous opportunities for staff to take part in professional development trainings. In the 2021-2022 the following trainings have been provided to staff:</p> <ul style="list-style-type: none"> • The Silo Effect – Leadership team • DLL – Infant/Toddler & Preschool • Challenging Behaviors • Language Impairment • DRDP Training • Pre-K CLASS Overview • Pre-K CLASS Prime Course • Pre-K CLASS Community of Practice • Interaction at the Heart of Healing Course • Curriculum Training • Family Data Process • 3-Day ChildPlus Training <p>Program/classroom staff have provide positive feedback after attending trainings provided.</p> <p>1302.102(c) Using Data for Program Improvement</p> <p>Program staff have made great improvement in the collection and analysis of data for program planning. Collected data is being intentionally used for professional development and coaching. Staff are utilizing</p>	
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	<p>the ChildPlus system to develop tools for monitoring and the ability to identify needs and trends within component areas and/or service delivery.</p> <p>Staff have also developed a program calendar that provides focus to program areas depending on the month and where the program is in it service year – ie;</p> <ul style="list-style-type: none"> • ERSEA is reviewed monthly • PIR – July, August, October, November • Parent Curriculum – August, December 	
Program Area	RECOMMENDATION	PLAN OF ACTION
Quality Education and Child Development Services	<p>1) During program’s 2021-2022 Self-Assessment, education managers reviewed 100% of education files. Upon reviewing the Child & Family Transition Plan, education managers identified that 57% of the files were out of compliance on completing this form due to inconsistent documentation on the outcome/follow-up.</p> <p>Program recommends additional monitoring & Training/Technical Assistance to improve follow up documentation.</p> <p>2) During program’s 2021-2022 Self-Assessment, education managers reviewed 100% of education files. Upon reviewing, the Individual Child School Readiness Plans, education managers identified that 57% of the files were out of compliance on the following areas:</p> <ul style="list-style-type: none"> • According to the Head Start Performance Standards, Individual child goals 	<ul style="list-style-type: none"> • Program policies & procedures will be updated to reflect updated forms. • Revised forms and policies and procedures will be reviewed with teaching staff. • Monitoring for compliance and TA will be provided as needed. <ul style="list-style-type: none"> • Program policies & procedures will be updated to reflect updated forms. • Revised forms and policies and procedures will be reviewed with teaching staff. • Monitoring for compliance and TA will be provided as needed.

	<p>Education team identified that teachers completed individual Child School Readiness goals prior having the meeting with parents.</p> <ul style="list-style-type: none"> • Documentation was not done per parents preferred language. <p>Disabilities Services During the 2021-2022 Self-Assessment, 22% of program education files were review for compliance, 15 of those files (29%) were for children with Disabilities. Overall teachers were consistent on completing screenings on a timely manner; however, 13% of the disability files revised need improvement in the review process of the Individual Observation Report. Mental Health consultant provides this report every time he completes a classroom/child observation. Teachers are required to schedule a parent meeting to review the report and document this in the file.</p> <p>Program recommends updating the procedure of reviewing the Individual Observation report with parents. Once Disability & Mental Health specialist updates this procedure, she will review it with teachers and will provide additional monitoring & technical assistance to ensure full implementation.</p>	<ul style="list-style-type: none"> • Review Procedure to ensure that it includes: • Final steps on reviewing process of individual Mental Health Social Emotional report • Schedule Parent meeting • Provide a copy of report to parent • File the Individual (MH) S-E observation report in the education file. (Disability Section 5) • Document on Family Access Log • During pre-service training will be provided to Teaching staff and center director on disability procedure of the Individual (MH) S-E observation report to be review with parent. • Teacher will document on family access log and filed report in Disability section 5. • Technical assistance will be provide as needed throughout the season. • Monitoring will take place to ensure system is being implemented,
<p>Quality Health Program/Environmental Health and Safety</p>	<p>Health Reviewed 88 Preschool files (ages 3 and up) and the following was observed:</p>	<ul style="list-style-type: none"> • Review and update hearing and vision screening procedures. • Purchase vision screener

	<p>27% (24) of files, did not have or obtained the hearing and/or vision screenings prior to the 45-day requirement.</p> <p>It is recommended to strengthen the vision and hearing system to ensure screenings are completed on time.</p> <p><u>Nutrition</u> Reviewed 190 children files and the following was observed:</p> <p>10 files (5%) had missing hemoglobin data and no case notes pertaining to follow up with the families or provider was noted on the children's files.</p> <p>16 files (8%) did not have growth charts filed.</p>	<ul style="list-style-type: none"> • Health Specialist will create a Hearing and Vision Screener schedule to assign each center a date and time of when they can have screeners at their center. • Provided training on the updated procedure and schedule. • Monitor screenings and provide feedback to Advocates during Advocate monthly meetings. • Provide T&TA for Advocates needing additional training about completing screenings on time. • The Nutrition Specialist will provide training to advocates on process in obtaining hemoglobin data, assist parents on scheduling appointments, obtaining pending appointment dates and how to use case notes. • The Nutrition Specialist will train advocates how to weigh and measure children's' height on a weight & measure scale. In addition, the Nutrition Specialist will train advocate how to obtain the growth chart data from the child's physical, print growth charts from Child Plus and how to file the growth charts. Training documentation will be on file for record keeping purposes.
<p>ERSEA – Eligibility and Attendance</p>	<p><i>1302.10 – Community Assessment</i> Conducted interviews with Advocates, during the interview it was noted that Advocates lack knowledge of the community assessment. It is recommended training be providing to Advocates to gain knowledge of how the program utilizes gathered data to make programmatic changes needed in response to the changing needs of the community.</p>	<ul style="list-style-type: none"> • Advocates will receive training on the community needs assessment. The training will include: <ul style="list-style-type: none"> ○ The purpose for conducting a community needs assessment. ○ How the program gathers and analyzes data to identify changes in community needs and to determine if any programmatic changes needed to implement. • Evaluate and follow up with Advocates to identify if any additional information is needed.

	<p>1301.3 – Policy Council Role It was found that Advocates have minimal knowledge about the Policy Committee’s role to review and approve program policies and procedures. It is recommended that Advocates review the Policy Committee agenda items (packets) prior to filing them in the binder.</p>	<ul style="list-style-type: none"> • The Parent and Program Governance Specialist will discuss the importance of reviewing the monthly PC packets. • The Parent and Program Governance Specialist will distribute the PC packets to centers for Advocates to review its contents. • The Parent and Program Governance Specialist will randomly conduct interviews with Advocates to identify what action items, informational items, and/or trainings were provided.
<p>Quality Family and Community Engagement Services</p>	<p>Although files were well maintained, there was inconsistency with entering family goals, referrals and resources in Child Plus.</p> <p>Referrals:</p> <ul style="list-style-type: none"> • Out of 7 centers, 4 showed evidence of referral/resource documented in Child Plus and 3 showed not evidence. <p>Family Goals:</p> <ul style="list-style-type: none"> • Out of 7 centers, 5 showed evidence of family goals entered in Child Plus and 2 showed no evidence. • <p>It is recommended to strengthen the family data entry systems to ensure consistency with data.</p>	<ul style="list-style-type: none"> • Review and update family data procedures • Create a tracking system for Advocates to keep track of items entered • Provided training on the updated family data procedures and tracking systems • Monitor data and provide feedback to Advocates during Advocate monthly meetings • Provide T&TA for Advocates needing additional training in order for them to understand and articulate the purpose and systems of data.
<p>Program Management & Quality Improvement</p>	<p>Human Resources: 1309.92 It is recommended that the program develop a schedule of CPR/First Aid trainings to ensure current staff and new hires obtain a CPR/First Aid certification in a timely manner. Additionally, the program should have a list of CPR/First Aid</p>	<ul style="list-style-type: none"> • Identify HS staff that can become CPR/First Aid Trainers. • Develop a training schedule beginning May of each program year. • Identify CPR/First Aid trainers and develop a list to provide to staff.

		providers/trainers if Head Start staff are unable to provide the training.	<ul style="list-style-type: none"> • Monitor staff certifications April of each year to ensure staff obtain certification in a timely manner or prior to expiration.
Performance Standards	Program Area	FINDINGS	
1302.15	ERSEA	The program did not meet its funded enrollment of 469. The program was able to reach 83% of the enrollment contract.	<ul style="list-style-type: none"> • Schedule a planning meeting with Advocates to develop an individual plan to the meet the funded enrollment for the program year 2022 - 2023. Plan will include target monthly numbers of registration and enrollment of children/families. • Collect data from Advocates on a monthly basis and review information during monthly Advocate meetings. • Distribute enrollment reports to centers monthly and follow up and offer support as needed for centers that have low enrollment.



Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors Meeting for: October 13, 2022

Author: Julie Doll

DATE: September 21, 2022

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 classrooms 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.

- The Suspension and Expulsion Procedure will be presented for approval to the Policy Council on October 6, 2022.

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-18

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: August 22, 2022
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

Per Head Start Performance Standard 1302.18 states; 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.

- The Madera/Mariposa Regional and Early Head Start No Fee Policy will be presented to the PC for approval on 9/1/2022.

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-19

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: August 22, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera/Mariposa Regional and Early Head Start 2022-2023 Planning Process and Calendar

I. **RECOMMENDATION**

Review and consider approving the 2022-2023 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

II. **SUMMARY**

The 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.

- The Madera/Mariposa Regional and Early Head Start 2022-2023 Planning Process and Calendar will be presented to the PC for approval on 9/1/2022.

III. **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 2022 to August 2023

	August 25, 2022	September 1, 2022	October 6, 2022	November 3, 2022	December 1, 2022	January 5, 2023
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 2022-2023 Policy Council - 2022-2023 Policy Council Reps Elected - Election of Executive Committee Rep. - Appoint Policy Council Rep. to Board of Director - Election of the Community Member - 2022-2023 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 2022-2023 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"> - 2021-2022 Program Information Report (PIR) - Approve 2022-2023 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"> - 2022-2023 Community Assessment Update - 2022-2023 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 2023-2024 Application/Budget for Madera/Mariposa Regional & Early Head Start - Training Plan - Administrative - Non Federal Share - Self-Assessment Results and Corrective Plan of Action - 2021-2022 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 11, 2022	September 8, 2022	October 13, 2022	November 10, 2022	December 8, 2022	January 12, 2023
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"> - 2022-2023 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 2022-2023 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"> - 2022-2023 Community Assessment Update - 2022-2023 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 2023-2024 Application/Budget for Madera/Mariposa Regional & Early Head Start - Training Plan - Administrative - Non Federal Share - Self-Assessment Results and Corrective Plan of Action - 2021-2022 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 2022 to August 2023**

	February 2, 2023	March 2, 2023	April 6, 2023	May 4, 2023	June 1, 2023	July 6, 2023	August 3, 2023
Policy Council	<p>*Action</p> <ul style="list-style-type: none"> - CAPMC Audit Reports - Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) 2023-2024 <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - 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 9, 2023	March 9, 2023	April 13, 2023	May 11, 2023	June 8, 2023	July 13, 2023	August 10, 2023
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 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-20

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: August 22, 2022

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 2022-2023

I. RECOMMENDATIONS

Review and consider approving the 2022-2023 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 will decide whether or not to approve the policy at their regular meeting on September 1, 2022 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 using their vehicle.

- The Madera/Mariposa Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2022-2023; will be presented for PC approval on 9/01/2022.

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 Parent and Program Governance Specialist 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-21

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: September 21, 2022
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 Community Action Partnership of Madera County 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.

- The Impasse Procedure will be presented for approval to the Policy Council on 10/06/2022.

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-21

Board of Directors Meeting for: October 13, 2022

Author: Ana Ibañez

DATE: July 25, 2022

TO: Board of Directors

FROM: Ana Ibañez, Community Services Program Manager

SUBJECT: Monitoring Visit of the Low-Income Home Energy Assistance Program (LIHEAP) contracts 21B-5019, 22B-4019 and 21V-5568.

I. RECOMMENDATION:

Review and approve the results of the 2022 Department of Community Services and Development Monitoring Report of the Community Services Low Income Home Energy Assistance Program (LIHEAP) contracts 21B-5019, 22B-4019, and 21V-5568.

II. SUMMARY:

Representatives from the Department of Community Services and Development met with Community Services staff virtually during the week of July 11, 2022 to July 15, 2022. CSD representatives reviewed all three LIHEAP contracts to ensure CAPMC meets the Administrative, Financial, Programmatic, Compliance and other requirements as prescribed in each contract.

III. DISCUSSION:

- A. During the virtual visit, the CSD field representatives requested several client files from each contract for review. CSD representatives did not identify any issues in the following areas: Administrative, Financial, Programmatic nor Compliance Requirements.
- B. Attached is a copy of the report.

IV. FINANCING:

N/A



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

August 3, 2022

Ms. Mattie Mendez, Executive Director
Community Action Partnership of Madera County, Inc.
1225 Gill Ave.
Madera, CA 93637

Dear Ms. Mendez:

CSD conducted a Virtual Visit of Community Action Partnership of Madera County, Inc. The review focused on the Administrative, Financial, and Programmatic requirements for the following contracts: 2021 Low-Income Home Energy Assistance Program (LIHEAP), 2022 LIHEAP, 2021 American Rescue Plan Act (ARPA).

Attached is Monitoring Report E-22-006, which provides a synopsis of the Virtual Visit. If you have any questions, please feel free to contact me at 916-407-2682 or Eric.Johnson@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

Eric Johnson

ERIC JOHNSON
Field Representative

Enclosure: 2022 Monitoring Report

C: Mr. Tyson Pogue, Board Chair, Community Action Partnership of Madera County, Inc.

STATE OF CALIFORNIA
*Department
of
Community Services and Development*



August 3, 2022

Monitoring Report E-22-006

The Department of Community Services and Development (CSD) is responsible for the oversight of the Low-Income Home Energy Assistance Program (LIHEAP). Hence, CSD is required to monitor the activities of Community Action Partnership of Madera County, Inc. to ensure compliance with all contractual and statutory requirements.

INTRODUCTION

CSD conducted a virtual monitoring visit of Community Action Partnership of Madera County, Inc. (CAPMC) from July 11, 2022 to July 15, 2022. CSD reviewed the following CAPMC Energy contracts: LIHEAP 21B-5019, 22B-4019, 21V-5568 contracts. Eric Johnson, Field Representative, conducted the monitoring review in accordance with CSD's Energy and Environmental Services Division's Monitoring Scope.

The purpose of the review is to ensure the Contractor meets the Administrative Requirements, Financial Requirements, Programmatic Requirements, Compliance Requirements and other applicable requirements as prescribed in the contract and referenced therein (2 CFR §200.328; 45 CFR §75.342; DOE WAP and LIHEAP Article 10.3).

This monitoring report contains the following sections:

- I. Administrative Requirements
- II. Financial Requirements
- III. Programmatic Requirements
- IV. Compliance Requirements
- V. Monitoring Summary
- VI. Recommendations, Observations, and Findings

I. ADMINISTRATIVE REQUIREMENTS

The purpose of the Administrative Requirements review is to ensure that the Contractor is properly administering the Federal and/or State programs in accordance with CSD's contract requirements. The areas covered under the Administrative Requirements are Board Roster, By Laws, Resolution and Minutes; Internal Controls Requirements; Record Retention Requirements; Travel and per diem; Conflict of Interest; Procurement Standards; Use and Disposition of Vehicles and Equipment; Subcontracts; Complaint Management Policies and Procedures; Fair Hearing Process for Applications for Denial of Benefits by Contractor; and Fraud, Waste and Abuse.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Administrative Requirements.

II. FINANCIAL REQUIREMENTS

The purpose of the Financial Requirements review is to ensure that Contractor's financial management systems, including records documenting compliance with Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award. The areas covered under the Financial Requirements are Working Capital Advance and Major Purchase Advances; Wood, Propane and Oil Returned Payments; Allowable Costs; Service Area Expenditures Requirements; Reimbursement Guidelines; and Reporting Requirements.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Financial Requirements.

III. PROGRAMMATIC REQUIREMENTS

The purpose of the Programmatic Requirements review is to ensure that the Contractor is adhering to the programmatic requirements of the contract. The areas covered under the Programmatic Requirements are Program Standards and Regulatory Requirements; Prioritization of Services; Service Priority Guidelines; Outreach and Intake Activity Guidelines; Assurance 16 Activity Guidelines; Leveraging Activities; Record-Keeping Responsibilities; HEAP/WPO Activity Guidelines; Weatherization Activity Guidelines; Energy Crisis Intervention Program (ECIP) Services Activity Guidelines; ECIP Fast Track

and HEAP Electric and Gas Pledge Guidelines; SWEATS Activities Guidelines; Quality Assurance; Training Requirements; Quality Control Inspectors Certification; Contractor Licensing; Special Licensing – Weatherization; Environmental Protection Agency (EPA) Certifications; and Mandatory Training.

The CSD Field Representative requested several client files for review. Below is a summary of the number of client files requested, received and reviewed:

Contract	Program	Number of Files Requested	Number of Files Received	Number of Files Reviewed
22B-4019	2022 LIHEAP	8	8	8
21B-5019	2021 LIHEAP	8	8	8
21V-5568	2021 ARPA	7	7	7
TOTALS		23	23	23

Based on the CSD Field Representative’s review, the CSD Field Representative did not identify any issues regarding Programmatic Requirements.

IV. COMPLIANCE REQUIREMENTS

The purpose of the Compliance Requirements review is to ensure that the Contractor is meeting their expenditure and unit production goals in accordance to the contractual requirements and/or the agency’s submitted performance and expenditure benchmarks. The areas covered under the Compliance Requirements are Service Delivery and Expenditure Requirements.

Based on the CSD Field Representative’s review, the CSD Field Representative did not identify any issues regarding Compliance Requirements.

V. MONITORING SUMMARY

Exit Conference & Discussion:

At the Agency’s Exit Conference on Friday, July 15, 2022, the CSD Field Representatives provided an overview of the outcome of the virtual visit. The following topics were discussed:

- Merced County Community Action Agency (MCCAA) runs CAPMC’s Weatherization and EHCS program. Some of the files were not consistent

between the CSD 540, CSD 611, and Billing Sheet. The Field Representative requested and received clarifications from MCCA. No issues were identified.

- CAPMC would like to develop their own internal Weatherization Program in the future.
- Within 30 days after the conclusion of the monitoring, the CSD Field Representative would furnish a draft monitoring report for the agency to review for up to two (2) weeks. The agency will have an opportunity to discuss the issues highlighted in the report either by an email response or a teleconference. CSD will finalize the report once all issues have been discussed or a non-response from the agency.



Report to the Board of Directors

Agenda Item Number: D-23

Board of Directors Meeting for: October 13, 2022

Author: Irene Yang

DATE: September 13, 2022
TO: Board of Directors
FROM: Irene Yang, Human Resources Director
SUBJECT: Facilities Supervisor Job Description

I. RECOMMENDATION:

Review and consider approving the Facilities Supervisor job description.

II. SUMMARY:

The Facilities Supervisor position is created to have a designated position to oversee the overall health, safety and security for Head Start sites.

III. DISCUSSION:

- A. This position will report any program needs directly to the Head Start Director and Executive Director and develop plans and budgets to address facility improvement or maintenance.
- B. The position will streamline the expectations and supervision of the maintenance team members to have consistent instructions on job functions and assigned projects.
- C. Approved by the Personnel Committee on September 23, 2022.

IV. FINANCIAL IMPACT:

\$48,360 – 58,926.40 is the annual salary range for the Facilities Supervisor position.



09/22

Community Action Partnership of Madera County

JOB TITLE: FACILITIES SUPERVISOR

DEPARTMENT: Head Start

REPORT TO: Head Start Director

SUPERVISE: Maintenance Worker II

COMPENSATION: Range 24.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for maintaining facilities' safety and security to ensure program efficiency by overseeing projects, contacting and securing vendors to complete construction, renovation, and regular maintenance projects; performs the necessary duties and directs the maintenance team to ensure the health & safety of Head Start sites; handles budgets to purchase materials and equipment for operations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

- High School Diploma or GED.
- At least three years of experience in development and coordination of projects and preventative maintenance.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES/CERTIFICATES/PERMITS

- Possess Pediatric First Aid and CPR certification and update bi-annually.
- Obtain and maintain forklift certification.
- Complete OSHA10 – Construction, Safety and Health within 12 months of hire
- Obtain, within 12 months of hire, Certification on Playground Safety Inspector.

ABILITY TO

- Use computer software included but not limited to Microsoft Word, Excel, Outlook, CAPnet, etc.

FACILITIES SUPERVISOR

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- Maintain Work Order system and keep updated as necessary.
- Lead and assign work orders to maintenance team.
- Use and care for hand tools and power equipment necessary to perform various building maintenance and repair tasks.
- Perform manual labor.
- Follow work schedule as well as written and oral instructions.
- Work cooperatively with management and center staff.
- Communicate orally, writing and electronically with staff, clients, contractors, or the public in face-to-face, one-on-one settings, or group setting.
- Oversee or monitor projects to ensure compliance with applicable operating, and/or safety standards and laws.
- Comprehend and make inferences from written material.
- Make precise arm-hand positioning movements and maintain static arm-hand position to operate tools, such as electric hand drills, power/hand saws, or radial arm saws.
- Work in small, cramped areas.
- Mix or work with cleaning fluids, chemicals, paints, cleaning agents, or similar solutions using only normal protective equipment.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work safely without presenting a direct threat to self or others.
- Learn, understand and adhere to CAPMC Head Start Performance Standards, policies and procedures, and community care licensing health & safety requirements.
- Be reliable and prompt.
- Adhere to CAPMC's code of ethics.

KNOWLEDGE OF

- Davis Bacon regulations and compliance followed by Federal funded grants/programs.
- Methods, practices, tools, and materials used in building maintenance and repair work.
- Safe and proper use of maintenance equipment, machinery, and chemicals.
- The occupational hazards and necessary safety precautions applicable to building/facility maintenance work.
- Record keeping, purchase order, check request process and systems.
- Computer programs such as but not limited to MS Word, Excel, Outlook, etc.

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust

FACILITIES SUPERVISOR

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and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Works as a team member to support the functions and operations of the Department and the Agency.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.

FACILITIES SUPERVISOR

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MANAGEMENT/GENERAL DUTIES

- Monitors adherence to agency policies and procedures, Head Start Performance Standards, and Community Care Licensing.
- Conducts performance evaluations for supervised staff. Provides feedback for growth and development and assist staff in developing goals to increase knowledge and skills.
- Sets clear expectations and guidance, to ensure maintenance team members understand their job performances, adhere to policies and procedures, and maintain program facilities in a clean and healthful condition.
- Provides supervision and direction for maintenance staff.
- Completes and maintains inventory of maintenance supplies, equipment, and tools.
- Provides suggestions for replacement and purchase of playground or facility equipment as needed to maintain a safe environment.
- Coordinates facilities and major maintenance projects, including developing specifications, obtaining quotes and bids, meeting with contractors, overseeing, and assisting with project closeouts.
- Assists with managing and overseeing construction projects for CAPMC programs, including field investigation and compliance with all local, state, and federal regulations.
- Creates a system to keep track of equipment lifetime and potential replacement timeframe.
- Develops a data system to track patterns and trends of equipment repairs and health & safety needs.
- Provides quarterly reports to Head Start Director & Executive Director regarding program needs for planning and budgeting purpose.
- Performs cleaning & repairs to property/building in-between program operations.
- Performs renovations & upgrades as directed.
- Submits bids or estimates on job lists and projects as requested. Bids and estimates are to be completed in writing and sign as per the Agency policies and procedures.
- Prioritizes work orders and address hazards in a timely manner.
- Performs routine inspections of properties to check for maintenance problems and to verify that tenant complies with rental agreements.
- Assists in labor and material estimations for projects.
- Answers alarm calls at during non-operational hours, and/or on weekend for CAPMC offices and child development sites.
- Secures vendors to schedule preventative and routine electrical repairs such as replacing cooler motors, exhaust fans, lighting fixtures, electrical outlets, appliances, light switches, and ballasts.
- Ensures adherence by maintenance team of proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all reasonable precautions to protect children, staff, equipment, materials, and facilities.
- Ensures all sites meet federal and state health and safety compliances and codes.
- Keeps track of receipts for items purchased for each job – obtaining separate

FACILITIES SUPERVISOR

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receipts per job when possible. Noting on each receipt the job site and description of items purchased (if not clear on receipt).

- Must submit receipts, invoices, etc. to be process in a timely manner.
- Updates work order system on a regular basis to ensure the system can inform center staff and management staff of progress on requested work orders.
- Assist with other CAPMC programs as needed.
- Performs other facilities and major maintenance projects related duties as directed.

MAINTENANCE/GROUNDS SERVICES

- Performs minor repairs to sprinkler systems.
- Checks all Agency equipment and inventories regularly and as needed, secures vendors for service or repair.
- Hauls supplies within the childcare facilities as needed.
- Uses and wears safety and/or protective equipment, as appropriate.
- Maintains general appearance of CAPMC Head Start sites.
- Repairs doors, door-checks, and locks.
- Repairs window frames, tables, chairs, and other wooden equipment.
- Mixes prepared paint and paints a variety of surfaces both inside and outside of buildings using brushes, spray guns, and rollers.
- Builds and repairs various types of playground equipment and facilities.
- Ensures warehouse and/or work areas are kept cleans and professional display including equipment and tools.
- Interacts with staff to determine maintenance, repair, or remodeling requirements and preferences.
- Strips and waxes floors; cleans and shampoos carpets.
- Maintains childcare facilities in a clean and healthful condition daily.
- Attends in-service training to develop and improve knowledge and skills of proficient maintenance personnel.
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all reasonable precautions to protect children, staff, equipment, materials, and facilities.
- Reports all accidents and/or potential hazards to the supervisor immediately, or as soon as discovered.
- Complies with and supports Agency and program regulations and policies.

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

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- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or

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texture by touching with skin, particularly that of fingertips.

- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- **Repetitive Motions:** Making frequent on continuous movement.
- **Alternate Standing/Sitting at Will:** The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.

FACILITIES SUPERVISOR

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- **Sitting:** Remaining in a seated position.

- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.

- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.

- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- **Far Visual Acuity:** Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- **Peripheral Vision:** Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.



Report to the Board of Directors

Agenda Item Number: D-24

Board of Directors Meeting for: October 13,2022

Author: Irene Yang

DATE: September 13, 2022

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Reclassification of Current Maintenance Worker II to Facilities Supervisor

I. RECOMMENDATION:

Consider the reclassification of the current Maintenance Worker II staff member to the Facilities Supervisor.

II. SUMMARY:

The Facilities Supervisor position is created to have a designated position to oversee the overall health, safety and security for Head Start sites. The reclassification must be approved by the Board of Director in accordance to the Agency's Personnel Policies and Procedures.

III. DISCUSSION:

A. The proposed staff member joined the Agency in October 2014 as the Facility Maintenance Worker and was successfully interviewed for the Maintenance Worker II position in April 2018. The staff member meets the education/experience requirements.

B. Reclassification will adjust the aforementioned staff member's compensation from range 23.0 to 24.5 at a 7.5% increase.

C. Approved by the Personnel Committee on September 23, 2022.

IV. FINANCIAL IMPACT:

\$48,360 – 58,926.40 is the annual salary range for the Facilities Supervisor position.



Report to the Board of Directors

Agenda Item Number: D-25

Board of Directors Meeting for: October 13, 2022

Author: Irene Yang

DATE: September 13, 2022

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Job Descriptions & Salary Ranges for Maintenance Worker I and Maintenance Worker II.

I. RECOMMENDATION:

Review and consider approving the job descriptions and salary ranges for Maintenance Worker I and Maintenance Worker II.

Maintenance Worker I Range 18.5 (\$17.29 - \$21.06 per hour)

Maintenance Worker II Range 21.5 (\$20.05 - \$24.43 per hour)

II. SUMMARY:

The proposed organizational structure calls for the reclassification of current Maintenance Worker II to Facilities Supervisor therefore both Maintenance Worker I and Maintenance Worker II job descriptions have been revised to reflect the said change along with evolving expectations and job functions. Both positions are under the current salary plan; however, compensations for both positions are modified. Therefore, the amendment of the salary plan is required by the Board of Director to adopt in accordance to the Agency's Personnel Policies and Procedures.

III. DISCUSSION:

- A. The organizational structure is proposed to have the Facilities Supervisor oversee Maintenance Worker II, whom will oversee Maintenance Worker I.
- B. The compensation for the Maintenance Worker I changes from range 16.5 to 18.5, and the Maintenance Worker II changes from range 23.0 to 21.5.
 - *The proposed salary range for Maintenance Worker I (10% increase) and Maintenance Worker II (7.5% decrease) reflect the shift in duties and responsibilities.*
- C. All Maintenance Worker I staff will be classified under Madera Head Start as the primary program with SEIU Local 521 representation. Timesheet submission will be based on their work allocations.
- D. Maintenance Worker II position will be a vacant position for recruitment when the reclassification is completed.
- E. Approved by the Personnel Committee on September 23, 2022.

IV. FINANCIAL IMPACT:

\$32,580 – 39,696 is the annual salary range for the Maintenance Worker I position; \$41,704 – 50,814 is the annual salary range for the Maintenance Worker II position.



09/22

Community Action Partnership of Madera County

JOB TITLE: MAINTENANCE WORKER I

DEPARTMENT: Madera Head Start

BARGAINING UNIT: SEIU, Local 521

REPORT TO: Maintenance Worker II

SUPERVISE: N/A

COMPENSATION: Range 18.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for ensuring the health & safety of Head Start sites by performing maintenance duties. Reports & addresses any health and safety hazards immediately. Works with maintenance team to maintain a safe environment for children, parents, and staff.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma or GED.
- At least one year of experience in the maintenance, janitorial, and operation of buildings, grounds and facilities.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES / CERTIFICATES / PERMITS

- Obtain and maintain forklift certification.
- Complete OSHA10 – Construction, Safety and Health within 12 months of hire
- Obtain, within 12 months of hire, Certification on Playground Safety Inspector.
- Possess Pediatric First Aid and CPR certification and update bi-annually.

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ABILITY TO

- Use a variety of computer programs inclusive of Microsoft Word, Excel, Outlook, and agency CAPnet work order system.
- Maintain open and ongoing communication with office and center staff to ensure the health & safety of Head Start facilities.
- Use and care for hand tools and power equipment necessary to perform various building maintenance and repair tasks.
- Use lawn maintenance equipment.
- Use cleaning material and equipment.
- Perform manual labor.
- Follow work schedule as well as written and oral instructions.
- Work cooperatively with other staff.
- Communicate orally with staff, clients, or the public in face-to-face, one-on-one settings, or group settings or using a telephone.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Measure distance using a tape measure or other measuring device.
- Comprehend and make inferences from written material.
- Make precise arm-hand positioning movements and maintain static arm-hand position to operate tools, such as electric hand drills, power handsaws, or radial arm saws.
- Work in small, cramped areas.
- Mix or work with cleaning fluids, chemicals, paints, cleaning agents, or similar solutions using only normal protective equipment.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work safely without presenting a direct threat to self or others.
- Learn and follow CAPMC Head Start policies and procedures.
- Review or check the work product of others for conformance to standards.
- Be reliable and prompt.
- Follow code of ethics.

KNOWLEDGE OF

- Methods, practices, tools, and materials used in building maintenance and repair work.
- Safe and proper use of gardening materials, equipment, and chemicals.
- The occupational hazards and necessary safety precautions applicable to building maintenance work.

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.

MAINTENANCE WORKER I

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- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Works as a team member to support the functions and operations of the Department and the Agency.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.

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MAINTENANCE / GROUNDS SERVICES

- On a daily basis, checks work orders submitted on CAPnet to address health & safety issues, review work orders and prioritize as applicable, and update the system.
- Mows, weeds, trims, sprays and waters lawns and plants on CAPMC Head Start sites, as needed.
- Performs minor repairs to sprinkler systems.
- Maintains all Agency equipment in good repair and reports any malfunctions to supervisor.
- Receives and distributes supplies to childcare facilities and other worksites as requested.
- Uses and wears safety and / or protective equipment, as appropriate.
- Maintains general appearance of CAPMC Head Start sites and other worksites as requested.
- Repairs doors, door checks, and locks.
- Repairs window frames, tables, chairs, and other wooden equipment.
- Mixes prepared paint and paints a variety of surfaces both inside and outside of buildings using brushes, spray guns, and rollers.
- Builds and repairs various types of playground equipment.
- Cleans equipment and work areas.
- Interacts with staff to determine maintenance, repair, or remodeling requirements and preferences.
- Strips and waxes floors; cleans and shampoos carpets.
- Supports centers with cleaning and disinfecting when exposure to contagious diseases/illness are reported.
- Repairs and install fences, gates, posts.
- Addresses plumbing repairs that include but limited to, drains, installing toilets, angel stops, supply lines, dishwashers, garbage disposal, water heaters, etc.
- Changes AC filters according to schedules or conditions.
- Maintains kitchen hoods clean including hood filters and condenser coils.
- Cleans & does minor roof repairs and clean rain gutters.
- As needed, performs saw cut cement, jack hammer, and prepare area to pour concrete.
- Removes soil, sand and//or woodchips using a tractor.
- Assists with the installation of commercial ovens, steamers, and braziers.
- Fixes and repairs floors, add and replace bracing and brackets, Patch VCT and LVP flooring.
- Assists IT Department with running cables for IT equipment, installs and mounts cameras, server cabinets, projectors/projector screens.
- Replaces interior and exterior lighting fixtures.
- Attends in-service training to develop and improve knowledge and skills of proficient maintenance.
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all reasonable precautions to protect children, staff, equipment, materials, and facilities.

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- Reports all accidents and/or potential hazards to the **supervisor** immediately, or as soon as **known**.
- Completes health and safety environmental checklists as well as playground safety audit (when applicable) for all sites assigned and forwards the reports to the Head Start Administration office.

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when

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walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Climbing: Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Driving: Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may

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involve use of hands or arms and/or feet or legs done with one side of the body or both sides.

- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAINTENANCE WORKER I

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WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.



09/22

Community Action Partnership of Madera County

JOB TITLE: MAINTENANCE WORKER II

DEPARTMENT: Madera Head Start

REPORT TO: Facilities Supervisor

SUPERVISE: Maintenance Worker I

COMPENSATION: Range 21.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position assists with the oversight of projects, contacting and securing vendors to complete construction, renovation, and regular maintenance projects; performs the necessary duties and directs the maintenance team to ensure the health & safety of Head Start sites.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

- High School Diploma or GED.
- At least three years of experience in development and coordination of projects and preventative maintenance.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES/CERTIFICATES/PERMITS

- Possess Pediatric First Aid and CPR certification and update bi-annually.
- Obtain, within 12 months of hire, Certification on Playground Safety.
- Obtain and maintain forklift certification.
- Complete OSHA10 – Construction, Safety and Health within 12 months of hire

ABILITY TO

- Use computer software included but not limited to Microsoft Word, Excel, Outlook, CAPnet, etc.
- Maintain Work Order system and keep updated as necessary.
- Lead and assign work orders to maintenance team.

MAINTENANCE WORKER II

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- Responsible for the oversight of the maintenance team during the absence of the Facilities Supervisor.
- Use and care for hand tools and power equipment necessary to perform various building maintenance and repair tasks.
- Perform manual labor.
- Follow work schedule as well as written and oral instructions.
- Work cooperatively with management and center staff.
- Communicate orally, writing and electronically with staff, clients, contractors, or the public in face-to-face, one-on-one settings, or group setting.
- Oversee or monitor projects to ensure compliance with applicable operating, and/or safety standards and laws.
- Comprehend and make inferences from written material.
- Make precise arm-hand positioning movements and maintain static arm-hand position to operate tools, such as electric hand drills, power/hand saws, or radial arm saws.
- Work in small, cramped areas.
- Mix or work with cleaning fluids, chemicals, paints, cleaning agents, or similar solutions using only normal protective equipment.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work safely without presenting a direct threat to self or others.
- Learn, understand and adhere to CAPMC Head Start Performance Standards, policies and procedures, and community care licensing health & safety requirements.
- Be reliable and prompt.
- Adhere to CAPMC's code of ethics.

KNOWLEDGE OF

- Davis Bacon regulations and compliance followed by Federal funded grants/programs.
- Methods, practices, tools, and materials used in building maintenance and repair work.
- Safe and proper use of maintenance equipment, machinery, and chemicals.
- The occupational hazards and necessary safety precautions applicable to building/facility maintenance work.
- Record keeping, purchase order, check request process and systems.
- Computer programs such as but not limited to MS Word, Excel, Outlook, etc.

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust

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and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Works as a team member to support the functions and operations of the Department and the Agency.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.

MAINTENANCE WORKER II

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MANAGEMENT/GENERAL DUTIES

- Monitors adherence to agency policies and procedures, Head Start Performance Standards, and Community Care Licensing.
- Conducts performance evaluations for supervised staff. Provides feedback for growth and development and assist staff in developing goals to increase knowledge and skills.
- Completes and maintains inventory of maintenance supplies, equipment, and tools **as directed by supervisor.**
- Provides suggestions for replacement and purchase of playground or facility equipment as needed to maintain a safe environment.
- **Assists with** major maintenance projects, including developing specifications, obtaining quotes and bids, meeting with contractors, overseeing, and assisting with project closeouts.
- Assists with managing and overseeing construction projects for CAPMC programs, including field investigation and compliance with all local, state, and federal regulations.
- Performs cleaning & repairs to property/building in-between program operations.
- Performs renovations & upgrades as directed.
- **Assists with obtaining** bids or estimates on job lists and projects as requested. Bids and estimates are to be completed in writing and sign as per the Agency policies and procedures.
- Prioritizes work orders and address hazards in a timely manner.
- Assists in labor and material estimations for projects.
- Answers alarm calls at during non-operational hours, and/or on weekend for CAPMC offices and child development sites, **as assigned.**
- **Assists in securing** vendors to schedule preventative and routine electrical repairs such as replacing cooler motors, exhaust fans, lighting fixtures, electrical outlets, appliances, light switches, and ballasts.
- Sets clear expectations, guidance, and conducts annual appraisals to ensure maintenance team members understand their job performances, adhere to policies and procedures, and maintain program facilities in a clean and healthful condition.
- Ensures adherence by maintenance team of proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all reasonable precautions to protect children, staff, equipment, materials, and facilities.
- Ensures all sites meet federal and state health and safety compliances and codes.
- Keeps track of receipts for items purchased for each job – obtaining separate receipts per job when possible. Noting on each receipt the job site and description of items purchased (if not clear on receipt).
- Must submit receipts, invoices, etc. to be process in a timely manner.
- Updates work order system on a regular basis to ensure the system can inform center staff and management staff of progress on requested work orders.
- Performs other facilities and major maintenance projects related duties as directed.

MAINTENANCE WORKER II

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MAINTENANCE/GROUNDS SERVICES

- Performs minor repairs to sprinkler systems.
- Maintains all Agency equipment.
- Hauls supplies within the childcare facilities as needed.
- Uses and wears safety and/or protective equipment, as appropriate.
- Maintains general appearance of CAPMC Head Start sites.
- Repairs doors, door-checks, and locks.
- Repairs window frames, tables, chairs, and other wooden equipment.
- Mixes prepared paint and paints a variety of surfaces both inside and outside of buildings using brushes, spray guns, and rollers.
- Builds and repairs various types of playground equipment and facilities.
- Cleans equipment and work areas.
- Interacts with staff to determine maintenance, repair, or remodeling requirements and preferences.
- Strips and waxes floors; cleans and shampoos carpets.
- Supports centers with cleaning and disinfecting when exposure to contagious diseases/illness are reported.
- Repairs and install fences, gates, posts.
- Addresses plumbing repairs that include but limited to, drains, installing toilets, angel stops, supply lines, dishwashers, garbage disposal, water heaters, etc.
- Changes AC filters according to schedules or conditions.
- Maintains kitchen hoods clean including hood filters and condenser coils.
- Cleans & does minor roof repairs and clean rain gutters.
- As needed, performs saw cut cement, jack hammer, and prepare area to pour concrete.
- Removes soil, sand and//or woodchips using a tractor.
- Assists with the installation of commercial ovens, steamers, and braziers.
- Fixes and repairs floors, add and replace bracing and brackets, Patch VCT and LVP flooring.
- Assists IT Department with running cables for IT equipment, installs and mounts cameras, server cabinets, projectors/projector screens.
- Replaces interior and exterior lighting fixtures.
- Maintains childcare facilities in a clean and healthful condition daily.
- Attends in-service training to develop and improve knowledge and skills of proficient maintenance personnel.
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all reasonable precautions to protect children, staff, equipment, materials, and facilities.
- Reports all accidents and/or potential hazards to the supervisor immediately, or as soon as known.
- Complies with and supports Agency and program regulations and policies.

OTHER DUTIES:

MAINTENANCE WORKER II

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- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.

MAINTENANCE WORKER II

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- Crouching: Bending the body downward and forward by bending leg and spine.
- Driving: Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.

MAINTENANCE WORKER II

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- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.



Report to the Personnel Committee

Agenda Item Number: D-26

Board of Directors Meeting for: September 23, 2022

Author: Irene Yang

DATE: September 13, 2022

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Data Technician Job Description & Reclassification of Data Entry Technicians to Data Technicians.

I. RECOMMENDATION:

Review and consider approving the Data Entry Technician job description and reclassification of three current Madera Head Start Data Entry Technicians to Data Technicians.

II. SUMMARY:

Current Data Entry Technician work duties have evolved to data maintenance in addition to data entry to meet program demands. Tasks have expanded to collecting and maintaining data as well as facilitating and creating accurate and detailed reports to meet requirements. The revised job description is to recognize the work and the expectation of required job functions. The reclassification must be approved by the Board of Director in accordance to the Agency's Personnel Policies and Procedures.

III. DISCUSSION:

- A. This reclassification will recognize the skill development of the current three Data Entry Technicians in the area data maintenance and generating relevant detailed reports to meet grant requirements.
- B. All three current Data Entry Technicians meet the required education/experience of the proposed Data Technician job description.
- C. This reclassification will adjust the staff's compensation from range 16.5 to range 18.5 at a 10% increase. This change will align to the Program Technician position at the same range of 18.5.
- D. Approved by the Personnel Committee on September 23, 2022.

IV. FINANCIAL IMPACT:

\$35,964 – 43,812 is the annual salary range for the Data Technician position.



09/22

Community Action Partnership of Madera County

JOB TITLE: DATA TECHNICIAN

DEPARTMENT: Madera Head Start

BARGAINING UNIT: SEIU, Local 521

REPORT TO: Support Services Manager - ERSEA

SUPERVISE: N/A

COMPENSATION: Range 18.5

FLSA: Full-Time; Non-Exempt

JOB OVERVIEW: This position is responsible for inputting and maintaining program's data system (including but not limited to ChildPlus, COPA, CenterTrack) to ensure the effectiveness of the data storage system on program's enrollment, attendance, family, and educational services. Collects, maintains and facilitates accurate program information to create details reports for funding requirements, governing bodies, staff, parents, and community partners/stakeholders.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/ EXPERIENCE

- Associate's Degree in business administration or related field and 1 year of progressively responsible experience in a clerical or secretarial field;
- OR**
- High School Diploma or GED and 2 years of progressively responsible experience in a clerical or secretarial field.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

ABILITY TO:

- Proficiently speak, read, and write Spanish is preferred.

DATA TECHNICIAN

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- Enter, verify and analyze data for reports.
- Operate an electrical typewriter and word processor at a rate of 35 wpm, 10-key calculator, copy machine and other office machinery.
- Demonstrate sensitivity to the cultural/ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Effectively communicate with various socio-economic and cultural backgrounds.
- Effectively communicate with staff, parents, and agency/business representatives.
- Possess interpersonal, problem solving, and organizational skills.
- Manage time effectively and meet deadlines.
- Analyze data reporting requirements and redesign forms with updates as needed.

KNOWLEDGE OF:

- Computer and data base programs sufficient to learn a mandatory complex program for statistical reporting.
- Principals of data processing and record keeping skills.
- General office practices, correspondence preparation, grammar, spelling and punctuation.
- Working with Windows Microsoft Office (inclusive of Word and Excel)
- Basic knowledge of CPR and First Aid

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

DATA TECHNICIAN

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MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

PROGRAM DUTIES

- Responsible for entering Head Start children/families enrollment applications and other program information into the appropriate program data system.
- Ensures that all child/family information entered is accurate and kept up to date at all times.
- Responsible for entering attendance into data system on a weekly basis. As information is entered, Data Technician identifies issues/concerns with individual children and reports the information to the immediate supervisor for further follow up.
- Works with the Human Resources Assistant to ensure employees information and professional training hours is accurate in the program's data systems.
- Greets families/clients seeking Head Start services and provides appropriate

DATA TECHNICIAN

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- enrollment information and/or other service options.
- Reviews information from children that have dropped from the program to ensure the child's file and data system have the parallel information.
- Responsible for maintaining and storing children's files.
- Receives and directs telephone calls on a variety of matters. Screens calls to determine the type of information the client or staff member needs and/or forward to another department for appropriate services or information.
- Maintains open communication with Deputy Directors, Specialists, Support Services Manager, and Area Managers to ensure information is accurate and concerns are addressed.
- Assists management staff with a variety of duties as needed.
- Reviews documents for completeness, accuracy and legibility.
- Monitors child data to identify concerns with meeting program deadlines.
- Reviews & monitors enrollment and attendance data to provide accurate reports to Region IX (HS/EHS), Grantee (MHS), Policy Council and Board of Directors.
- Reviews Program Information Report (PIR) data on a monthly basis to ensure all data is captured accurately and timely. Reports discrepancies to appropriate Managers or Specialists for follow-up.
- Participates in the child file review/case conference process to verify that information is being capture accurately from child file to data system.
- Creates and prepares reports for funding sources, Policy Groups, Board of Directors and office staff.
- Responsible for setting priorities and meeting deadlines.
- Assists and trains Advocates in data collection systems as needed to ensure child/family information is accurate and in compliance with Head Start standards.
- Provides program data updates during management monthly meetings.

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are

involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.

- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- **Repetitive Motions:** Making frequent or continuous movement.
- **Alternate Standing/Sitting at Will:** The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- **Sitting:** Remaining in a seated position.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.

- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- **Far Visual Acuity:** Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.



Report to the Board of Directors

Agenda Item Number: D-27

Board of Directors Meeting for: October 13, 2022

Author: Jennifer Coronado

DATE: 9/29/2022

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Review and ratify the Unserved/Underserved Victim Advocacy and Outreach (UV) Program application submitted September 30, 2022, for the program period January 1, 2023 to December 31, 2023.

I. RECOMMENDATION:

Review and consider ratifying the submission of the California Office of Emergency Services (Cal OES) grant application, to support the Unserved/Underserved Victim Advocacy and Outreach (UV) Program and authorize the Executive Director to sign and submit any extensions or amendments during the funding period.

II. SUMMARY:

The grant application submitted to the California Office of Emergency Services (Cal OES), to operate the Unserved/Underserved Victim Advocacy and Outreach Program from January 1, 2023 through December 31, 2023 including any extensions or amendments during the funding period.

III. DISCUSSION:

1. Cal OES is the sole funding source for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program in Madera County.
2. 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.
3. The target populations for this grant is monolingual Spanish-speakers.
4. A minimum of one FTE for direct services is required solely for this program.
5. The grant application was due September 30, 2022.

IV. FINANCING:

The total project costs are \$182,827, comprised of the following:

2020 VOCA: \$ 91,415

2021 VOCA: \$ 91,412

Cal OES #	FIPS #	VS#	Subaward #
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4
2. **Implementing Agency:** Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4
3. **Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234
(Street) (City) (Zip+4)
4. **Location of Project:** Madera Madera County 93637-5234
(City) (County) (Zip+4)
5. **Disaster/Program Title:** UV - Unserved/Underserved Victim Advocacy and Outreach Program **6. Performance/Budget Period:** 1/1/2023 **to** 12/31/2023
(Start Date) (End Date)
7. **Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2020	VOCA		\$91,415					\$91,415
9.	2021	VOCA		\$91,412					\$91,412
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$182,827	\$182,827				\$182,827

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Mattie Mendez Title: Executive Director

Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234

Signature: *Mattie Mendez* Date: 9/29/2022

16. Federal Employer ID Number: 941612823

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) _____ (Date) _____ (Cal OES Director or Designee) _____ (Date) _____



Grant Subaward Contact Information

Grant Subaward #: _____

Subrecipient: _____

1. **Grant Subaward Director:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

2. **Financial Officer:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

3. **Programmatic Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

4. **Financial Point of Contact:**

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: _____ Title: _____

Telephone #: _____ Email Address: _____

Address/City/ Zip Code (9-digit): _____



Grant Subaward Signature Authorization

Grant Subaward #: Unserved/Underserved Victim Advocacy and Outreach (UV) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Implementing Agency: Community Action Partnership of Madera County, Inc.

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: Jennifer Coronado

Signature: 

Date: 9/28/22

Financial Officer:

Printed Name: Daniel Seeto

Signature: 

Date: 9/28/22

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: 

Printed Name: Leticia Lujan-Rojas

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: 

Printed Name: Nicole Vulich

Signature: 

Printed Name: Belinda Javius

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

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 as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (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 specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	<u>Mattie Mendez</u>
Official Designee's Typed Name:	<u>Mattie Mendez</u>
Official Designee's Title:	<u>Executive Director</u>
Date Executed:	<u>7/14/2022</u>
AUTHORIZED BY:	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	<u>Tyson Pogue</u>
Typed Name:	<u>Tyson Pogue</u>
Title:	<u>Board Chairperson</u>
Date Executed:	<u>7/6/2022</u>



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: _____

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) 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 (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier 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.

5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) 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.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

7. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are 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.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

8. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) 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 Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

9. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

10. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) 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>.

11. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ 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. Subrecipients agree to comply with the DOJ Grants Financial Guide.

12. 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 DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

14. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree 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 Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward 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) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, 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 Grant Subaward, 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 Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
 - 1) Represent that they neither require, nor have 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) Certify that, if they learn, or are notified, that they have, or have been, requiring their 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, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
 - 1) Subrecipients represent that:
 - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to 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

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward 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, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

17. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

18. Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) 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.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward 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).

20. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), 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 Subrecipients (and any Second-Tier Subrecipients), 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.

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) 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 (currently, \$250,000). 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>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) 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

(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' 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>.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (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 Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will 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.

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: Mattie Mendez

Official Designee's Typed Name: Mattie Mendez

Official Designee's Title: Executive Director

Date Executed: 7/6/2022



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
A. Personnel Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Victim Services Program Manager FTE 30% The Victim Services Program Manager is responsible for the daily project operations and supervises program staff. The manager assures compliance with requirements, ensures daily operations are meeting standards, and assists with direct client service. Cost will be based on actual payroll and time spent on grant activities.</p> <p>Salary (\$7,201.14 x 12 MOS = \$86,413.68 x 30% = \$25,924.11)</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23):</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23):</p> <p>Benefits (\$25,924.11 x 17.2857% benefit rate = \$4,480.98)</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23):</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23):</p>					
	\$12,962				\$12,962
			\$12,962		\$12,962
	\$2,240				\$2,240
			\$2,241		\$2,241



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
A. Personnel Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Admin Aide-FTE 27%</p> <p>The Administrative Aide assists the program manager and provides secretarial back up to staff. Screens correspondence, scheduling, and compiles data for statistical reports. Cost will be based on actual payroll and time spent on grant activities.</p> <p>Salary (\$3,904.52 x 12 MOS = \$46,854.24 x 27% = \$12,650.64)</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23):</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23):</p> <p>Benefits (\$12,650.64 x 29.4751% benefit rate = \$3,728.79)</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23):</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23):</p>					
	\$6,325				\$6,325
			\$6,326		\$6,326
	\$1,865				\$1,865
			\$1,864		\$1,864
<p>Victim Services Coordinator FTE 20%</p> <p>Oversees operation of daily activities including collecting data, enforcing program policies, and supervising staff. Cost will be based on actual payroll and time spent on grant activities.</p> <p>Salary (\$6,090.39 x 12 MOS = \$73,084.68 x 20% = \$14,616.94)</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23):</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23):</p> <p>Benefits (\$14,616.94 x 23.5443% benefit rate = \$3,441.46)</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23):</p>					
	\$7,309				\$7,309
			\$7,308		\$7,308
	\$1,721				\$1,721



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
A. Personnel Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
50% Funded by 21VOCA (07/01/23-12/31/23):			\$1,720		\$1,720
<p>UV Specialty Advocate-FTE 100%</p> <p>The UV Specialty Advocate is responsible for providing criminal justice support, including accompaniment to court and meetings with the prosecutor or law enforcement agencies. Advocates explain the court process and assist with victim impact statements. The UV Specialty Advocate translates victim impact statements from Spanish to English to provide to the court. The advocate also informs victims of the Victim Bill of Rights (Marsy's Law). Advocacy for our underserved population is crucial to help victims of crime understand their right to be heard and to express their view before the case resolves, that is why assistance with victim impact statements is vital. It gives the victim the opportunity to express how the crime has impacted them and their family. We assist victims with transportation to court and other criminal justice appointments such as prosecutor meetings.</p> <p>UV Specialty Advocate-FTE 100% (Cont. on next page)</p>					



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
A. Personnel Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>UV Specialty Advocate-FTE 100% (Cont.) CAPMC will also provide presentations to law enforcement, District Attorney's Office, and social services agencies on the unique needs of the target population.</p> <p>Salary (\$4,932.67 x 12 MOS = \$59,192.04 x 100% = \$59,192.04) 50% Funded by 20VOCA (01/01/23-06/30/23): 50% Funded by 21VOCA (07/01/23-12/31/23):</p> <p>Benefits (\$59,192.04 x 26.2734% benefit rate = \$15,551.76) 50% Funded by 20VOCA (01/01/23-06/30/23): 50% Funded by 21VOCA (07/01/23-12/31/23):</p>					
	\$29,596				\$29,596
			\$29,596		\$29,596
	\$7,776				\$7,776
			\$7,776		\$7,776



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.		Grant Subaward #: UV22			
A. Personnel Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Personnel Budget Notes:</p> <p>1) Benefits for all employees include: FICA, SUI, and FUTA payroll taxes; Health, Dental, Vision, and Workers' Comp Insurances; and 5% Retirement Contribution.</p> <p>2) Personnel cost charged to the grant will be based on actual time spent on grant activities.</p> <p>3) Merit based increases in employees' wages have been included in the wage calculations. Since Cost of Living (COLA) Wage Adjustments have not been determined for this grant period, COLA wage increases are not included.</p>					
Personnel Costs Fund Source Totals	\$69,794		\$69,793		\$139,587
PERSONNEL COSTS CATEGORY TOTAL					\$139,587



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	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. Allocated expenses will be based on actual cost. \$39.33/mo x 12mo = \$472</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23): \$236</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23): \$236</p>	\$236		\$236		\$472
<p>Data Processing Supplies Desktop supplies, copy machine toner needed, and other supplies needed to process client information and to provide client services. Allocated expenses will be based on actual cost. \$41.67/mo x 12mo = \$500</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23): \$250</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23): \$250</p>	\$250		\$250		\$500



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Program Supplies Supplies to provide support for outreach. Resource materials 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. Allocated expenses will be based on actual cost. \$208.33/mo x 12mo = \$2,499.96</p>					
50% Funded by 20VOCA (01/01/23-06/30/23): \$1,250	\$1,250				\$1,250
50% Funded by 21VOCA (07/01/23-12/31/23): \$1,250			\$1,250		\$1,250
<p>Custodial Supplies Supplies/maintenance for cleaning. Allocated expenses will be based on actual cost. \$30/mo x 12mo = \$360</p>					
50% Funded by 20VOCA (01/01/23-06/30/23): \$180	\$180				\$180
50% Funded by 21VOCA (07/01/23-12/31/23): \$180			\$180		\$180



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Postage Postage for mailings for victims. Allocated expenses will be based on actual cost. \$25/mo x 12mo = \$300</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23): \$150</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23): \$150</p>	\$150		\$150		\$300
<p>Equipment Rental Rental of postage meter - Meters are required to be rented and may not be purchased. Allocated expenses will be based on actual cost. \$40/Qtr x 4 Qtrs = \$160</p> <p>Dispenser rental \$30/mo x 12mo = \$360</p> <p>Copy machine use per month \$40/mo x 12 mo = \$480</p> <p>50% Funded by 20VOCA (01/01/23-06/30/23): \$500</p> <p>50% Funded by 21VOCA (07/01/23-12/31/23): \$500</p>	\$500		\$500		\$1000



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Equipment Maintenance Photo copier, maintenance based on number of copies made. \$15/mo x 12 mo = \$180 50% Funded by 20VOCA (01/01/23-06/30/23): \$90 50% Funded by 21VOCA (07/01/23-12/31/23): \$90</p>	\$90		\$90		\$180
<p>Advertising & Promotion Advertising for staff recruitment, direct services, and outreach to make victims aware of available services. Allocated expenses will be based on actual cost. \$66.67/mo x 12 = \$800 50% Funded by 20VOCA (01/01/23-06/30/23): \$400 50% Funded by 21VOCA (07/01/23-12/31/23): \$400</p>	\$400		\$400		\$800
<p>Telephone Telephone, Bandwidth, MPLS, and fax services for direct staff. Allocation will be based on rental allocation. \$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>	\$1,200 \$600 \$600		\$1,200 \$600 \$600		\$2,400 \$1,200 \$1,200



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Rent Yosemite St. location is 3,264 Sqft. In total. Rent = \$3,459.84/mo x 12 = \$41,518.08</p> <p>Direct Staff: 1.77 FTE x 125 Sqft. x 1.06/Sqft. x 12 mo = \$2,814.36</p> <p>Training/Interview/Waiting Areas: 227.74 Sqft. x 1.06/Sqft. x 12mo = \$2,896.85</p> <p>Intake Areas: 16.28 Sqft. x 1.06/Sqft. X 12mo = \$207.12</p>					
	\$1,407		\$1,407		\$2,814
	\$1,449		\$1,448		\$2,897
	\$104		\$103		\$207
<p>Utilities Utilities including water, sewer, disposal, natural gas, and electricity at office for Advocates, Coordinator, Admin Aide, and Program Manager. Allocation will be based on rental allocation. \$100/mo x 12mo</p>	\$600		\$600		\$1,200
<p>Building Maintenance Maintenance and janitorial services to maintain safe and sanitary working conditions for clients and staff. Allocation will be based on rental allocation and actual cost. \$16.66/mo x 12mo.</p>	\$100		\$100		\$200



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Burglar and Fire Alarm Alarm services for building based on rental allocation and actual cost. \$10/mo x 12mo 50% Funded by 20VOCA (01/01/23-06/30/23): \$60 50% Funded by 21VOCA (07/01/23-12/31/23): \$60</p>	\$60		\$60		\$120
<p>Property Insurance Building insurance excluding liability insurance. Allocation will be based on rental allocation and actual cost. \$10/mo x 12mo. 50% Funded by 20VOCA (01/01/23-06/30/23): \$60 50% Funded by 21VOCA (07/01/23-12/31/23): \$60</p>	\$60		\$60		\$120
<p>Custodial Services Cleaning services. Allocation will be based on rental allocation and actual cost. \$50/mo x 12mo</p>	\$300		\$300		\$600



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Gas & Oil Fuel for vehicles, based on actual expense. \$41.67/mo x 12mo = \$500 50% Funded by 20VOCA (01/01/23-06/30/23): \$250 50% Funded by 21VOCA (07/01/23-12/31/23): \$250</p>	\$250		\$250		\$500
<p>Vehicle Insurance Allocation based on actual expense. \$200/mo x 12mo</p>	\$1,200		\$1,200		\$2,400
<p>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. Allocated expenses will be based on actual cost. \$50/mo x 12mo.</p>	\$300		\$300		\$600
<p>Insurance & Bonding Insurances will be allocated based on actual expense. Blanket Fidelity Bond required by CAL OES = \$240 Annually Liability Insurance - \$5/mo x 12mo = \$60</p>	\$120		\$120		\$240
	\$30		\$30		\$60



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Fees & Licenses</p> <p>Will be based on actual expense. Retirement Plan Administration = \$35 Fingerprinting = \$85</p>	\$60		\$60		\$120
<p>Trainings - Staff</p> <p>Funds to send staff to trainings and educational opportunities. Plans to send 3 employees to the 2023 National Sexual Assault Conference (in San Francisco), complete cultural-sensitivity training, and continued training opportunities will be provided when the opportunity is available. Trainings - Staff will be allocated based on actual expense.</p>	\$2,500		\$2,500		\$5,000



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
<p>Indirect Cost</p> <p>Indirect Cost: 9.1% of direct project cost (\$167,577) based on cognizant agency - Dept. of Health and Human Services, total direct cost excluding equipment and donated services. $\\$167,577 \times .091 = \\$15,250$</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>	\$7,625		\$7,625		\$15,250



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
B. Operating Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
Operating Budget Notes:					
<p>1) Expenses are allocated to the grant by either actual usage/cost, or based on the rental allocation.</p> <p>2) Currently there is no need for subcontractors or unusual costs during the grant period. If the need does arise, the proper forms will be submitted.</p>					
Operating Costs Fund Source Totals	\$21,621		\$21,619		\$43,240
OPERATING COSTS CATEGORY TOTAL					\$43,240



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV22		
C. Equipment Costs - Line-item description and calculation	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Amount Allocated
Equipment Costs Fund Source Totals					
EQUIPMENT COSTS CATEGORY TOTAL					

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	2020 VOCA	2020 VOCA Match	2021 VOCA	2021 VOCA Match	Total Project Cost
Fund Source Totals	\$91,415		\$91,412		\$182,827



Unserved/Underserved Population Certification Form

Attachment A

Instructions: Identify one Unserved/Underserved Population that your proposal will focus on. You must submit this completed form with your proposal in order to be eligible to be read and rated for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program Request For Proposal.

1. Agency Name: _____

2. Unserved/Underserved Population _____



Grant Subaward Budget Narrative

Grant Subaward #: Unserved/Underserved Victim Advocacy & Outreach (UV)

Subrecipient: Community Action Partnership of Madera County, Inc.

1) Objective 1: Increase victims' understanding of criminal justice system.

Activities:

- a) Use Trauma-Informed Care Principles.
- b) Crisis intervention in victim's primary language.
- c) Provides criminal justice support, accompaniment to court and meetings.
- d) Assess the needs of the victim and provide information regarding their case.

Budget Lines Support:

- Personnel cost: UV Specialty Advocate provide direct services to underserved.
- Operating cost: Program Supplies in needed languages.

Objective 2: Access and Understanding of community resources.

Activities:

- a) Part of many task forces and committees in community.
- b) Partners and participates in community events for education, and outreach.

Budget Lines Support:

- Personnel cost: participate in community, educational events, and outreach.
- Operating cost: Program Supplies and other cost for events and outreach.

Objective 3: Language Barrier

Activities:

- a) Provides information, translation, and support in primary language.



Grant Subaward Budget Narrative

Grant Subaward #: Unserved/Underserved Victim Advocacy & Outreach (UV)

Subrecipient: Community Action Partnership of Madera County, Inc.

b) Provides training on cultural sensitivity to officers and other community members.

Budget Lines Support:

- Personnel cost: Provide direct services, education, and outreach.
- Operating cost: Supplies and cost associated with trainings, education, and outreach.

2) CAPMC reduces administrative cost by providing the resource of an indirect department, which is funded by a Nonprofit Rate Agreement of 9.1% (IDC, as of 06/02/2022). By charging an IDC lower than the 10% allowed, more funds are allocated directly to the grant objectives and activities. Over 75% of the funds requested go directly to personnel in direct services to the victims. Overhead costs and support staff are shared by other victims' services programs, which helps reduce the cost for the program by charging the grant for a portion of total expenses that are for grant activities.

3) With a fulltime UV Specialty Advocate and support staff allocated based on time spent to execute CAPMC's plan, the grant does not have the burden of paying 100% of additional salaries for these essential components program. This also allows the UV grant to make use of CAPMC's framework and provide wrap-around support to victims.



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Problem Statement

1) Hispanics make up an ethnic group that share common roots and come from 20 unique countries having different values and traditions but share common language, possible religion or influence of religious history and family structure (Nicoletti, 2010). Community Action Partnership of Madera County, Inc. (CAPMC) has been serving Spanish-speaking Hispanics for the past forty years under the Victim Services Program. CAPMC's Underserved Grant will focus on outreach to the monolingual Spanish-speaking community.

In 2019, the City of Madera experienced higher rates of crime than 77.6% of U.S. cities and the City of Chowchilla at 48.7% (city-data.com). In 2021, we provided crisis intervention to 130 victims of crime under the UV grant. In the same year we assisted 11 victims with obtaining U-Visa, 10 victim impact statements assistance, and 42 individuals with victim of crime compensation claims (CalVCB). CAPMC conducted five presentations to organizations serving farmworkers or indigenous immigrants.

2) In the past, we have found monolingual Spanish-speakers in need of assistance with understanding the criminal justice system and how to access community resources.



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

When we are called out to provide assistance to crime victims, there are times when there is a language barrier between the victim and responding officer; we provide interpretation as a last resort. We work with law enforcement to try to find another person to interpret so that we can focus on advocacy for that victim. If an interpreter is needed in another language, we will follow the Language Access Policy CAPMC Victim Services has established to find someone in their native language.

3) Madera County's population is 159,410 residents, of that 37.6% are only Spanish-speaking (Census.gov). Madera County Hispanic demographics consist of multi-generational homes, farm workers, immigrants, and first generation American Hispanics. Victims can be hesitant to reach out for help due to a cultural mistrust of law enforcement and governmental agencies for fear of retaliation.

4) Monolingual Spanish-speakers in Madera County have barriers to accessing services including language, cultural beliefs, and understanding of social services and other programs. Families may not have access to internet or an English interpreter in the home and rely on other family members, friends, or neighbors to seek services. Monolingual Spanish-speakers are typically hesitant to seek services for fear of deportation or delays in communications due to the



Grant Subaward Programmatic Narrative

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Subrecipient: Community Action Partnership of Madera County, Inc.

time required to source the needed interpreters. Many monolingual Spanish-speakers that are here illegally do not understand they have rights and protection. Exploiters use this misconception to keep the victims from reporting or accessing services.

5) Madera County lacks available Spanish-speaking officers. With over 45% of the county's population speaking a language other than English (Spanish being the primary language), the Madera Police Department only has one Spanish-speaking officer available per shift (four shifts total). The Madera Sheriff's Office has eight officers total that speak Spanish and the Chowchilla Police Department has two. Without officers that are able to communicate effectively with victims, that are aware of the need for cultural sensitivity and competency, errors in reports, victims being mislabeled as witnesses, being left out of a report, or worse, labeled as perpetrators are all possible outcomes and gaps in service.



Grant Subaward Programmatic Narrative

Grant Subaward #: UV22 1245

Subrecipient: Community Action Partnership of Madera County, Inc.

Plan

1) CAPMC plans to provide trauma-informed care principles (Safety, Choice, Collaboration, Trustworthiness, & Empowerment) when contact is made with the underserved population identified. We will start with establishing safety by ensuring physical and emotional safety is established with the victim during crisis intervention. Staff will offer the victim choices so that they may take back control of their autonomy. We will collaborate with the victim by offering services and letting them decide which services best fits their needs. They may change their mind at any time and will not receive any judgment from us.

By providing information and resources we start to build trust and rapport with the client while still maintaining professional boundaries. The goal is to have our clients learn to be independent and empowered to continue advocacy for themselves until the time comes when they no longer need our services. To provide culturally-sensitive services, CAPMC will continue to undergo training and education to meet the needs of our community.

2) Crisis intervention is provided to victims in a language they feel most comfortable with. Crisis intervention assists individuals by having trained staff and volunteers able to identify the individuals' concerns and assess the victim's situation. Staff will assist them with the problem, ensure safety, provide support,



Grant Subaward Programmatic Narrative

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examine alternatives, and create a plan. It can be conducted over the phone or in-person by the UV Specialty Advocate, office staff, and volunteers. The UV Specialty Advocate will reflect the population they serve by being bilingual in English and Spanish; Interpreters are used when needed for other languages, including but not limited to, sign language, Mixteco, Zapoteco, Nahuatl, Triqui, and other dialects.

3) Peer counseling is provided by staff to individuals in need. A list of bilingual counselors in our area is provided to victims in need of professional counseling. The counselor list includes counselors that accept Cal VCB, Medi-Cal, and private insurance. We have also established a list of Cultural Agencies that is provided to clients. The list consists of faith based support, United Farm Workers, and community centers in our area.

4) CAPMC is part of many task forces and committees throughout the county in an effort to stay informed of trends and concerns of both the community and those organizations that serve them. Some of the committees we are a part of are: Child Sexual Abuse Response Team, Social Agencies Linking Together, Adult Protective Services Multidisciplinary Response Team, Child Death Review Team, Suspected Child Abuse and Neglect Review Team, Central Valley Human Trafficking Task Force, Domestic Violence Immigration



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Task Force, Madera County Child Abuse Prevention Council, Domestic Violence Central Valley Regional Team, CA Crime Victims Assistance Association, Mass Victimization Advocate Round Table, Central Valley Sexual Assault Meetings and Anthem Madera County Community Advisory Committee.

When given the opportunity, we partner with other organizations to facilitate events like immigration clinics offered by Immigration Legal Resource Center, events sponsored by the Mexican Consulate, Coalition for Community Justice and other community organizations where our target population will learn of our services as well as additional resources and services available to them.

CAPMC will also provide presentations to law enforcement, District Attorney's Office, and social services agencies on the unique needs of the target population.

5) CAPMC plans to use existing partners and participate in events that target the monolingual Spanish-speaking population. This year we participated in the Foro de Comunidades Indigenas Mexicanas en el Exterior (Mexican Indigenous Communities Abroad Forum) conference at Madera Community College. The conference consists of discussion and insight to indigenous communities abroad, challenges in accessing services for indigenous



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communities and their culture. CAPMC also provided an information table. We also partnered with Healthy People Strong Community Workgroups through the Public Health Department as a panel member for their Community Health Workers or Promotoras Conference. The goal of the conference is to provide information and resources to Community Health Workers/Promotoras to support their efforts to provide information and referrals to residents about local services agencies. The conference was done completely in Spanish. Our Coordinator participated in the panel discussion and provided information and resources at our booth.

By participating in outreach events we are able to offer services to victims that may not have the time to come to us. Often times their schedules conflict with traditional office hours of Monday through Friday, 8:00 am to 5:00 pm. By connecting at outreach events we get to meet with them one-on-one and schedule follow-up appointments to go over their situation in detail, their rights, and how we can help.

6) The UV Specialty Advocate is responsible for providing criminal justice support, including accompaniment to court and meetings with the prosecutor or law enforcement agencies. Advocates explain the court process and assist with victim impact statements. The UV Specialty Advocate provides translation



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of the victim impact statement from Spanish to English to provide to the court.

The advocate also provides advocacy by informing victims of their Victim Bill of

Rights (Marsy's Law). Due to the language barrier, advocacy for our

underserved population is crucial to help victims of crime understand their right

to be heard and to express their view before the case resolves, that is why

assistance with victim impact statements is vital. It gives the victim the

opportunity to express how the crime has impacted them and their family. We

assist victims with transportation to court and other criminal justice appointments

such as prosecutor meetings. Without these services many Spanish-speaking

clients would not be able to meet with prosecutors or law enforcement to make

a report or express their views about the case.

7) After initial contact the UV Specialty Advocate, we will determine the

needs of the victim. The UV Specialty Advocate assists clients with the

application for CalVCB and the process. They assist crime victims on organizing

all their crime related bills and documentation needed to submit a claim. If the

target population cannot come to our office during regular business hours due

to their work schedules, tablets and a cell phone were purchased so that the UV

Specialty Advocate or administration can assist with VCB applications at

outreach events when privacy can be maintained. The Specialty Advocate has



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access to CARES2 and the Cal VCB Advocate portal to monitor the application status.

8) Cultural-sensitivity training is a requirement for all staff and volunteers and may be conducted in-person or online within the first six months of the grant administration. Staff and volunteers will learn to be mindful and not to assume all Hispanics have the same customs, cultural and beliefs systems. Continued training and education will be provided throughout the funding year to ensure staff is mindful of the differences and biases that can exist.

9) CAPMC Victim Services has trained volunteers to respond to the 24-hour crisis line seven days a week and on holidays. All volunteers are required to complete a 65-hour domestic violence and sexual assault advocate training in order to work directly with victims. Volunteers will be utilized for outreach and awareness events. This allows the UV Specialty Advocate to take time to speak with individuals that may need some one-on-one time away from the rest of the public to maintain privacy.



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Capabilities

1) CAPMC bridges the gap between the monolingual Spanish-speaking victims and criminal justice system by explaining the processes and ensuring the victims' understanding. CAPMC has years of experience working with the criminal justice system and the courts. CAPMC has been providing services to the unserved/underserved population in Madera County since 2011, under the UV Program and has built a trusting relationship with the target populations.

In 2020, we completed 8 presentations and outreach events that reached 118 individuals during the pandemic. The past few years we expanded our outreach to the target population by providing bilingual literature and billboards in locations with a high concentration of Hispanics. Our focus has been to help our community identify our program and services. We have expanded social media presence and included Spanish material for our awareness campaigns such as: human trafficking, child abuse prevention, sexual assault, National Victim's Rights' Week, and domestic violence. Outreach material has our logo and 24-hour crisis line number to help individual reach us. CAPMC brochures are distributed to all organizations listed on our Operational Agreement list in addition to organizations frequented by our target population.



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2) CAPMC has collaborated with local agencies in and around our community for the past forty years. We have partnered with the Immigration Legal Resource Center to host a legal clinic for the underserved population. The clinic was free and clients had the opportunity to discuss with an attorney the legal remedies and resources available to them as the result of being a victim of crime. The attorney would provide clients with information and materials needed to file a U-Visa, VAWA Self-Petition and Asylum. The UV Specialty Advocate would follow-up with clients to offer any assistance or clarification from the clinic. We have partnered with Madera Unified School District Migrant Education Program on two major events so far in 2022, Back to School and Resource Fair and Cesar E. Chavez Education and Community Resource Fair. Both events had well over 250 individuals attend. CAPMC provided many presentations to Migrant Head Start Centers, Lideres Campesinas, and other community organizations. The advocate presented on various topics such as child abuse, sexual harassment, victim's rights and services. CAPMC continues to be contact by community partners for participation at health fairs, resource fairs, and other community events.

3) Staff under the UV Program will be trained in cultural-sensitivity and competency. The UV Specialty Advocate has completed the CCVAA entry



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level training. Once available in-person the UV Specialty Advocate will attend the Advance Level Advocacy. The Program Manager and UV Specialty Advocate attended the Train the Trainer Curriculum for Trauma Informed Care by South Bay Communities Services. The UV Specialty Advocate currently provides cultural response training and culturally appropriate community referrals to new staff and volunteers as part of our 65-hour advocate training.

The Program Manager holds a Master's degree in Criminology and comes with fourteen years of experience serving victims of crime. The Coordinator holds a Bachelor's degree in Public Administration and comes with more than twenty-seven years in providing social services (11 years in serving victims of crime).

4) CAPMC has been serving Madera County since 1965. Since that time, the agency has continuously grown and taken on a diverse profile of federal and state awards. For indirect costs, our approved cost agreement is 9.1%, which provides savings compared to the commonly accepted de minimis rate of 10%. Our internal procurement processes require obtaining multiple quotes for substantial purchases, ensuring competition for prices. The local partnerships CAPMC has allows us to maximize UV resources for direct services rather than outsourcing and paying for consulting or professional services.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: Community Action Partnership of Madera County, Inc.	UEI # V9D5YUNVFNA4	FIPS #: 039-90701
Grant Disaster/Program Title: Unserved/Underserved Victim Advocacy and Outreach (UV) Program		
Performance Period: 01/01/23	to 12/31/23	Subaward Amount Requested:
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	


Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 30,820,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

Signature: (Authorized Agent) 	Date: 9/28/2022
Print Name and Title: Mattie Mendez, Executive Director	Phone Number: 559-675-5749

Cal OES Staff Only: SUBAWARD #



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: _____

1. County or Counties Served:

County where principal office is located: _____

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: _____

3. State Assembly District(s) Served:

State Assembly District where principal office is located: _____

4. State Senate District(s) Served:

State Senate District where principal office is located: _____

5. Population of Service Area: _____

NONPROFIT RATE AGREEMENT

EIN: 94-1612823

DATE:06/02/2022

ORGANIZATION:

FILING REF.: The preceding agreement was dated 04/01/2021

Community Action Partnership of Madera County, Inc.

1225 Gill Avenue

Madera, CA 93637

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2020	06/30/2021	9.10	On-Site	All Programs
PROV.	07/01/2021	06/30/2024	9.10	On-Site	All Programs

*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), donated services and subawards.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

(1) Grantee charges all costs direct to grants and/or contracts except the costs listed below:

A. For the period 07/01/2020 - 06/30/2021, salaries and wages of agency-wide employees are as follows: Accountant Program Manager (3), Accountant Supervisor, Accountant Technician (3), Software Analyst, Network Administrator, Program Assistant/Clerk Typist, Human Resources Director - All 100%; Accounting Program Manager - 97.81%; Maintenance Worker - 92.75%; Accounting Program Manager - 82.25%; Human Resources Generalist - 96.50%; CFO - 78%; Receptionist - 75.91%; Administrative Assistant to ED - 78.79%; Executive Director - 63.08%; Human Resource Assistants - 100%; Help Desk Support Tech - 12.56%; Maintenance Worker - 2.42%; Maintenance Worker - 3.40%; Maintenance Worker - 2.76%; Maintenance Worker - 2.78%.

B. Leave and fringe benefits for above personnel only are included in the indirect cost pool.

C. Other expenses - Administrative portion only: consultants/contractual, materials/supplies, travel/training, repairs/maintenance, vehicle expense, rent, occupancy, insurance, postage/printing, telephone, rentals and other expenses.

(2) The directly charged fringe benefits are: Payroll taxes, worker's compensation, health/dental/vision/life insurance and retirement.

(3) The indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF-PI-HS-08-03) dated 5/12/2008, which precludes recipients of Head Start grants to use any Federal funds to pay for any part of the compensation of an individual either as a direct cost or any pro-ration as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. For 2019, the rate of compensation for an Executive Level II was \$192,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2020, the rate of compensation for an Executive Level II is \$197,300 per year. As of January 2021, the rate of compensation for an Executive Level II is \$199,300 per year.

(4) Your next proposal based on actual costs for the fiscal year ending 06/30/2022 is due in our office by 12/31/2022.

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Community Action Partnership of Madera County, Inc.

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S Digitally signed by Arif M. Karim - S
Date: 2022.06.16 07:52:58 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/2/2022

(DATE) 2416

HHS REPRESENTATIVE: Elmas Martin

Telephone: (415) 437-7820

ORGANIZATION: Community Action Partnership of Madera County, Inc.

AGREEMENT DATE: 6/2/2022

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Community Action Partnership of Madera County, Inc.

(INSTITUTION)



(SIGNATURE)

Daniel Seeto

(NAME)

Chief Financial officer

(TITLE)

June 16, 2022

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim - S

Digitally signed by Arif M. Karim - S
Date: 2022.06.16 07:52:58 -05'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

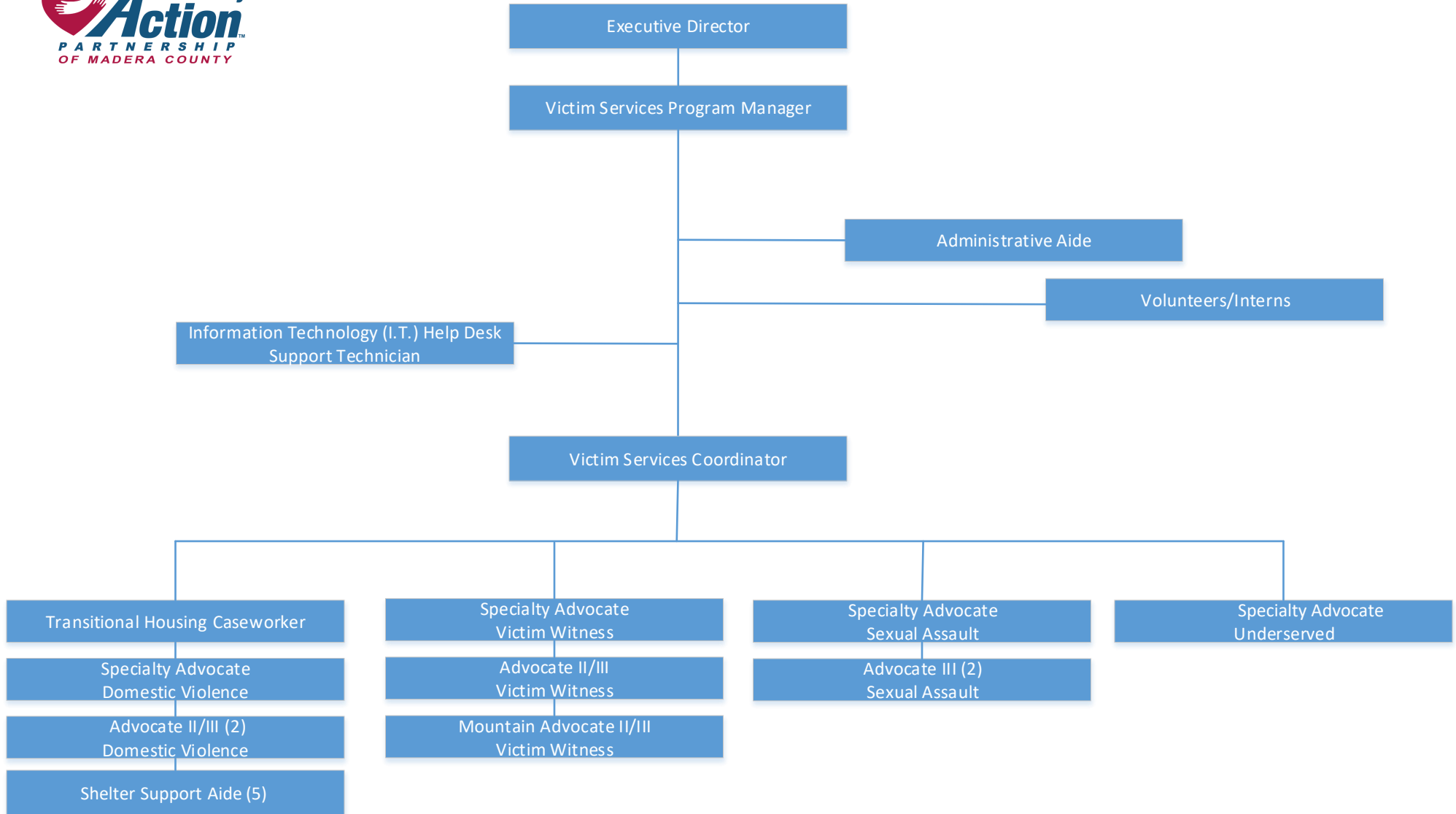
6/2/2022

(DATE) 2416

HHS REPRESENTATIVE: Elmas Martin

Telephone: (415) 437-7820

VICTIM SERVICES





Operational Agreement Summary

Grant Subaward #: _____

Subrecipient: _____

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



Report of Expenditure Submission Change Request

Grant Subaward #: Unserved/Underserved Victim Advocacy & Outreach (UV)

Subrecipient: Community Action Partnership of Madera County, Inc.

Requested Reporting Frequency:

Monthly

Quarterly

Justification for Change:

Reduces administrative burden; historically CAPMC's reporting has been quarterly.

I hereby certify that the Subrecipient will maintain the frequency for the duration of the Grant Subaward performance period.

Jennifer Coronado

Grant Subaward Director Name

Jennifer Coronado

Grant Subaward Director Signature

9/28/22

Date

Daniel Seeto

Financial Officer Name

Daniel Seeto

Financial Officer Signature

9/28/22

Date

Cal OES Approval

Approved

Denied

Program Specialist Signature

Date

Grants management system updated: _____

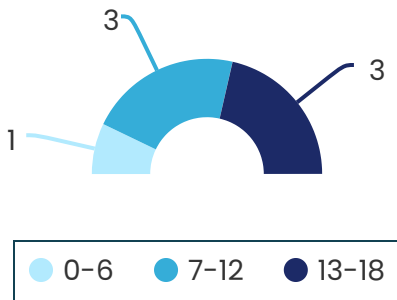
Grants Processing Representative
Signature

Date

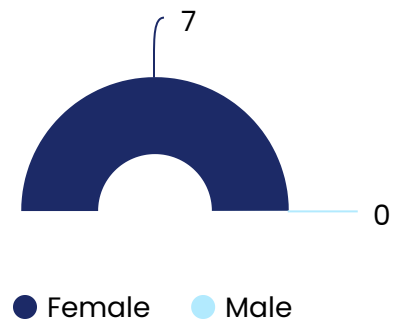
Madera County Child Advocacy Center (CAC)

August 2022

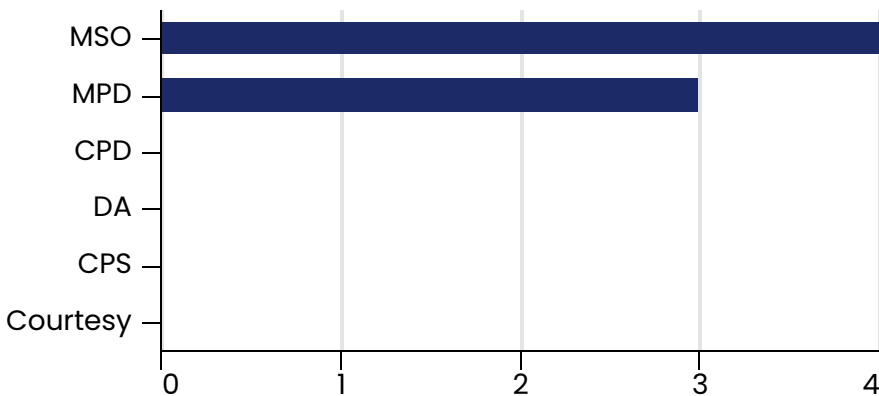
Age



Gender



Requesting Agency



Counseling Services

Referrals Made: 1
Onsite Counseling Sessions: 0

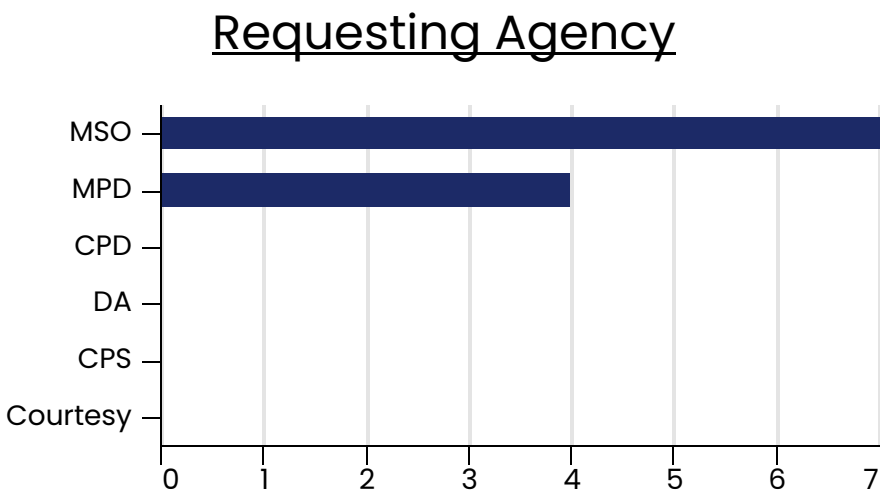


Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2022	10	17	26	33	42	56	61	68				
2021	7	13	26	36	55	68	82	89	95	108	122	140

Madera County Child Advocacy Center (CAC)

September 2022



Counseling Services

Referrals Made: 4

Onsite Counseling Sessions: 0

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2022	10	17	26	33	42	56	61	68	79			
2021	7	13	26	36	55	68	82	89	95	108	122	140



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [AUGUST 2022](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract - CAPP	414
CalWORKs Stage 2 – C2AP	145
CalWORKs Stage 3 – C3AP	144
Bridge Program - BP	11
Total Children Enrolled	714

**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	44
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	38
LICENSE-EXEMPT CHILD CARE PROVIDERS	39
Total Providers Enrolled	121

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	121
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- CCIP Orientation – 4 attendees
- CCIP Orientation (Spanish) – 34 attendees

Family, Friend and Neighbor Activity:

- No playgroup activities



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [SEPTEMBER 2022](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract - CAPP	434
CalWORKs Stage 2 – C2AP	151
CalWORKs Stage 3 – C3AP	151
Bridge Program - BP	11
Total Children Enrolled	747

**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	44
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	38
LICENSE-EXEMPT CHILD CARE PROVIDERS	38
Total Providers Enrolled	120

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	121
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) – 4 attendees
- Presentation from Community Care Licensing (Spanish) – 36 attendees

*All CCIP Workshops were provided via-Zoom.

Family, Friend and Neighbor Activity:

- No Activities

BRIDGE PROGRAM Workshops:

- Navigating Together (Spanish) – 23 attendees



HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT - August 2022

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 8/1/2022 - 8/30/2022.

Location	Madera	Chowchilla	Oakhurst	Coarsegold	Northfork	YTD Total Contact
Unduplicated Clients Contacted FY 22-23	81	4	4	0	0	89
Veterans FY 22-23	0	0	0	0	0	0
TAY FY 22-23	5	0	0	0	0	5
DV FY 22-23	3	0	0	0	0	3

OUTCOMES - SERVICES OFFERED			
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REUNITED WITH FAMILY VIA BUS OR TRAIN	0	0	0
WENT INTO SHELTER (non CAPMC)	0	1	1
PLACED IN EMERGENCY SHELTER (CAPMC)	1	1	2
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	0	0
PROVIDED HOUSING RESOURCE GUIDE	15	5	20
ASSISTED WITH AND SUBMITTED RENTAL APPLICATIONS	20	11	31
MOVED INTO PERMANENT HOUSING	2	1	3
ASSISTED WITH MOVE-IN COSTS	1	1	2
REFERRED TO PERMANENT SUPPORTIVE HOUSING (PSH)	3	5	8
MOVED INTO PERMANENT SUPPORTIVE HOUSING (PSH)	1	0	1
REFERRED FOR EMERGENCY HOUSING VOUCHER (EHV)	7	3	10
APPROVED AND COMPLETED BRIEFING FOR EHV (EHV)	0	6	6
DOCUMENT COLLECTION			
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	5	1	6
ASSISTED IN OBTAINING BIRTH CERTIFICATE	4	1	5
ASSISTED IN OBTAINING INCOME VERIFICATION	21	18	39
ASSISTED IN OBTAINING EMOTIONAL SUPPORT ANIMAL DOCUMENTATION	3	0	3
PROVIDED DMV VOUCHER FOR ID	6	4	10
OBTAINED ID IN RESULT OF VOUCHER	0	1	1
OBTAINED DISABILITY CERTIFICATION	2	4	6
OBTAINED SUPPORT LETTERS FOR PSH	3	8	11
REFERRALS	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRAL TO COORDINATED ENTRY BY-NAME LIST (BNL)	4	7	11
REFERRALS MADE TO DSS - HOUSING UNIT	10	5	15
REFERRALS MADE TO DSS - CPS	2	0	2
REFERRALS MADE TO DSS - APS	1	0	1
REFERRALS MADE TO THE VA	0	0	0
REFERRALS MADE TO VICTIM SERVICES	1	0	1
REFERRAL TO FOSTER CARE SERVICES	0	0	0
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO MADERA BHS FOR ASSESSMENT	7	5	12
OBTAINED BHS DUE TO REFERRAL	1	1	2
REFERRED TO DRUG PROGRAM	0	0	0
SUICIDE PREVENTION	0	1	1
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO WORKFORCE	2	5	7
ASSISTED WITH JOB INTERVIEW PROCESS	0	0	0
EMPLOYED AS A RESULT OF ASSISTANCE	0	0	0
ASSISTED IN OBTAINING BICYCLE FOR TRANSPORTATION	1	0	1
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING CASH AID / TANF	0	1	1
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	1	1
ASSISTED IN OBTAINING HEALTH INSURANCE	0	1	1
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	0	1	1
ASSISTED IN OBTAINING A GOVT. PHONE	0	0	0
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	1	1
DELIVERED COMMODITIES	19	9	28
PROVIDED HYGIENE KITS	1	4	5
PROVIDED SHOES OR CLOTHES TO CLIENT	1	0	1
ARRANGED TRANSPORTATION	11	8	19
ADVOCACY WITH LEGAL MATTER	1	0	1



HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP CENTER) SERVICES REPORT - SEPTEMBER 2022

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 9/1/2022 - 9/30/2022.

Location	Madera City	Chowchilla	Oakhurst	Coarsegold	Northfork	Total Contact
Unduplicated Clients Contacted FY 22-23	114	4	4	1	0	123
Veterans FY 22-23	0	0	0	0	0	0
TAY FY 22-23	6	0	0	0	0	0
DV FY 22-23	1	0	0	0	0	1

OUTCOMES - SERVICES OFFERED			
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REUNITED WITH FAMILY VIA BUS OR TRAIN	0	0	0
WENT INTO SHELTER (non CAPMC)	3	1	4
PLACED IN EMERGENCY SHELTER (CAPMC)	1	2	3
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	0	0
PROVIDED HOUSING RESOURCE GUIDE	3	20	23
ASSISTED WITH AND SUBMITTED RENTAL APPLICATIONS	15	31	46
MOVED INTO PERMANENT HOUSING	2	3	5
ASSISTED WITH MOVE-IN COSTS	1	2	3
REFERRED TO PERMANENT SUPPORTIVE HOUSING (PSH)	4	8	12
MOVED INTO PERMANENT SUPPORTIVE HOUSING (PSH)	2	1	3
REFERRED FOR EMERGENCY HOUSING VOUCHER (EHV)	8	10	18
APPROVED AND COMPLETED BRIEFING FOR EHV (EHV)	1	6	7
DOCUMENT COLLECTION			
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	1	6	7
ASSISTED IN OBTAINING BIRTH CERTIFICATE	1	5	6
ASSISTED IN OBTAINING INCOME VERIFICATION	16	39	55
ASSISTED IN OBTAINING EMOTIONAL SUPPORT ANIMAL DOCUMENTATION	0	3	3
PROVIDED DMV VOUCHER FOR ID	5	10	15
OBTAINED ID IN RESULT OF VOUCHER	0	1	1
OBTAINED DISABILITY CERTIFICATION	1	6	7
OBTAINED SUPPORT LETTERS FOR PSH	1	11	12
REFERRALS	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRAL TO COORDINATED ENTRY BY-NAME LIST (BNL)	5	11	16
REFERRALS MADE TO DSS - HOUSING UNIT	8	15	23
REFERRALS MADE TO DSS - CPS	0	2	2
REFERRALS MADE TO DSS - APS	0	1	1
REFERRALS MADE TO THE VA	0	0	0
REFERRALS MADE TO VICTIM SERVICES	2	1	3
REFERRAL TO FOSTER CARE SERVICES	0	0	0
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO MADERA BHS FOR ASSESSMENT	12	12	24
OBTAINED BHS DUE TO REFERRAL	2	2	4
REFERRED TO DRUG PROGRAM	0	0	0
SUICIDE PREVENTION	0	1	1
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED TO WORKFORCE	5	7	12
ASSISTED WITH JOB INTERVIEW PROCESS	0	0	0
EMPLOYED AS A RESULT OF ASSISTANCE	0	0	0
ASSISTED IN OBTAINING BICYCLE FOR TRANSPORTATION	0	1	1
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING CASH AID / TANF	0	1	1
ASSISTED IN OBTAINING CALFRESH BENEFITS	2	1	3
ASSISTED IN OBTAINING HEALTH INSURANCE	0	1	1
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	0	1	1
ASSISTED IN OBTAINING A GOVT. PHONE	1	0	1
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	1	1
DELIVERED COMMODITIES	14	28	42
PROVIDED HYGIENE KITS	6	5	11
PROVIDED SHOES OR CLOTHES TO CLIENT	3	1	4
ARRANGED TRANSPORTATION	7	19	26
ADVOCACY WITH LEGAL MATTER	0	1	1



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: October 13, 2022

Author: Jeannie Stapleton

DATE: September 14, 2022

TO: Board of Directors

FROM: Ana Ibanez, Community Services Program Manager

SUBJECT: Supplemental Low-Income Home Energy Assistance Program (SLIHEAP)

I. RECOMMENDATION:

Consider authorizing the Executive Director to sign and submit the 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP).

II. SUMMARY:

SLIHEAP is funded under the Infrastructure and Jobs Act 2022. The contract will be between Community Services and Development (CSD) and Community Action Partnership of Madera County (CAPMC). SLIHEAP is utility assistance to eligible participants residing in Madera County.

III. DISCUSSION:

1. The term of the contract is September 1, 2022 through June 30, 2022.
2. SLIHEAP services are eligible to low income households in accordance with the agency's priority plan for LIHEAP. The funds will be furnished to households which have the lowest incomes and the highest energy burdens or needs in relation to income.
3. First priority will be given for services of those households with the vulnerable populations of young children (ages five years and younger), disabled, and elderly persons (ages 60 years and older) in accordance with the current Agency Local Plan.
4. First priority will also be given for services to those households whose members have a life-threatening emergency.
5. Program participants must meet an income guideline and meet the utility assistance priority plan in order to receive assistance. The applicant's income must fall below 60% of the State's median income level.
6. SLIHEAP funding will be used for utility assistance or wood/propane/oil assistance.

IV. FINANCING: \$30,541.00



BEFORE
 THE COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 OF THE COUNTY OF MADERA
 STATE OF CALIFORNIA

In the Matter of)
)
 2022 Supplemental Low Income)
 Home Energy Assistance Program)
 (SLIHEAP) Contract # 22Q-4568)

Resolution No. 2022-05

2022 Supplemental Low-
 Income Home Energy
 Assistance Program
 (SLIHEAP)

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors, I authorize the Executive Director to sign and submit the 2022 Supplemental Low Income Home Energy Assistance Program (SLIHEAP) Contract with the Department of Community Services & Development (CSD).

The persons authorized as the official representative of Community Action Partnership of Madera County, Inc. to enter into the Agreement, submit any amendments and provide additional information as may be required by the Community Services & Development, is the Executive Director or the Chief Financial Officer of Community Action Partnership of Madera County, Inc.

Vote: _____
 Absent: _____

Ayes: _____
 Noes: _____

 Tyson Pogue, Chairperson Board of Directors

 Date

 ATTEST: David Hernandez, Secretary/Treasurer

 Date



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: August 29, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Year 4 Head Start grant contract #90-CM-9801. 2023-2024 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 2023-2024 Madera Migrant/Seasonal Head Start Funding Basic, Training & Technical Assistant (T&TA) and Non-Federal Share Budgets.

II. SUMMARY:

On August 23, 2022, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit the following budgets by October 3, 2022 with an extension to submit PC and Board approval:

Basic Funds	\$5,632,943
T/TA Funds	\$ 31,845
Non-Federal Share	<u>\$1,416,197</u>
Total Allocation	\$7,080,985

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 11, 2022 for approval.
- The 2023-2024 Madera Migrant/Seasonal Head Start funding Grant Budget will be presented for approval on October 11, 2022.

IV. FINANCING: \$5,664,788 and \$1,416,197 Non-Federal Share

See attached Funding Guidance letter dated August 23, 2022.

Budgets to be distributed at the meeting.

August 23, 2022

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, 2022. 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 2023-24 budget submission.

Your funding allocation for the 2023-24 is indicated below:

	<u>MEHS</u>	<u>MSHS</u>
Basic funds	\$0	\$5,632,943
Training/Technical Assistance (T&TA)	\$0	\$31,845
Non-Federal Share	\$0	\$1,416,197
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 3, 2022**:

1. 2023-24 Complete Application Budget Format (including separate columns for Non-Blended, Blended (if applicable), T&TA, Administrative, and Non-Federal Share)
2. Agency's 2023-24 Cost allocation plan
3. Signed 424 documents (accessed thru HSES)
4. Budget narrative
5. Program Service Plan (if revisions are needed)
6. 2023-24 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 3rd**)

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 2023-24 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 2023-24 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 3, 2022, 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,

Steven Larson

Steve Larson
Senior Financial Services Manager

CC: Tony Jordan, Executive Director
Ramona Trejo, Director of CFS Financial Services
Marissa Duran, Director II
Christine Rodriguez, Manager, Planning & Information Management

Madera Migrant Seasonal Head Start 2023-2024 Days of Operation

Mar-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 3
Startup/Close down 0
Holiday 0

Apr-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						

Child Days 13
Staff Days w/o Children 4
Startup/Close down 2
Holiday 1

May-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 21
Staff Days w/o Children 1
Startup/Close down 0
Holiday 1

34
8
2
2

Jun-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	

Child Days 20
Staff Days w/o Children 1
Startup/Close down 0
Holiday 1

Jul-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 1

Aug-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 21
Staff Days w/o Children 2
Startup/Close down 0
Holiday 0

60
4
0
2

Sep-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

Child Days 19
Staff Days w/o Children 1
Startup/Close down 0
Holiday 1

Oct-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 14
Staff Days w/o Children 0
Startup/Close down 2
Holiday 1

Nov-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	

Child Days 0
Staff Days w/o Children 0
Startup/Close down 0
Holiday 0

33
1
2
2

Dec-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

Jan-24						
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-24						
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		

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	127
Staff Days w/o Children	13
Start Up/Close Down Days	4
Holidays	6

150

Madera Migrant Seasonal Head Start 2023-2024 Days of Operation

Mar-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 3
Startup/Close down 0
Holiday 0

Apr-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						

Child Days 13
Staff Days w/o Children 4
Startup/Close down 2
Holiday 1

May-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 21
Staff Days w/o Children 1
Startup/Close down 0
Holiday 1

34
8
2
2

Jun-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	

Child Days 20
Staff Days w/o Children 1
Startup/Close down 0
Holiday 1

Jul-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 1

Aug-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 21
Staff Days w/o Children 2
Startup/Close down 0
Holiday 0

60
4
0
2

Sep-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

Child Days 19
Staff Days w/o Children 1
Startup/Close down 0
Holiday 1

Oct-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 20
Staff Days w/o Children 1
Startup/Close down 0
Holiday 1

Nov-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	

Child Days 12
Staff Days w/o Children 3
Startup/Close down 0
Holiday 3

51
5
0
5

Dec-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

Jan-24						
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-24						
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		

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	145
Staff Days w/o Children	17
Start Up/Close Down Days	2
Holidays	9

173

Madera Migrant Seasonal Head Start 2023-2024 Days of Operation

Mar-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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-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						

Child Days 0
Staff Days w/o Children 0
Startup/Close down 0
Holiday 0

May-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

Jun-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	

Child Days 0
Staff Days w/o Children 0
Startup/Close down 0
Holiday 0

Jul-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

Aug-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

Sep-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

Child Days 0
Staff Days w/o Children 0
Startup/Close down 0
Holiday 0

Oct-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 2
Staff Days w/o Children 0
Startup/Close down 0
Holiday 0

Nov-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		

Child Days 18
Staff Days w/o Children 1
Startup/Close down 0
Holiday 3

Dec-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 16
Staff Days w/o Children 0
Startup/Close down 0
Holiday 0

Jan-24						
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 1
Startup/Close down 0
Holiday 2

Feb-24						
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		

Child Days 20
Staff Days w/o Children 0
Startup/Close down 0
Holiday 1

Sites:
Los Niños
Sierra Vista
Mis Angelitos
Pomona

Total Child Days	72
Staff Days w/o Children	2
Start Up/Close Down Days	0
Winter Break	8
Holidays	6

MIGRANT HEAD START PROGRAMS
March 1, 2023 - February 29, 2024

Delegate Agency: Community Action Partnership of Madera County, Inc.

		321 Basic Non- Blended	362 Blended Blended Head Start	Federal Resource 311/362 Total MSHS	Federal Resource 310 T&TA MSHS	Federal Resource Budget Total	Non-Federal Share Total	Federal & State (NFS) TOTAL BUDGET	Refunding Admin Rate	TOTAL Administrative Budget	USDA
		\$5,078,229	\$554,714	\$5,632,943	\$ 31,845	\$ 5,664,788	\$ 1,416,197	\$ 7,080,985		\$ 672,437	\$ 292,588
6a Personnel											
Ent Code	Title	\$ 2,953,556	\$ 245,811	\$ 3,199,367	\$ -	\$ 3,199,367	\$ 755,090	\$ 3,954,457		\$ 87,613	\$ -
<u>CHILD HEALTH AND DEVELOPMENT</u>											
a1	Program Managers and Content Area Experts	70,563	12,012	82,575	-	82,575	-	82,575	0.0%	-	-
a2	Teachers/Infant Toddler Teachers	1,324,686	140,631	1,465,317	-	1,465,317	462,070	1,927,387	0.0%	-	-
a3	Family Child Care Personnel	-	-	-	-	-	-	-	-	-	-
a4	Home Visitors	-	-	-	-	-	-	-	-	-	-
a5	Teacher Aides and Other Education Personnel	504,246	36,638	540,884	-	540,884	120,385	661,269	0.0%	-	-
a6	Health/Mental Health Services Personnel	65,499	-	65,499	-	65,499	-	65,499	0.0%	-	-
a7	Disabilities Services Personnel	-	-	-	-	-	-	-	-	-	-
a8	Nutrition Services Personnel	252,455	13,393	265,848	-	265,848	74,232	340,080	0.0%	-	-
a9.1	Other Child Services Personnel	-	-	-	-	-	-	-	-	-	-
<u>FAMILY AND COMMUNITY PARTNERSHIP</u>											
a10	Program Managers and Content Area Experts	69,209	-	69,209	-	69,209	7,236	76,445	0.0%	-	-
a11.1	Other Family and Community Partnerships Personnel : Family Service Worker	274,058	20,923	294,981	-	294,981	91,167	386,148	0.0%	-	-
<u>PROGRAM DESIGN AND MANAGEMENT</u>											
a12	Executive Director	-	-	-	-	-	-	-	-	-	-
a13	Head Start/Early Head Start Director	45,850	-	45,850	-	45,850	-	45,850	-	45,850	-
a14.1	Managers	-	-	-	-	-	-	-	-	-	-
a15	Staff Development	36,942	-	36,942	-	36,942	-	36,942	-	-	-
a16	Clerical Personnel	134,814	19,042	153,856	-	153,856	-	153,856	1.83%	2,810	-
a17	Fiscal Personnel	-	-	-	-	-	-	-	0%	-	-
a18.1	Other Administrative Personnel	15,569	-	15,569	-	15,569	-	15,569	100.0%	15,569	-
<u>OTHER</u>											
a19	Maintenance Personnel	126,005	3,172	129,177	-	129,177	-	129,177	5.0%	6,449	-
a20	Transportation Personnel	-	-	-	-	-	-	-	-	-	-
a21.1	Other Personnel	33,660	-	33,660	-	33,660	-	33,660	50.3%	16,935	-
6b Fringe Benefits		\$ 877,522	\$ 76,557	\$ 954,079	\$ -	\$ 954,079	\$ 222,520	\$ 1,176,599		\$ 34,928	\$ -

Delegate Agency: Community Action Partnership of Madera County, Inc.

	321 Basic Non- Blended	362 Blended Blended Head Start	Federal Resource 311/362 Total MSHS	Federal Resource 310 T&TA MSHS	Federal Resource Budget Total	Non-Federal Share Total	Federal & State (NFS) TOTAL BUDGET	Refunding Admin Rate	TOTAL Administrative Budget	USDA
	\$5,078,229	\$554,714	\$5,632,943	\$ 31,845	\$ 5,664,788	\$ 1,416,197	\$ 7,080,985		\$ 672,437	\$ 292,588
b1 FICA/Medicare/SUI/Workers Comp	349,092	29,156	378,248	-	378,248	91,473	469,721		13,952	-
b2 Health/Dental/Life Insurance	378,508	34,153	412,661	-	412,661	90,312	502,973		14,903	-
b3 Retirement	149,922	13,248	163,170	-	163,170	40,735	203,905		6,056	-
b4.1 Other Fringe: OPEB	-	-	-	-	-	-	-		-	-
b4.2 Cell Phone Stipend	-	-	-	-	-	-	-		-	-
6c Travel (Out of County)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
c1 Out-of-county Travel	-	-	-	-	-	-	-		-	-
6d Equipment (\$5,000 or more per unit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
d1 Office Equipment	-	-	-	-	-	-	-		-	-
d2 Classroom/Outdoor/Home-based/FCC	-	-	-	-	-	-	-		-	-
d3 Vehicle Purchase	-	-	-	-	-	-	-		-	-
d4.1 Other Equipment	-	-	-	-	-	-	-		-	-
6e Supplies and Equipment Under \$5,000/Unit	\$ 196,384	\$ 54,476	\$ 250,860	\$ 4,791	\$ 255,651	\$ 20,873	\$ 276,524		\$ 10,500	\$ -
e1 Office Supplies	6,000	-	6,000	-	6,000	-	6,000	25.0%	1,500	-
e2 Child and Family Services Supplies	145,190	32,725	177,915	2,791	180,706	14,685	195,391	2.76%	5,400	-
e3 Food Services Supplies	6,188	1,063	7,251	2,000	9,251	-	9,251	0.0%	-	-
e4.1 Other Supplies: Non-Capitalized Equipment	8,250	5,500	13,750	-	13,750	-	13,750	0.0%	-	-
e4.1 Other Supplies - Custodial Supplies	18,000	6,188	24,188	-	24,188	6,188	30,376	5.9%	1,800	-
e4.2 Other Supplies - General Operation Supplies	12,756	9,000	21,756	-	21,756	-	21,756	8.27%	1,800	-
6f Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
6g Construction, Repairs/Renovations (Subject to 1309 Requirements)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
g1 New Construction	-	-	-	-	-	-	-		-	-
g2 Major Renovation	-	-	-	-	-	-	-		-	-
g3 Acquisition of Buildings/Modular Units	-	-	-	-	-	-	-		-	-
6h Other	\$ 627,193	\$ 131,602	\$ 758,795	\$ 24,398	\$ 783,193	\$ 417,714	\$ 1,200,907		\$ 66,898	\$ 292,588
h1 Depreciation/Use Allowance	-	-	-	-	-	-	-		-	-
h2 Rent	220,641	11,919	232,560	-	232,560	112,210	344,770	2.51%	8,640	-

Delegate Agency: Community Action Partnership of Madera County, Inc.

	321 Basic Non- Blended	362 Blended Blended Head Start	Federal Resource 311/362 Total MSHS	Federal Resource 310 T&TA MSHS	Federal Resource Budget Total	Non-Federal Share Total	Federal & State (NFS) TOTAL BUDGET	Refunding Admin Rate	TOTAL Administrative Budget	USDA
	\$5,078,229	\$554,714	\$5,632,943	\$ 31,845	\$ 5,664,788	\$ 1,416,197	\$ 7,080,985		\$ 672,437	\$ 292,588
h3 Mortgage	-	-	-	-	-	-	-		-	-
h4 Utilities, Telephone	175,800	35,448	211,248	-	211,248	-	211,248	4%	8,790	-
h5 Building and Child Liability Insurance	20,035	1,565	21,600	-	21,600	-	21,600	11%	2,280	-
h6 Building Maintenance / Repair and Other Occupancy	116,084	48,416	164,500	-	164,500	7,985	172,485	6.79%	11,720	-
h7 Incidental Alterations/Renovations	-	-	-	-	-	-	-		-	-
h8 Local Travel	38,511	9,039	47,550	-	47,550	-	47,550	6.81%	3,240	-
h9 Nutrition Services	-	-	-	-	-	-	-		-	292,588
h10 Child Service Consultants	17,423	7,828	25,251	11,200	36,451	-	36,451	3.07%	1,120	-
h11 Volunteers	-	-	-	-	-	297,519	297,519	0%	-	-
h12 Substitutes (if not paid benefits)	-	-	-	-	-	-	-	0%	-	-
h13 Parent Services	4,140	1,860	6,000	-	6,000	-	6,000	0%	-	-
h14 Accounting and Legal Services	5,865	2,635	8,500	-	8,500	-	8,500	100%	8,500	-
h15 Publications / Advertising / Printing	2,760	1,240	4,000	-	4,000	-	4,000	50.00%	2,000	-
h16 Training or Staff Development	14,722	6,614	21,336	13,198	34,534	-	34,534	50.62%	17,482	-
h17.1 Other - Software	-	-	-	-	-	-	-		-	-
h17.1 Other - Fingerprinting/Staff Medical Screenings	4,312	1,938	6,250	-	6,250	-	6,250		626	-
h17.2 Other - Fees & Licenses	6,900	3,100	10,000	-	10,000	-	10,000	25.0%	2,500	-
h17.3 Other - Network Services	-	-	-	-	-	-	-		-	-
h17.4 Other - Translation Services	-	-	-	-	-	-	-		-	-
6i Direct Costs	\$ 4,654,655	\$ 508,446	\$ 5,163,101	\$ 29,189	\$ 5,192,290	\$ 1,416,197	\$ 6,608,487		\$ 199,939	\$ 292,588
6j Indirect	\$ 423,574	\$ 46,268	\$ 469,842	\$ 2,656	\$ 472,498	\$ -	\$ 472,498		\$ 472,498	\$ -
j1 Indirect Costs	423,574	46,268	469,842	2,656	472,498	-	472,498		472,498	-
	\$ 5,078,229	\$ 554,714	\$ 5,632,943	\$ 31,845	\$ 5,664,788	\$ 1,416,197	\$ 7,080,985		\$ 672,437	\$ 292,588
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: October 13, 2022

Author: Maritza Gomez-Zaragoza

DATE: September 16, 2022

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Approval of Madera Regional Head Start Request for a Locally Design Service Option.

I. RECOMMENDATION:

Review and consider approving the request for a locally design service option per Head Start Performance Standards.

II. SUMMARY:

The program has identified the need to submit a request for a locally designed option in order to serve 3 year old children. The Head Start Performance Standards allow programs to submit request for a locally design option based on the needs of the community. With the increase of other preschool options for 4 year olds, CAPMC-Head Start is identifying a larger number of 3 year olds seeking Head Start services.

III. DISCUSSION:

A. Head Start Performance Standards state that programs serving a majority of 3 year olds should have a group size no larger than 17 children. Five of the CAPMC Head Start centers are funded to serve 20 children. However, due to the increase of 3 year olds, the group size is now limited to only serving 17. This situation has caused under enrollment for three of the centers.

B. With the implementation of Transitional Kindergarten, State Preschool, and now Universal Preschool programs in the communities where Head Start is located, 4 year old children are being served through those programs. CAPMC-Head Start has seen a continuous increase of 3 year olds; however, due to the group size limitation, it was difficult to offer services to 3 year olds eligible children since the program would be out of compliance.

C. The situation was discussed with Region IX, Program Specialist and it was recommended that a request for a local design option be submitted in order for the program to be able to increase the group size to 20, even though the majority of the children will be or are 3 year olds. This will allow CAPMC to be at full enrollment at those five sites.

D. The submission of the request will allow 3 year olds eligible children to be enrolled and the program meet its funded enrollment. Currently, three sites are under enrolled due to the group size limitation. Once the request is approved, children on the waiting list will be selected for participation in the program.

- The Approval of Madera Regional Head Start Request for a Locally Design Service Option will be presented to the Policy Council on October 6, 2022.

IV. FINANCING: None



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors' Meeting for: October 13, 2022

Author: Belinda Javius

DATE: OCTOBER 1, 2022

TO: Board of Directors

FROM: Belinda Javius, Accountant Program Manager

SUBJECT: Child and Adult Care Food Program (CACFP) 2022-23 program year renewal.

I. RECOMMENDATION:

Review and consider ratifying the CACFP 2022-23 Renewal Agreement to continue participation in the CACFP program.

II. SUMMARY:

Community Action Partnership of Madera County, Inc. (CAPMC) received notification on August 1, 2022 to submit 2022-23 Child and Adult Care Food Program Renewal Application by August 31, 2022. Participation includes reimbursement for all allowable meals served to enrolled children. Transmit a complete agreement through Child Nutrition Information and Payment System (CNIPS) program website. This is for October 1, 2022 – September 30, 2023 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 2022-2023 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 \$520,635.

CHILD AND ADULT CARE FOOD PROGRAM
2022-2023 ANNUAL BUDGET

			A	B
	DESCRIPTIONS	Total Budget	Operating Budget	Admin Budget
5010	SALARY	24,975	24,975	
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	350,739	350,739	
6122	KITCHEN SUPPLIES	54,956	54,956	
6130	PROGRAM SUPPLIES	-		
6140	CUSTODIAL SUPP.	-		
6212	EQUIPMENT <500	-		
6180	EQUIPMENT RENTAL	21,060	21,060	
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	4,263	4,263	
6640	VEHICLE REPAIR & MAINTENANCE	5,625	5,625	
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%	43,424		43,424
	TOTAL	520,635	477,111	43,524

Salaries and Taxes	28,277	28,277	
Benefits	8,691	8,691	
admin costs (office supplies, training, dues, Indirect)	43,524		43,524
operating costs (equipt rental, repair & maint, fire alarm)	34,448	34,448	
Food costs (food and kitchen supplies)		405,695	
	520,635	477,111	43,524



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: October 13, 2022

Author: Cristal Sanchez

DATE: October 6, 2022

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: California Office of Emergency Services (Cal OES) Child Advocacy Center (KC) Program Grant Application for the Program Period April 1, 2023 – March 31, 2024

I. RECOMMENDATION:

Review and consider ratifying the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application.

II. SUMMARY:

The Madera County Child Advocacy Center (CAC) is a child-focused, facility-based program in which representatives from core disciplines—law enforcement, child protection, prosecution, mental health, medical, and victim advocacy—collaborate to investigate child abuse reports, conduct forensic interviews, determine and provide evidence-based interventions, and assess cases for prosecution. CAC's are founded on a shared belief that child abuse is a multifaceted community problem and no single agency, individual, or discipline has the necessary knowledge, skills, or resources to serve the needs of all children and their families. The CAC's coordinated and comprehensive response is also guided by a shared philosophy that the combined expertise of professionals across disciplines results in a more complete understanding of case issues and better provides help, support, and protection to children and families as they pursue healing and justice. The primary goal of all CAC's is to ensure that children are not further victimized by the intervention systems designed to protect them. The Madera County CAC has been operating via Community Services Block Grant (CSBG) Discretionary Funding and through rent credit donation from Berry Development. Staff has identified the Child Advocacy Center (KC) Grant funding opportunity through Cal OES to address CAC sustainability and for the purpose of providing direct victim services to child abuse survivors and their families through a multidisciplinary team approach. KC Grant services must include victim-centered, trauma-informed forensic interviews, advocacy, direct or referral to therapy/counseling, and referrals for medical exams. In the KC Grant proposal, CAPMC plans to address disparities in culturally competent and inclusive mental health services, access to Sexual Assault Response Team (SART) Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive

trauma-informed services to CFIT participants and their families. Funding is also intended to account for the cost of salaries and future rent costs.

Rural Child Advocacy Centers may request up to \$200,000 for a 12-month Grant Subaward performance period for 5 years. The RFP was submitted to Cal OES on the August 26th due date.

III. DISCUSSION:

- The Madera County CAC is submitting a proposal for the Child Advocacy Center Program (KC) Grant through the California Office of Emergency Services (Submitted on August 26th)
- Maximum grant award is \$200,000 for a 12-month Grant Subaward performance period for 5 years.
- Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.
- Salaries and future rent costs will also be accounted for in the KC Grant proposal.
- The final KC Grant proposal and budget is attached.

IV. FINANCING:

\$200,000 for the 12-month Grant Subaward performance period.



Proposal Cover Sheet

RFP PROCESS

CHILD ADVOCACY CENTER (KC) PROGRAM

Submitted by:
Community Action Partnership of Madera County, Inc.
1225 Gill Avenue, Madera, California 93637
(559) 673-9173

Cal OES #	FIPS #	VS#	Subaward #
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** Community Action Partnership of Madera County, Inc. **1a. UEI#:** V9D5YUNVFNA4
2. **Implementing Agency:** Community Action Partnership of Madera County, Inc. **2a. UEI#:** V9D5YUNVFNA4
3. **Implementing Agency Address:** 1225 Gill Avenue Madera 93637-5234
(Street) (City) (Zip+4)
4. **Location of Project:** 1225 Gill Avenue Madera 93637-5234
(City) (County) (Zip+4)
5. **Disaster/Program Title:** KC - Child Advocacy Center Program **6. Performance/Budget Period:** 4/1/2023 **to** 3/31/2024
(Start Date) (End Date)
7. **Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 9.10 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	VOCA		\$200,000					\$200,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		\$200,000	\$200,000				\$200,000

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:**
 Name: Mattie Mendez Title: Executive Director
 Payment Mailing Address: 1225 Gill Avenue City: Madera Zip Code+4: 93637-5234
 Signature: *Mattie Mendez* Date: 08/26/22

16. **Federal Employer ID Number:** 941612823

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

 (Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



Grant Subaward Contact Information

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

1. **Grant Subaward Director:**

Name: Cristal Sanchez Title: Assistant to the Executive Director

Telephone #: 559-675-5748 Email Address: c.sanchez@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

2. **Financial Officer:**

Name: Daniel Seeto Title: Chief Financial Officer

Telephone #: 559-675-5755 Email Address: dseeto@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

3. **Programmatic Point of Contact:**

Name: Cristal Sanchez Title: Assistant to the Executive Director

Telephone #: 559-675-5748 Email Address: c.sanchez@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

4. **Financial Point of Contact:**

Name: Nicole Vulich Title: Accounting Program Manager

Telephone #: 559-675-5762 Email Address: nvulich@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Mattie Mendez Title: Executive Director

Telephone #: 559-675-5749 Email Address: mmendez@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Mattie Mendez Title: Executive Director

Telephone #: 559-675-5749 Email Address: mmendez@maderacap.org

Address/City/ Zip Code (9-digit): 1225 Gill Avenue, Madera, CA 93637-5234

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: Tyson Pogue Title: Board Chairperson

Telephone #: 559-675-7770 Email Address: tpogue@maderacounty.com

Address/City/ Zip Code (9-digit): 2725 Falcon Dr, Madera, CA 93637-5677



Grant Subaward Signature Authorization

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Implementing Agency: Community Action Partnership of Madera County, Inc.

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: Cristal Sanchez

Signature: *Cristal Sanchez*

Date: 8/26/22

Financial Officer:

Printed Name: Daniel Seeto

Signature: *Daniel Seeto*

Date: 8/26/22

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: *Nancy Contreras*

Printed Name: Nancy Contreras

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer**:

Signature: *Nicole Vulich*

Printed Name: Nicole Vulich

Signature: *Belinda Javius*

Printed Name: Belinda Javius

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance

Subrecipient: Community Action Partnership of Madera County, Inc.

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Child Advocacy Center (KC) Program	KC22	04/01/2023 to 03/31/2024
2			
3			
4			
5			
6			

I, Mattie Mendez (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 as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (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 specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated 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 affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature:	<u>Mattie Mendez</u>
Official Designee's Typed Name:	<u>Mattie Mendez</u>
Official Designee's Title:	<u>Executive Director</u>
Date Executed:	<u>8/11/2022</u>
AUTHORIZED BY:	
<p>I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.</p>	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input checked="" type="checkbox"/> Governing Board Chair	
Signature:	<u>Tyson Pogue</u>
Typed Name:	<u>Tyson Pogue</u>
Title:	<u>Board Chairperson</u>
Date Executed:	<u>6/11/2022</u>



**Federal Fund Grant Subaward Assurances
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: Community Action Partnership of Madera County, Inc.

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Child Advocacy Center (KC) Program	KC22	04/01/2023 to 03/31/2024
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) 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 (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier 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.

5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) 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.

6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

7. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are 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.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

8. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

Subrecipients (and any Second-Tier Subrecipients) 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 Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

9. Requirement for Data on Performance and Effectiveness under the Grant Subaward

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

10. Determination of Suitability to Interact with Participating Minors

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) 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>.

11. Compliance with DOJ Grants Financial Guide

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ 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. Subrecipients agree to comply with the DOJ Grants Financial Guide.

12. 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 DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

14. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree 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 Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Employment Eligibility Verification for Hiring under the Grant Subaward

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
 - a) This Grant Subaward requirement for verification of employment eligibility, and
 - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward 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) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, 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 Grant Subaward, 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 Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
 - 1) Represent that they neither require, nor have 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) Certify that, if they learn, or are notified, that they have, or have been, requiring their 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, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
 - 1) Subrecipients represent that:
 - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to 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

- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward 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, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

17. OJP Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

18. Federal Authorization

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

19. Requirements Related to System for Award Management and Universal Identifier Requirements

Subrecipients (and any Second-Tier Subrecipients) 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.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward 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).

20. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), 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 Subrecipients (and any Second-Tier Subrecipients), 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.

21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000

Subrecipients (and any Second-Tier Subrecipients) 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 (currently, \$250,000). 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>.

22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)

Subrecipients (and any Second-Tier Subrecipients) 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

(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' 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>.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (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 Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will 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.

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature:  for Mattie Mendez

Official Designee's Typed Name: Daniel Seeto

Official Designee's Title: Chief Financial Officer

Date Executed: 8/26/22



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
A. Personnel Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>CAC Case Worker & Certified Forensic Interviewer (50% FTE Care Coordinator & 50% FTE Certified Forensic Interviewer) The Child Advocacy Center Case Worker (Care Coordinator)/Forensic Interviewer is responsible for the coordination of the Child Advocacy Center's day to day activities, providing support to the multidisciplinary team, and providing victim-centered, trauma-informed, evidence-based direct services to child abuse survivors and their families. Below is a detailed explanation of the Care Coordinator's duties as they carry out the objectives for the CAC.</p> <p><u>PROGRAM DUTIES</u></p> <p>Actively participates in staff meetings, Child Forensic Interview Team (CFIT) meetings, Commercially Sexually Exploited Children (CSEC) meetings, and Child Advocacy Trainings.</p> <p>Attends sexual assault advocacy trainings as required and demonstrates commitment to the program.</p> <p>Assists in providing monthly program reports to the Board of Directors.</p> <p>Coordinates forensic interviewer peer review and CFIT trainings as outlined in the National Children's Alliance Standards for Accredited Members.</p> <p>Conducts Forensic Interviews as needed.</p> <p>Assists with the maintenance of the National Children's Alliance accreditation.</p> <p>CAC Caseworker & Certified Forensic Interviewer Job Description Continued Below on Page #2</p>		



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
A. Personnel Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p><u>CRISIS INTERVENTION</u> Coordinates all child forensic interviews. Applies National Children's Alliance best practices to child abuse cases.</p> <p>Explores resources specific to survivors of abuse, human trafficking, and commercial sexually exploited children. Responds to CFIT requests and provides support to the CFIT members. Refers individuals to appropriate community resources for additional assistance and counseling.</p> <p><u>CASE MANAGEMENT</u> Makes follow-up with the CFIT to determine status and outcomes of cases. Tracks needs and case outcomes by client. Serves as a liaison between the survivor and other resources. Coordinates monthly CFIT case review.</p> <p><u>DOCUMENTATION / RECORD KEEPING</u> Submits quarterly reports to the National Children's Alliance. Maintains records and statistical data reports, where applicable. Works with CFIT to collect / manage program data. Maintains the Outcomes Measurement System (OMS).</p> <p>Salary (\$53,844 annually x 100% = \$53,844) Benefits (\$53,844 x 26.3074% benefit rate = \$14,164.96)</p>	<p align="right">\$53,844 \$14,165</p>	<p align="right">\$53,844 \$14,165</p>



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
A. Personnel Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Assistant to the Executive Director - FTE 15% The Assistant to the Executive Director (AED) position serves as supervisor and administrative backup to the CAC. The AED oversees the management of the Madera County Child Forensic Interview Team (CFIT) Guidelines, CAC policy changes and implementation, and National Children's Alliance Standards for Accredited Members compliance. The AED directly supervises the Care Coordinator and provides on-going performance assessments and evaluations. The AED also ensures case management duties are performed timely as well as assesses immediate and long-term needs of program participants, oversees the maintenance of records, statistical reports and documentations.</p> <p>Salary (\$62,455 annually x 15% = \$9,368) Benefits (\$9,368 x 24.336% benefit rate = \$2,280)</p> <p>Information Technology Manager - 5% The Information Technology Manager position observes all Child Forensic Interviews for the purpose of monitoring the observation/recording technology to mitigate any technical issues and ensure that all evidence and information the Child Forensic Interview provides is captured. Provides recordings to law enforcement and DA's office after CFIT interviews. This position also implements and maintains observation/recording equipment.</p> <p>Salary (\$97,402 annually x 5% = \$4,870) Benefits (\$4,870 x 19.9% benefit rate = \$970)</p>	<p align="right">\$9,368 \$2,280</p> <p align="right">\$4,870 \$970</p>	<p align="right">\$9,368 \$2,280</p> <p align="right">\$4,870 \$970</p>



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
A. Personnel Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Personnel Budget Notes:</p> <p>1) Benefits for all employees include: FICA, SUI, and FUTA payroll taxes; Health, Dental, Vision, and Workers' Comp Insurances; and 4% Retirement Contribution.</p> <p>2) Personnel cost charged to the grant will be based on actual time spent on grant activities.</p> <p>3) Merit based increases in employees' wages have been included in the wage calculations. Since Cost of Living Adjustments (COLA) have not been discussed for this grant period, they were not included.</p>		
Personnel Costs Fund Source Totals	\$85,497	\$85,497
PERSONNEL COSTS CATEGORY TOTAL		\$85,497



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Office Supplies: Pens, paper, printer cartridges & supplies needed for client meetings, shredder, chairs and documents. Expense is based on actual cost. \$83.33/mo x 12 = \$1,000</p>	\$1,000	\$1,000
<p>Data Processing Supplies: To support collection of program data, track and monitor progress and provide client services. Includes desktop supplies, printers, cameras, and software required to complete the data and retain records for cases. Expense is based on actual cost. \$750.00/mo x 12 = \$9,000</p>	\$9,000	\$9,000
<p>Food: To care for children and their needs, to make them as comfortable as possible during the process and interview. The victims are offered healthy snacks and drinks while at the CAC. Expense is based on actual cost.</p>	\$1,485	\$1,485
<p>Program Supplies: Provide the victims with coloring pages or other activities to help encourage to relax and be comfortable, to put them at ease while they are waiting. To provide parents and caretakers with information regarding the program, processes, follow up, and outreach supplies. Expense is based on actual cost.</p>	\$5,000	\$5,000



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Medical Supplies Medical supplies for the SART medical exam room, which includes all supplies needed to complete the SART medical exam on site. High cost expected in first year to allow for a fully stocked SART exam room. Expense is based on actual cost.</p>	\$18,000	\$18,000
<p>Custodial Supplies: Maintenance/Janitorial services, based on actual cost and the rental allocation. \$50/mo x 12 = \$600</p>	\$600	\$600
<p>Postage and Shipping: Funds for postage based on actual usage. \$15/mo x 12 = \$180</p>	\$180	\$180
<p>Equipment Rental: Funds for postage meter and photocopiers, allocated cost are based on actual use. \$50/mo x 12 = \$600</p>	\$600	\$600
<p>Printing & Publications: Funds for printing and publishing information for clients, including agency and resource information. Expense is based on actual cost. \$133.33/mo x 12 = \$1,600</p>	\$1,600	\$1,600
<p>Advertising & Promotions: Funds for advertising to the community to promote awareness of CAC program, and other issues surrounding child abuse. Expense is based on actual cost.</p>	\$2,000	\$2,000



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Telephone/Communication: Telephone service, and voicemail, Verizon staff cell phones, Comcast FAX and internet. Based on actual cost, but when that is not possible, cost are based on employee time allocated to the grant and the rent allocation schedule. \$150.00/mo x 12 = \$1,800</p>	\$1,800	\$1,800
<p>Rent: Rent for the grant is calculated in 2 separate ways based on how the space is used, detailed below. There are 2 different calculations per section due to the grant period covering 2 different rent schedules.</p> <p>Direct Staff: Rent is allocated based on the percentage of the employees' time allocated to the grant, the allowable square feet per employee, and the cost of rent per square foot.</p> <p>Direct Staff: 1.20 FTE x 125 Sqft. = 150 x 1.60/Sqft. = \$240.00 x 1mo (April 2023) = \$240.00 Direct Staff: 1.20 FTE x 125 Sqft. = 150 x 1.64/Sqft. = \$246.00 x 11mo (May 2023 to March 2024) = \$2,706.00 Total Direct Staff Rent = \$2,946.00</p>	\$2,946	\$2,946
Rent Continued on Next Page		



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Rent Continued from Previous Page: Victim Support Spaces (VS): Rent for space used in direct service of the victims, SART medical exam room with attached bathroom, forensic interview room and observation room, and space allocated to be used for the law enforcement and/or therapist when on-site, are charged to the grant by the square footage and the rental rate per square foot. These spaces are only for direct use for the objectives of the grant and in support of the victims. SART Medical Exam Room & Attached Bathroom/Forensic Interview Room/Observation Room/Area for law enforcement or therapist when onsite: 613 Sqft for VS = 613 Sqft x 1.60/Sqft = \$980.80 x 1mo (April 2023) = \$980.80 613 Sqft for VS = 613 Sqft x 1.64/Sqft = \$1,005.32 x 11mo (May 2023 to March 2024) = \$11,058.52 Total Victim Support Spaces Rent = \$12,039.32</p>	\$12,039	\$12,039
<p>Utilities: Water, Sewer, Disposal, Natural Gas and Electricity services allocated to the grant based on the employee time allocated and the rental schedule: \$700/mo x 12mo = \$8,400</p>	\$8,400	\$8,400
<p>Building Repairs/Maintenance: Funds for repairs and maintenance of the CAC's space, and add storage to the SART Medical Exam Room. Expense is based on actual cost.</p>	\$5,162	\$5,162



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Burglar & Fire Alarm: Alarm at CAC location. Calculation based on employee time allocated and the rental allocation schedule. \$40/mo x 12 = \$480</p>	\$480	\$480
<p>Property Insurance: Allocated to the grant based on employee time allocation and rental allocation schedule.</p>	\$1,875	\$1,875
<p>Custodial Services: Maintenance/Janitorial service. Allocated to the grant based on employee time and rental allocation schedule. \$30/mo x 12 = \$360</p>	\$360	\$360
<p>Medical Screening/SEAT/Staff: Medical screenings for new staff. Expense based on actual cost and employee time allocation.</p>	\$120	\$120
<p>Gas and Oil: Fuel for agency auto based on actual purchases, and actual cost.</p>	\$200	\$200
<p>Staff Travel-Local: For staff traveling locally to sites, courthouse, or any other site required in victim and family assistance. Based on actual cost. \$50/mo x 12 = \$240</p>	\$240	\$240



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Training - Staff Training for staff in cultural competency and diversity to increase their knowledge in order to fully meet the needs of the community. Training for staff to strengthen knowledge on working with diverse populations, inclusive of LGBTQ+, cultural sensitivity, and implicit bias. Diversity, equity, and inclusion training opportunities are also shared with the MDT. Based on actual cost and employee time allocation.</p>	\$6,000	\$6,000
<p>Liability Insurance: General liability and insurance. Based on employee time allocation and rental allocation schedule. \$50/mo x 12 = \$600</p>	\$600	\$600
<p>Consultants/Child Forensic Interviewer \$40 an hour on an as-needed basis, depending on caseload. In addition, funds to contract bilingual Child Forensic Interviewers as needed. Expense is based on actual cost, and if the expenses require a Form 2-164 Independent Contractor/Consultant Rate Exemption Request one will be submitted in that time with a proper budget modification.</p>	\$7,500	\$7,500



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Consultant Expenses/Child Forensic Interviewer Cost Reimbursement Expenses reimbursed to the Child Forensic Interviewer. These expenses can be, but are not limited to, travel for interviews and CFIT case reviews. Estimate based on prior charges. Expense is based on actual cost. \$140 x 12 months</p>	\$1,680	\$1,680
<p>Fees & Licenses: Membership fees for employees to continue their professional association memberships. Expense is based on actual cost.</p>	\$400	\$400
<p>Employee Health & Welfare Based on actual cost and employee allocated time.</p>	\$54	\$54
<p>Counseling for Victims & Families To make available mental health clinicians for victims and families at the CAC. Expense is based on actual cost, and if the expenses require a Form 2-164 Independent Contractor/Consultant Rate Exemption Request one will be submitted in that time with a proper budget modification.</p>	\$8,500	\$8,500



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
B. Operating Costs - Line-item description and calculation	2021 VOCA	Total Amount Allocated
<p>Indirect Costs: 9.1% of direct project costs - excluding equipment @ \$183,318. CAPMC has an indirect cost rate agreement. See attached. Cognizant Agency is US Department of Health and Human Services. Indirect cost covers personnel services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers associated indirect administrative operating expenses such as rent, telephone, audit, supplies etc. \$183,318.00 x 9.1% = \$16,681.94</p> <p>Operating Budget Notes: 1) Expenses are allocated to the grant by either actual usage/cost, or based on the rental allocation. 2) Currently there is no need for subcontractors or unusual costs during the grant period. If the need does arise, the proper forms will be submitted.</p>	\$16,682	\$16,682
Operating Costs Fund Source Totals	\$114,503	\$114,503
OPERATING COSTS CATEGORY TOTAL		\$114,503



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.	Grant Subaward #: KC22	
C. Equipment Costs - Line-item description and calculation	2022 VOCA	Total Amount Allocated
Equipment Costs Fund Source Totals		
EQUIPMENT COSTS CATEGORY TOTAL		

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	2022 VOCA	Total Project Cost
Fund Source Totals	\$200,000	\$200,000



Grant Subaward Budget Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

1) The proposed budget pages and narrative effectively supports the objectives and activities through personnel, staff travel, training, consultant services and expenses, rent, and various operating cost allocations for the Madera County CAC which supports the overall objective of CAC sustainability and allows for the continuation of victim-centered, trauma-informed, evidence-based direct services to child abuse survivors. Moreover, the medical supplies and respective rent cost allocations will directly support the enhancement of the investigative and prosecution process objective by establishing an equipped SART medical exam room housed at the CAC. Lastly, the budget pages and narrative support the mitigation of ongoing or long-term, adverse social, emotional, development, and health outcomes objective through the cost allocation of trauma-informed mental health services for child abuse survivors and their families by means of direct access to a qualified mental health clinician, on-site, at no cost.

2) CAPMC maintains an annual indirect cost budget and proposal to account for Human Resources and accounting functions which is funded by a Nonprofit Indirect Cost Rate Agreement with the United States Department of Health and Human Services at 9.1% (Indirect Cost (IDC), effective through 06/30/2024). By applying an IDC lower than the 10% de minimis rate, the administrative costs are



Grant Subaward Budget Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

minimized and more funds are allocated directly to the grant objectives and activities.

3) The grant subaward-funded staff duties and time commitments of the CAC Case Worker (Care Coordinator)/Forensic Interviewer, Assistant to the Executive Director (AED), and Information Technology Manager, support the completion of the proposed objectives and activities by providing direct services to the MDT and or child abuse survivors and their families. The Case Worker and AED, with assistance of the Information Technology Manager, will directly manage the establishment of a SART medical exam room by purchasing medical equipment such as the medical exam table, exam stool, instrument stand, high-quality camera, a computer, and other medical equipment needed, enhancing the investigative and prosecution process. The Case Worker and the AED will address the mitigation of adverse outcomes through mental health services by developing and overseeing a direct contract with Valley Children's Healthcare to provide bilingual culturally competent and trauma-informed mental health services to child abuse survivors and their families on-site and at no cost.



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Problem Statement

1) The population to be served by the Madera County Child Advocacy Center (CAC) are child abuse survivors and children who have witnessed a crime within Madera County. Madera County is nestled at the geographical center of California and canvases 2,000 square miles of rural farmland. Per the 2020 Census, the total population of Madera County is 156,255. Of the total population 60% are Hispanic or Latino, 32% White, 5% American Indian and Alaska Native, and 3% Black or African American. Of the total population 43,000 residents of Madera County are under the age of 18. **2)** The Madera County CAC is operated by the Community Action Partnership of Madera County, Inc. (CAPMC) Executive Director. The CAC is co-coordinator of the Madera County Child Forensic Interview Team (CFIT), a multidisciplinary team (MDT). The CFIT Steering Committee oversees the MDT and is composed of the department head of CAPMC, Madera County Sheriff's Office, City of Madera and Chowchilla Police Department, Madera County District Attorney's Office, and the Madera County Departments of Social Services, Behavioral Health Services, Public Health, and Probation. The CAC will utilize KC grant funding to address CAC sustainability through the continuation of victim-centered trauma-focused evidence-supported direct services, enhance the investigative and prosecution



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

process by establishing an equipped SART medical exam room at the CAC, and to mitigate ongoing or long-term adverse social, emotional, development, and health outcomes through culturally competent trauma-informed therapeutic intervention at no cost to program participants. **3)** The CAC has identified a significant challenge in accessing trauma-informed mental health services.

There is a lack of bilingual trauma-informed mental health providers, hurdles with insurance approval processes, rigid eligibility criteria for county-based programs, and sporadic availability of services within Madera County. A gap in providing direct victim services at the CAC is the absence of a SART medical exam room.

Child abuse victims, their families, law enforcement, and victim advocates commute up to an hour to attend a forensic exam. **4)** The CAC will enhance direct services through the MDT service structure by strengthening the partnership and involvement of the medical and mental health disciplines within the MDT. The CAC will enhance mental health services by contracting with bilingual trauma-informed mental health clinicians to provide direct mental health services on-site in a consistent manner at no cost to program participants. The CAC will enhance direct medical services by equipping a SART medical exam room that will be housed in the Madera County CAC and operate in partnership with Central Valley Forensic Nurse Specialist, Inc. (CVFNS).



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Plan

1) The CAC's MDT is composed of CAPMC – Madera County CAC, CAPMC – Victim Services, Madera County Sheriff's Office, City of Madera Police Department, City of Chowchilla Police Department, Madera County District Attorney's Office, and the Madera County Departments of Social Services, Behavioral Health Services, Public Health, and Probation. The CAC has a Memorandum of Understanding (MOU) with Central Valley Forensic Nurse Specialists, Inc. (CVFNS) to conduct trauma-focused forensic exams at their Fresno County location. The CAC also has an MOU with North Star Wellness Center (NSWC) to provide evidence-based, trauma-focused mental health services if approved by private insurance or compensation from the California Victims Compensation Board. MDT members specialized in providing evidence-based trauma-focused services are the CAC Case Worker, Victim Advocates, Child Forensic Interviewers, Child Protective Services Social Workers, Special Victims Unit Deputy District Attorneys, Detectives, certified SART Registered Nurses, certified Licensed Marriage Family Therapists, Associate Marriage and Family Therapists and Licensed Clinical Social Workers.

2) The cultural competency and diversity training required to meet the needs of the community the CAC serves is diversity, equity, and inclusion (DEI) training,



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

more specifically tailored to working with diverse populations (inclusive of LGBTQ+), cultural sensitivity, and implicit bias. The Madera County CAC is in the process of developing a plan to address the MDT's cultural competency and diversity training needs by hosting an in-person training for the MDT by December 2023 and at least every two years thereafter. The CAC is considering identifying potential MDT members to attend a cultural competency and diversity train-the-trainer course to provide DEI training for current and future MDT members.

3) The Madera County CAC is housed in CAPMC's primary building and has its own private entrance. The CAC's child-focused dedicated setting is comfortable, private, and both physically and psychologically safe for diverse populations of children and families. The CAC consists of a lobby area, one interview room equipped with soundproof walls, two private family waiting rooms, one restroom, one proposed SART medical exam room, one proposed therapy room, one staff office, one available office for the MDTs use, and one observation room. The CAC lobby is furnished with various framed culturally diverse posters, printed resources, a positive affirmations display, and many nontoxic plants to promote a welcoming and inclusive environment. The CAC's



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

furniture is physically accessible and child friendly. Age-appropriate and culturally diverse toys, coloring pages, and fidgets are available.

4) The direct victim services provided through the CAC are provided by the CAC Case Worker, forensic interviewer, Victim Advocate, mental health clinicians, and SART Registered Nurses. The CAPMC – CAC has one full time Case Worker that provides direct victim services to child abuse survivors and their families. The Case Worker provides support to team members by coordinating and scheduling child forensic interviews and leading the monthly CFIT Case Review. The Case Worker is a certified Child Forensic Interviewer and conducts child forensic interviews. When the child and family arrive at the CAC they are immediately welcomed by the Case Worker. The Case Worker welcomes and hosts the family during their visit. After walking them over to their private family waiting room, the Case Worker explains the interview process, shows them the interview room, and offers two counseling referrals. Depending on the counseling services needed by the family, a referral will be made to the chosen agency. The CAPMC – Victim Services Victim Advocate provides participants with crisis intervention, support, advocacy, follow-up, referrals, and accompaniment to forensic exams. Such services are provided from first contact to case closure allowing continuity of care. KC grant funding will allow



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

for the continuation of direct victim services conducted by the CAC.

Additionally, KC grant funding will support the enhancement of direct victim services through a contract between the CAC and Valley Children's Healthcare trauma-focused clinicians to provide continuation of care through therapeutic treatment for child abuse survivors and their families to mitigate any ongoing or long-term adverse outcomes of abuse. Currently through the MOU with North Start Wellness center, mental health clinicians accommodate the families' needs by meeting with them at the CAC if approved by private insurance or the California Victims of Crime Board. At the initial appointment the clinician meets with the caregiver first and then with the child. During counseling sessions, the clinician occupies a CAC available office to meet privately with the child for the duration of the counseling treatment while the caregiver waits in a private family waiting room. The CAC has an MOU with Central Valley Forensic Nurse Specialist, Inc. (CVFNS), a SART Center, located in Fresno County. Currently, any child that requires a SART or forensic exam is taken to CVFNS. More often than not, families decline to have their child participate in a forensic exam due to the commute. The extra travel time and transportation becomes a burden during such a critical and sensitive time for the child and family. Funded by this subaward, the CAC would expand its partnership with CVFNS so that a medical



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

exam room can be equipped at the CAC which will allow for forensic exams to be conducted on site without a time delay. Purchasing the medical equipment needed for the medical exam room will allow direct medical services to be easily accessible to child abuse victims and their families, as well as MDT members.

5) CAPMC is Madera County's one-stop-shop. The uniqueness of the organization's overall structure allows for the organic flow of referrals and services interdepartmentally. CAPMC houses not only the Madera County CAC, but also Victim Services, Community Services & Homeless Engagement for Living Program (HELP) Center, Child Care Alternative Payment & Referral Program, and Head Start. The aforementioned departments allow for additional wrap-around services such as child care, emergency housing, victim advocacy, mortgage, rent, and utility assistance. For services outside of the Agency's scope, CAPMC has a seasoned referral system with committed community partners such as the Madera County Department of Social Services, the Madera County Food Bank, Madera Rescue Mission, California Rural Legal Assistance, Inc. and other community organizations. The victim-centered wrap-around services the CAC directly offers are counseling referrals to Madera County Behavioral Health



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

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Services or North Star Wellness Center for the child and the non-offending caregiver.

6) The written protocols for case review and case review procedures are documented as part of the Madera County CFIT Guidelines developed by the MDT. CFIT Case Review occurs on the first Thursday of every month. Per the Madera County CFIT Guidelines, the MDT meets for case review for the purpose of reviewing active cases, sharing relevant information, addressing obstacles to effective investigations and service delivery, recommending referrals, ensuring advocacy and support for the child and family, and case coordination with all the involved agencies ensuring a multidisciplinary approach for services. The Case Worker hosts and facilitates case review and ensures continuous participation from all disciplines. As per the CFIT Guidelines, MDT members' confidentiality obligation shall continue notwithstanding of their association with CFIT. The CAC uses Microsoft Office Excel to track child forensic interviews, participant demographics, case information, and counseling services. The CAC also utilizes paper files that consist of the CFIT information sheet, forensic interview MDT sign-in sheet, the CAC Case Worker's case notes, counseling referrals, and a copy of documents provided to the family.



Grant Subaward Programmatic Narrative

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Capabilities

1) The Madera County CFIT's ability and experience providing services through a multidisciplinary service structure dates back to its inception in 2008. The National Children's Alliance (NCA) Board of Directors acknowledged the CAC as an accredited member in 2013 and has remained accredited to date. As per the NCA Standards for Accredited Members, the CAC and MDT deliver consistent, evidence-based services to full efficacy to ensure children receive the highest quality services possible. With the full support of the CFIT Steering Committee, the CAC and MDT are fully committed and available 24 hours a day, 7 days a week to provide direct victim services to child abuse victims in Madera County. The MDT keeps abreast on current child maltreatment issues through annual training required by the NCA Standards for accredited members and quickly address pressing matters as the needs of the CAC's service population change over time. **2)** The Madera County Child Advocacy Center provides a centralized victim-centered hub for the CFIT to operate during forensic interviews, to support a trauma-focused coordinated response to child abuse, and to facilitate the continuation of care via evidence-based wrap-around services for child abuse survivors. The CAC Case Worker, along with the MDT, deliver direct services onsite during the child's initial visit to the CAC and



Grant Subaward Programmatic Narrative

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thereafter. Direct services include providing support, advocacy, referral services, investigative guidance, and facilitation of continuation of care. **3)** When

conducting child forensic interviews, the Madera County CAC complies with the standards set forth by NCA using the Ten Step Investigative Interview Protocol developed by Thomas D. Lyon. During their visit to the CAC, clients are assigned a victim advocate that provides advocacy, support, follow-up and referral services. The CAC Case Worker offers a referral to counseling services for the child and the non-offending caregiver. The CAC has a standing MOU with CVFNS to provide trauma-focused forensic exams in their Fresno County Office.

4) The CAC case worker and victim advocates have completed a 65-hour Domestic Violence and Sexual Assault Training. As an accredited CAC, each CFIT member completes a minimum of eight continuing education hours related to their discipline and or on child maltreatment. In addition, CAC staff and MDT members receive training in vicarious trauma and secondary traumatic stress and are trained regarding the purpose and nature of medical evaluations. Mental health providers receive continuous training in the field of child abuse, trauma, clinical practice and cultural applications. Forensic interviewers complete eight hours annually on child forensic interviewing, two peer reviews annually, and have obtained a 32-hour Child Forensic Interview Training.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: Community Action Partnership of Madera County, Inc.	UEI # V9D5YUNVFNA4	FIPS #: 039-90701
Grant Disaster/Program Title: Child Advocacy Center (KC) Program		
Performance Period: 04/01/23	to 03/31/24	Subaward Amount Requested: \$ 200,000
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 30,820,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	No
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)  for Mattie Mendez	Date: 8/26/22
Print Name and Title: Daniel Seeto, Chief Financial Officer	Phone Number: (559) 675-5755
<i>Cal OES Staff Only: SUBAWARD #</i>	



Grant Subaward Service Area Information

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

1. County or Counties Served:
Madera County

County where principal office is located: Madera County

2. U.S. Congressional District(s) Served:
CA 16
CA 4

U.S. Congressional District where principal office is located: CA US District 16

3. State Assembly District(s) Served:
District 5

State Assembly District where principal office is located: District 5

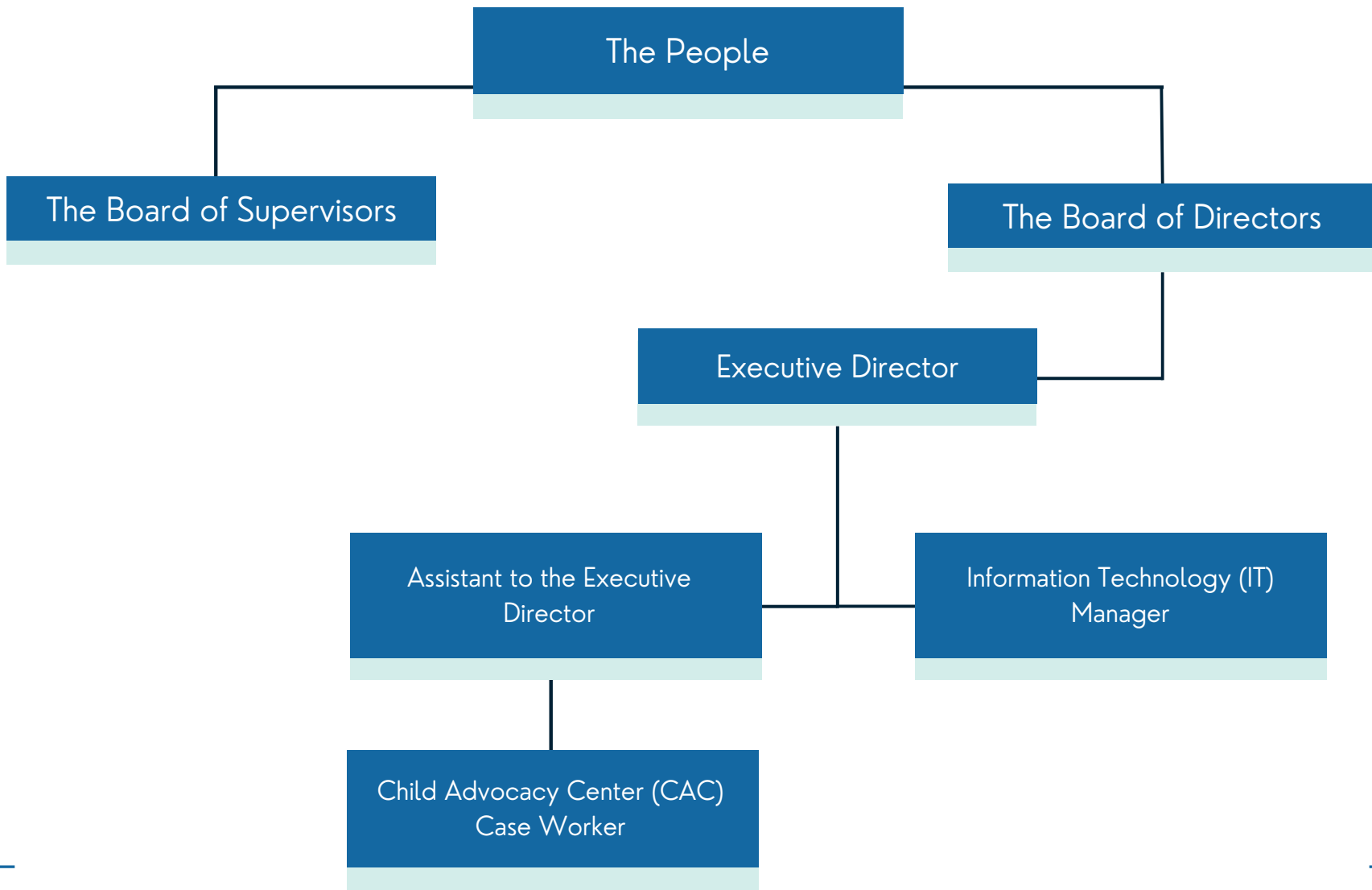
4. State Senate District(s) Served:
District 14
District 12

State Senate District where principal office is located: District 12

5. Population of Service Area: 156,255 (2020 Decennial Census, Census.gov)



Madera County Child Advocacy Center (CAC) Structure





Madera County Child Forensic Interview Team (CFIT) Structure

CFIT Steering Committee

*CAPMC Executive Director
Madera County District Attorney
Madera County Sheriff
City of Madera Police Chief
City of Chowchilla Police Chief
Madera County Chief Probation Officer
Director of Behavioral Health Services
Director of Social Services
Director of Public Health*

CAPMC - Madera County
Child Advocacy Center

CAPMC - Victim
Services

Madera County
District Attorney's
Office

Madera County
Sheriff's Office

City of Madera
Police Department

City of Chowchilla
Police Department

Madera County
Department of
Probation

Madera County
Department of Behavioral
Health Services

Madera County
Department of
Social Services

Madera County
Department of
Public Health



Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Match Waiver Request Form

Cal OES Subrecipients may request a partial or full match waiver for Victim of Crime Act (VOCA) Victim Assistance Formula Grant Program funds. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. Cal OES Grant Subaward Number: Child Advocacy Center (KC) Program
2. Subrecipient's Name: Community Action Partnership of Madera County, Inc.
3. Grant Subaward Performance Period 04/01/2023 through 03/31/2024
4. VOCA Fund Source #1: 22VOCA
VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ 200,000
Amount of Match Proposed (post approved Match Waiver): \$ 0
5. VOCA Fund Source #2 (if applicable): Select
VOCA Victim Assistance Formula Grant Program Funds Awarded:
Amount of Match Proposed (post approved Match Waiver):
6. Briefly summarize the services provided:
CAPMC - Madera County CAC provides a safe and child-focused environment for child abuse victims and their families to conduct child forensic interviews, forensic exams, provide advocacy services, and trauma-informed mental health services. The Madera County CAC and the Multi-disciplinary Team provides a one-stop shop for child abuse survivors and their families to receive quality services in pursuit of healing and justice.
7. Describe practical/logistical obstacles and/or local resource constraints to providing match:
During the COVID-19 pandemic there have been less state and local funds to utilize for purposes of providing match. Most of the Multi-disciplinary Team members are funded from Federal dollars, making their costs not match-eligible. The reduction in funds coupled with the increasing operational and personnel expenses have presented challenges for fulfilling match requirements.

Approved

Denied

Unit Chief Name

Unit Chief Signature

Date



Operational Agreement Summary

Grant Subaward #: Child Advocacy Center (KC) Program

Subrecipient: Community Action Partnership of Madera County, Inc.

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. <u>Central Valley Forensic Nursing Specialist, Inc. (CVFNS)</u>	<u>02/04/2021</u>	<u>01/01/21</u> to <u>12/31/25</u>
2. <u>Madera County Child Forensic Interview Team (CFIT)</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
3. <u>Madera County District Attorney's Office</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
4. <u>Madera County Sheriff's Office</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
5. <u>City of Madera Police Department</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
6. <u>City of Chowchilla Police Department</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
7. <u>Madera County Department of Probation</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
8. <u>Madera County Department of Social Services</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
9. <u>Madera County Department of Behavioral Health Services</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
10. <u>Madera County Department of Public Health</u>	<u>04/28/2021</u>	<u>05/01/21</u> to <u>04/30/25</u>
11. <u>North Star Wellness Center (NSWC)</u>	<u>11/02/2021</u>	<u>11/01/21</u> to <u>10/31/25</u>
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: October 13, 2022

Author: Cristal Sanchez

DATE: October 6, 2022

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Children's Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023

I. RECOMMENDATION:

Review and consider ratifying the submission of the Children's Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023.

II. SUMMARY:

The Madera County Child Advocacy Center (CAC) is a child-focused, facility-based program in which representatives from core disciplines—law enforcement, child protection, prosecution, mental health, medical, and victim advocacy—collaborate to investigate child abuse reports, conduct forensic interviews, determine and provide evidence-based interventions, and assess cases for prosecution. CAC's are founded on a shared belief that child abuse is a multifaceted community problem and no single agency, individual, or discipline has the necessary knowledge, skills, or resources to serve the needs of all children and their families. The CAC's coordinated and comprehensive response is also guided by a shared philosophy that the combined expertise of professionals across disciplines results in a more complete understanding of case issues and better provides help, support, and protection to children and families as they pursue healing and justice. The primary goal of all CAC's is to ensure that children are not further victimized by the intervention systems designed to protect them.

The Madera County CAC has been operating via Community Services Block Grant (CSBG) Discretionary Funding and through rent credit donation from Berry Development. Staff has identified the Children's Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023 funding opportunity through the National Children's Alliance (NCA) to address CAC sustainability and for the purpose of providing direct victim services to child abuse survivors and their families through a multidisciplinary team approach. In the NCA NSP Grant proposal, CAPMC plans to address disparities in culturally competent and inclusive mental health services, access to Sexual Assault Response Team (SART) Medical Exams for acute and non-acute abuse through contracting with a Sexual Assault Nurse Examiner (SANE), provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families. Funding is also intended to cover up to the allowable hourly or daily rate for the professional

development of current and new forensic interviews. The CAC aims to certify one Forensic Interviewer as a Peer Review Facilitator to host and conduct peer reviews at the Madera County CAC. The CAC also proposes for the capacity building of the forensic interviewer pool by onboarding additional interviewers.

Centers may apply for a maximum of \$50,000 per award group for a 12-month Grant Subaward performance period. CAPMC plans to submit an RFP requesting the full amount in two award groups. The RFP application was submitted to the National Children’s Alliance on September 30, 2022.

III. DISCUSSION:

- The Madera County CAC is submitting a proposal for the Children’s Advocacy Centers (NSP) Request for Proposal Application – Award Year 2023 (Submitted on September 30th)
- Maximum grant award is \$50,000 per award group for a 12-month performance period.
- CAPMC – Madera County CAC applied for two award groups
 - Award Group A - \$50,000
 - Program Improvement - Meeting National Standards
 - Award Group B - \$50,000
 - Equipment & Technology
- Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse by contracting with a SANE to conduct exams, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.
- Funding is also intended to cover up to the allowable hourly or daily rate for the professional development of current and new forensic interviews.

IV. FINANCING:

Award Group A -	\$50,000
Award Group B -	\$50,000
Total	\$100,00

Instructions >

Things to consider before starting this application...

NCA Strongly Encourages You to...

- **Prepare all required documents** as detailed in the published RFPs in advance.
- **Check Application Deadline and Start Early** enough to complete the process by the published deadline in the RFP. While technical support is available for the system, it has limited staffing.
- **Reference the RFP** to ensure that your grant project is within the scope of the grant category.
- **Review the list of questions/type of information that is required** and ensure that the appropriate agency representatives are providing the information needed.
- **Contact NCA Program Associates** with questions prior to the submission deadline.

Tips for a successful submission...

- **Only one login account may be used** for editing and submitting the application.
- **Frequently save your work!** Do not leave the application open for long periods of time without activity, as doing so could result in lost data. You can always save your changes, close the application and come back to work on it later. To do this, use the link emailed to you to log back into the portal and click on the name of the application while on the "Pending Applications" page.
- **Use the small "i" (information) symbol** throughout the application to learn more about the field or question.
- **While uploading documents, be sure to take both steps** - select the document to upload, and then click upload. Documents will be uploaded throughout the application form (not at the end as in previous years).
- **All "like files" must be combined into one document** - for example, all Letters of Support must be uploaded as one document, all resumes and job descriptions must be uploaded as one document.
- When ready, **click the SUBMIT button** on the bottom of the final page (review my application) and save the email confirming that you have submitted your application by the given deadline. If you do not receive a submission email, please contact NCA immediately.

Please Note: NCA does not accept electronic or hard copies of your application.

Organization Information >>

Important: *If you are currently a member with NCA, the information that you enter below will automatically replace the existing record for your organization in all NCA databases. This includes your organization's name, address, Authorized Agency Representative, email, etc.*
It is the applicant's responsibility to ensure that the information is accurate. Any information you enter in the fields below will populate your permanent NCA records.

Organization Details

Organization Name

Community Action Partnership of Madera County, Inc.

Address	City	State	Postal Code
1225 Gill Avenue	Madera	California	93637

Country

United States

Main Phone

559.673.9173

E-mail Address

mmendez@maderacap.org

Web Address

maderacap.org

Mailing Address - Please fill out **only** if different than the physical address of the organization.

Organizational Type

Program under an umbrella organization that is a 501(c)3

Geographical Area Served

Western-California

Membership Status with NCA

Accredited Member

No **Check this box if your organization uses NCAtrak for case tracking.**

NOTE: This does not impact your application. Some of the grant types may require data collection through the NCAtrak platform, this information is being collected for planning purposes.

Program History and Annual Case Load

Please provide a brief statement describing how and why your program started. Include start dates and dates of important events that helped spearhead your program.

If a CAC, please enter data about your annual case load. (150 word limit)

Community Action Partnership of Madera County, Inc. (CAPMC) established itself as a champion for victims since its inception in 1965, serving as the only comprehensive victim services provider in Madera County. In 2008, the Madera County Sheriff's Office identified a need for a coordinated response to child abuse, bringing the Madera County Child Forensic Interview Team (CFIT), a multidisciplinary team, to fruition. Due to its expertise in effectively providing victim-centered services to victims, CAPMC was assigned the role of Co-Coordinator of the CFIT. In 2013, the CFIT successfully applied for accreditation by NCA and has remained accredited to date. In 2018, due to changes in organizational structure, the Madera County CAC was established at CAPMC, overseen by Administration. In 2021, the Madera County

CAC conducted 140 forensic interviews and served 138 children. Of the 140, 127 were sexual abuse, 8 physical abuse, and 5 witness to a violent crime.

Please visit the [Rural Health Information Hub](#), follow the instructions to enter your zip code and review the responses provided before selecting answers to the next two questions:

According to [Rural Health Information Hub](#), is your CAC eligible for the CMS - Rural Health Clinics (RHC) Program?

No

According to [Rural Health Information Hub](#), is your CAC eligible for the FORHP - Grant Programs?

No

Legal Information

Legal Name

Community Action Partnership of Madera County, Inc.

EIN

The EIN must be 9 digits and in this format xx-xxxxxxx.

94-1612823

Unique Entity ID (UEI)

The UEI must be a 12 character alphanumeric value.

For more information, visit [SAM.gov](#)

V9D5YUNVFNA4

Fiscal Information

Organization's Annual Budget

If you are part of an umbrella organization, please specify the budget for your organization only.

91105.00

UPLOAD: Your most recently approved organization budget.

File name should read: ORG BUDGET_ORG NAME

[ORG BUDGET_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC..pdf](#)

Audit Information

Month of Fiscal Year End

June

Type of Audit Conducted

Single Audit

Date of Most Recent Single Audit or Audited Financial Statements

6/30/2021

UPLOAD: Your most recently completed audit (including Management Letter, if applicable)

File name should read: SINGLEAUDIT_ORG NAME or FINANCIAL STATEMENTS_ORG NAME

[SINGLE AUDIT_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC..pdf](#)

If awarded, throughout the grant year your assigned Program Associate may include the contacts below on selected correspondence.

Grant Contacts (Enter the emails to be used for grants management purposes only if awarded.)

First Name Last Name

Nicole Vulich

Email

nvulich@maderacap.org

Additional Email

If you would like an additional contact to be included in correspondence.

dseeto@maderacap.org

Authorized Agency Representative (ED, CEO, Program/CAC Manager, etc., to serve as a primary contact for correspondence from NCA.)

Must be a person in your organization **authorized to accept and commit funds on behalf of the entire organization.**

First Name Last Name Title
Mattie Mendez Executive Director

Email

mmendez@maderacap.org

Board President (If your organization is hospital- or government-based, please indicate the name of the person who supervises the Program Director.)

First Name Last Name

Tyson Pogue

Email Address

tpogue@maderacounty.com

Board Treasurer (If your organization is hospital- or government-based, please indicate the name of the authorized fiscal representative.)

First Name	Last Name	Email
David	Hernandez	davidhernandezmadera@yahoo.com

Phone
559.706.7741

Cooperative Agreement Form Filler

(Please provide an email address below if you would like an additional staff member to fill in the organizational information required in your Cooperative Agreement, if awarded, prior to it being sent to the Authorized Agent and Board members for signatures.)

Email Address
c.sanchez@maderacap.org

Pre Award Checklist >>>

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

By checking each of the boxes below, I certify that the following statements are true:

Yes

The applicant organization is has an active registration status in the System for Award Management (SAM) currently accessible at www.SAM.gov

Yes The applicant organization utilizes accounting software.

The following financial management policies are board adopted/agency approved and currently in place:

Yes **Management of equipment, supplies and property**

Yes **Travel policies**

Yes **Purchase/procurement of equipment, supplies, property, and services**

Yes **Record retention**

Yes **Separation of financial duties**

Yes **Appropriate background screening**

No **E-verify registration**

Board adopted/agency approved Personnel Policies that include:

Yes **Pay rates and benefits, time and attendance, and payment methods.**

Audit Findings

Yes **In the past three fiscal years, no "Materials Weakness" was disclosed.**

Verification of Statements

I am the authorized official of this organization, and by signing below, certify that all of the foregoing responses on this Pre-award Checklist are complete, true, and accurate.

Full Name

Mattie Mendez

Title

Executive Director

Phone

559.675.5749

Email

mmendez@maderacap.org

Date

9/30/2022

Project Questions >>>>

Goal: To further align CACs to the **2023 National Standards of Accreditation** and continue to improve the quality of the services within CACs.

Which accreditation standard is the main focus of this application?

Mental Health-TF-CBT - Trauma-Focused Cognitive Behavioral Therapy (Basic and Advanced)

1. Statement of Need (30 pts)

1.1 Describe your current CAC response in your community and the need for its improvement to meet the accreditation standards.

20 pts

The Madera County Child Advocacy Center is operated by the Community Action Partnership of Madera County, Inc. (CAPMC) and overseen by the Executive Director. The CAC is Co-Coordinator of the Madera County Child Forensic Interview Team (CFIT), a multidisciplinary team (MDT). The CFIT is composed of CAPMC – Madera County CAC, CAPMC – Victim Services, Madera County Sheriff’s Office, City of Madera Police Department, City of Chowchilla Police Department, Madera County District Attorney’s Office, and the Madera County Departments of Social Services, Behavioral Health Services, Public Health, and Probation. The CFIT Steering Committee oversees the MDT and is composed of the department head of each respective discipline. The CFIT is a systematic approach for investigating, within a multidisciplinary framework, allegations of child abuse within the County. Madera County CAC provides a centralized victim-centered hub for the CFIT to operate during forensic interviews, to support a trauma-focused coordinated response to child abuse, and to facilitate the continuation of care via evidence-based wrap-around services for children and families. The CAC and CFIT are available 24 hours a day, 7 days a week to provide direct services to child abuse victims in Madera County.

To effectively meet the Medical Evaluation Standard the CAC has identified the need to contract with certified sexual assault nurse examiners (SANEs) with a minimum of 40 hours of coursework specific to the medical evaluation of child sexual abuse, followed by a competency based clinical preceptorship and appropriate documentation to provide on-site forensic exams. Currently, all acute and non-acute forensic exams for Madera County child abuse victims are conducted by Central Valley Forensic Nursing Specialists, Inc. (CVFNS), a Sexual Assault Response Team (SART) Center housed in Fresno County. Child abuse victims, their families, law enforcement, and victim advocates commute up to an hour, if not more, to attend a forensic exam. The commute acts as a barrier to the accessibility of medical services and often results in the caregiver declining to the forensic exam. To address the need for the CAC to improve direct medical services and meet the proposed national standard, the CAC proposes contracting with CVFNS to provide forensic exam services on-site at the Madera County CAC. Contracting with CVFNS for SANEs services would allow for children to receive easily accessible forensic medical services. The overall response of the MDT will increase in efficiency and quality by solidifying the partnerships with CVFNS to respond directly on-site as part of the MDT.

To fulfill the Mental Health Standard the CAC has identified the need for contracting trauma-focused mental health services, designed to meet the unique needs of the child and caregivers, that are consistently available on-site as part of the MDT response. Currently the CAC provides two different counseling referrals to Madera County Behavioral Health Services or North Star Wellness Center for the child and the non-offending caregiver. However, both referrals have a rigid eligibility criteria that often excludes most program participants from receiving mental health services. Children who are approved to receive counseling are eligible through private insurance or approval from the California Victims of Crime Board. The statistics for program participants who have received trauma-focused cognitive behavioral therapy in an effective and consistent manner are alarmingly low. Due to a lack of bilingual trauma-focused mental health providers, hurdles with insurance approval processes, rigid eligibility criteria for county-based programs, and sporadic availability of services within Madera County it is a challenge to meet the Mental Health standard for accreditation. To address the need for the CAC to improve mental health services, the CAC proposes contracting with bilingual trauma-focused clinicians to

provide consistent direct trauma-focused cognitive behavioral therapy on-site at no cost to program participants. This will result in an increase in access to mental health services provided by the CAC and an improvement of the quality of the CAC and MDT response as a trauma-focused coordinated response, and to facilitate the continuation of care via evidence-based wrap-around services for children and families.

To comply with the Forensic Interview Standard the CAC has identified the need to improve the quality of forensic interviews by addressing the limited schedule availability of current forensic interviewers by building the capacity of the CAC's interview pool. Funding would allow for the CAC to contract with additional bilingual forensic interviewers. The CAC also proposes to improve the peer review process, the Forensic Interview quality assurance mechanism that reinforces the methodologies utilized and provides support and problem solving for participants, based on the individual needs of the CAC. Historically, Madera County CAC's forensic interviewers have completed the two required structured forensic interviewer peer review annually by attending online peer review through the Regional and Chapter CAC or attending surrounding CACs peer review sessions. However, many of the CAC's Forensic Interviewers have limited schedule availability which limits the attendance of peer reviews either online or in person. Additionally, the nearest in-person peer review opportunities for the CAC's forensic interviewers is a one hour and a half commute. The CAC proposes to streamline the peer review process by allocating funds to cover the allowable hourly and/or daily rate of a Forensic Interview to attend training to become a certified Peer Review Facilitator. Moreover, the Madera County CAC would increase training opportunities specific to forensic interviewing of children and CAC-specific methodologies for the interviewers by allocating funding to cover the allowable hourly and/or daily rates to attend applicable training (actual training costs to be covered by a separate funding source). This will result in the improvement of forensic interviews conducted at the CAC through quality assurance and increase the opportunities for professionals who conduct interviews to receive specialized training to remain current on developments in forensic interviewing and other relevant fields of practice to further enhance their expertise.

1.2 Describe the impact that this project would have on improving the provision of services in your community.

10 pts

This project proposes the CAC to contract with CVFNS for SANEs to conduct forensic exams on-site which will increase access to direct medical services to program participants and improve the quality of the MDT's response by significantly shortening the commute to attend a forensic exam by 50%. This will inherently increase acute and non-acute forensic exams and will increase medical evaluation referrals. With an increase in forensic exams, the investigative and prosecution process will be enriched with stronger cases presented to the Deputy District Attorney's in hopes of justice.

The CAC has proposed to contract with bilingual trauma-focused clinicians to increase the accessibility of cognitive behavioral therapy to child abuse victims and their caregivers. Program participants will gain access to consistent culturally competent trauma-focused therapeutic intervention at no cost and within proximity to their place of residence. Trauma-focused clinicians will be readily available to provide continuation of care through therapeutic treatment for children and families to mitigate any ongoing or long-term adverse outcomes of abuse.

Lastly, the CAC proposes to allocate funding to cover the allowable hourly and/or daily rate for forensic interviewers to attend various training sessions along with addressing sustainability and capacity building through allocating funding to add an additional bilingual forensic interviewer to the CAC's interviewer pool. This will increase the quality of forensic interviews through professional development and continuous quality assurance in turn reducing the number of interviews to which a child abuse victim is subjected to and enhance the fact-finding process.

2. Program Development & Sustainability (30 pts)

2.1 Provide detailed description of proposed project and rationale (must fit within the scope of the award goals).

5 pts

For this project the CAC proposes contracting with CVFNS to provide forensic exam services on-site at the Madera County CAC. The project would cover the allowable hourly rate of the SANEs to respond to the Madera County CAC as part of the MDT to conduct forensic exams. Contracting with CVFNS for SANEs services would allow for children to receive easily accessible forensic medical services. Child abuse victims, families, and the responding MDT will convene at the CAC for the forensic exam. The CAC, CVFNS SANEs and the MDT will be made available 24-hours a day 7 days a week. CVFNS will be responsible for the collection and storage of evidence as well as case documentation. CVFNS will receive expert review by a board-certified physician to assist in confirming the findings and help determine if the case should be moved forward for advanced medical consultation. SANEs will attend monthly case review and provide necessary follow-up as part of the MDT response. The overall response of the MDT will increase in efficiency and quality by solidifying the partnerships with CVFNS to respond directly on-site as part of the MDT. With an increase in forensic exams, the investigative and prosecution process will be enriched with stronger cases presented to the Deputy District Attorney's Office.

Under this project the CAC also proposes contracting with bilingual trauma-focused clinicians to provide consistent direct trauma-focused cognitive behavioral therapy on-site at no cost to program participants. The CAC will identify, screen, and execute a formal contract with bilingual trauma-focused clinicians. Project funding will cover the allowable hourly and/or daily rate for mental health clinicians. Trauma-focused clinicians will be readily available on-site to provide continuation of care through therapeutic treatment for children and families to mitigate any ongoing or long-term adverse outcomes of abuse. This will result in an increase in access to mental health services provided by the CAC and an improvement of the quality of the MDT trauma-focused coordinated response and to facilitate the continuation of care via evidence-based wrap-around services for children and families.

Moreover, this project proposes to streamline the peer review process by allocating funds to cover the allowable hourly and/or daily rate of a Forensic Interviewer to attend a training to become a certified Peer Review Facilitator. Madera County CAC would increase training opportunities specific to interviewing children and CAC-specific methodologies for the interviewers by allocating funding to cover the allowable hourly and/or daily rates to attend applicable training (actual training cost to be covered by a separate funding source). This will result in the improvement of forensic interviews conducted at the CAC through quality assurance and increase the opportunities for interviewers to receive specialized training to remain current on developments in forensic interviewing and other relevant fields of practice to further enhance their expertise. This will increase the quality of forensic interviews through professional development and continuous quality assurance in turn reducing the number of interviews to which a child is subjected to and enhance the fact-finding process.

2.2 Provide a detailed development plan for implementation strategy.

5 pts

To address the need for the CAC to improve direct medical services, meet the Medical Evaluation Standard, and increase access to medical evaluation, the CAC proposes contracting with CVFNS to provide forensic exam services on-site at the Madera County CAC. Under this project CAPMC will execute a formal contract with CVFNS to allow SANEs to conduct forensic exams at the Madera County CAC. Project funding will cover the allowable hourly rate of the SANEs. CVFNS SANEs will respond to the Madera County CAC as part of the MDT. Child abuse victims, their caregivers, and the MDT will convene at the CAC for the forensic exam. The CAC, CVFNS SANEs and the entire MDT will be made available 24-hours a day 7 days a week for acute forensic exams. SANEs will also conduct non-acute forensic exams, when deemed appropriate, at the CAC. The CVFNS will utilize the CAC for forensic medical exams and will be provided a space to allow for the administrative aspects of case notes and documentation. CVFNS SANEs will be responsible for the collection and storage of evidence. CVFNS will receive expert review by a board-certified physician to assist in confirming the findings and help determine if the case should be moved forward for advanced medical consultation. The CVFNS will attend monthly case review and provide necessary follow-up as part of the MDT response. This new MDT response process will be updated in the Madera County Child Forensic Interview Team Guidelines.

To fulfill the Mental Health Standard and increase access to services in a rural setting, the CAC has identified the need for contracting trauma-focused clinicians, designed to meet the unique needs of the child and caregivers, that are

consistently available on-site as part of the MDT response. The CAC will identify, screen, and execute a formal contract with bilingual clinicians to provide consistent direct trauma-focused cognitive behavioral therapy on-site at no cost to program participants. Project funding will cover the allowable hourly and/or daily rate for mental health clinicians. Mental health services will be offered and available to program participants during their visit to the CAC. The CAC will provide a physically and psychologically safe space for the facilitation of therapeutic services. The CAC will work hand-in-hand with contracted mental health clinicians to ensure the tracking of outcome data and submit necessary reports to NCA. The contracted bilingual trauma-focused clinicians will be responsible for assessing and providing cognitive behavioral therapy to child abuse victims and their caregivers. Mental health clinicians will be responsible for documenting outcomes and sharing allowable information and concerns with the MDT.

To comply with the Forensic Interview Standard the CAC has identified the need to improve the quality of forensic interviews by addressing the limited schedule availability of current forensic interviewers by building the capacity of the CAC's interviewer pool. Under this project the CAC will cover the allowable hourly rate of the forensic interviewer for the purpose of increasing the opportunities to receive specialized training, remain current on developments in interviewing and other relevant fields of practice, and to further enhance their expertise. The CAC will work with current forensic interviewers to identify and select training opportunities on child maltreatment and/or forensic interviewing (actual training costs to be covered by a separate funding source). The CAC will select the most experienced forensic interviewer to become a certified Peer Review Facilitator by covering the allowable hourly or daily rate. The CAC will host and document 2 peer reviews for the grant year. Funding will also allow for a cost allocation to onboard one additional bilingual forensic interviewer. The CAC will recruit individuals who are interested in becoming certified forensic interviewers and will guide them through the certification process.

NOTE: In the next section on this page, entitled "Goals & Objectives," you will be asked to provide individual goals and objectives in separate fields.

2.3 Provide a detailed, realistic activity task and timeline. If you choose instead to upload a separate document, please indicate this in the space below.

5 pts

MEDICAL EVALUATION

JANUARY 2023

1. Grant awarded
2. Develop a contract between CAPMC – CAC and Central Valley Forensic Nursing Specialists, Inc. (outline services and sexual assault nurse examiners rate)

FEBRUARY 2023

3. Fully execute the contract between CAPMC – CAC and Central Valley Forensic Nursing Specialists, Inc.
4. Inform the CFIT Steering Committee and Multidisciplinary Team Members of new response process
5. Update existing CFIT Guidelines to reflect new response process

MARCH 2023

6. Medical forensic exams start to be conduct on-site at the Madera County CAC

DECEMBER 2023

7. The Madera County CAC will have increased forensic exams by 50%

MENTAL HEALTH

JANUARY 2023

1. Grant awarded
2. CAC to solicit trauma-focused clinicians to enter into contract with CAPMC – CAC
3. Develop a contract between CAPMC – CAC and selected mental health clinicians

FEBRUARY 2023

3. Fully execute the contract between CAPMC – CAC and mental health clinicians
4. Inform the CFIT Steering Committee and Multidisciplinary Team Members of the new available mental health resources

MARCH 2023

5. Begin trauma-focused cognitive behavioral therapy on-site and at no cost to program participants

DECEMBER 2023

6. The Madera County CAC will have provided trauma-focused mental health services for 24 additional child abuse victims and caregivers

FORENSIC INTERVIEW

(This project will only fund the allowable hourly or daily rate of forensic interviewers. Actual training costs will be covered by a separate funding source.)

JANUARY 2023

1. Grant awarded
2. CAC to solicit interested bilingual candidates to onboard as the new forensic interviewer and identify a peer review facilitator training
3. Identify trainings for current forensic interviewers

FEBRUARY - DECEMBER 2023

4. The CAC will select the most experienced forensic interviewer to register and successfully become a certified Peer Review Facilitator
5. Assist perspective forensic interviewers with certification process
6. Forensic interviewers to attend various trainings on child maltreatment and/or forensic interviewing
7. Onboard 1 bilingual forensic interviewer
8. The Madera County CAC will host 2 in-housed peer reviews

UPLOAD: Detailed timeline

File name should read: TIMELINE_ORG NAME

2.4 Describe your partner agency and local community support for proposed project.

5 pts

The Madera County CAC has full support and commitment from the Madera County Child Forensic Interview Team (CFIT), as formalized in the CFIT Guidelines and Memorandum of Understanding. The following agencies have formally committed to be part of and to support the CFIT and the Madera County CAC: CAPMC - Victim Services, Madera County District Attorney's Office, Madera County Sheriff's Office, City of Madera Police Department, City of Chowchilla Police Department, Madera County Departments of Probation, Social Services, Behavioral Health Services, and Public Health. The aforementioned disciplines support the proposed project by assigning staff to provide direct services to child abuse victims and their families. They also provide support through referrals and continuous care via evidence-based wrap-around services. Through these partnerships, candidates for the new contracted forensic interviewer will be chosen. The Department Head of each aforementioned discipline provides support and direction as a member of the CFIT Steering Committee to ensure the team moves as one.

The Madera County CAC will enhance the existing partnership with Central Valley Forensic Nursing Specialists, Inc. (CVFNS), a SART Center, located in Fresno, California. Through a formalized contract, for SANes to conduct forensic exams on-site at the Madera County CAC. CVFNS will engage in case review and serve as part of the MDT's coordinated response. Additionally, the CAC will identify and contract with bilingual trauma-focused clinicians to provide cognitive behavioral therapy on-site and at no cost to program participants to ultimately mitigate any ongoing or long-term adverse outcomes of abuse.

2.5 If awarded a grant, describe your measurement of successfully carrying out your project.

5 pts

The CAC will measure the success of this project by increasing access to medical services through the improvement of the quality of the MDT's response to forensic exams as measured by a 50% reduction of response time. Additionally, the CAC will measure success through the case management and documentation of a 50% increase in children who receive medical treatment/forensic exams.

The success of this project will be measured by increasing access to mental health services by establishing partnerships and contracting with mental health providers to conduct trauma-focused cognitive behavioral therapy on-site. Additionally, the CAC will measure success through the collection and documentation of outcome data of the trauma-focused mental health treatment to 24 child abuse survivors and caregivers for 10 sessions conducted on-site at no cost to program participants based on the calendar year.

The CAC will measure successfully improving the quality of forensic interviews by building the capacity of the CAC's interview pool by on-boarding one additional bilingual forensic interviewer. The CAC will also increase the opportunities to receive specialized training, remain current on developments in interviewing and other relevant fields of practice, and to further enhance their expertise through covering the allowable hourly rate of the forensic interviewer. The CAC will directly measure success by obtaining one Peer Review Facilitator certification, hosting and documenting 2 peer review sessions per the award year, and through the collection of proof of training for new and existing interviewers. This project will only fund the allowable hourly or daily rate of forensic interviewers, actual training costs will be covered by a separate funding source.

2.6 Describe the plan to sustain this project after the end of the grant year.

5 pts

The Madera County CAC has applied to the Cal OES KC Grant and is fully committed to identifying and diversifying funding sources to address CAC sustainability of services.

Upon completion of the grant year, the CAC will utilize Cal OES and/or the Community Services Block Grant (CSBG) to ensure the overall sustainability of the CAC. Cal OES funding will be utilized to ensure the continuation of mental health services to be provided on-site and at no cost. Cost for the hourly rate of forensic interviewers, peer reviews, and/or participation in continuous education will also be funded through the Cal OES award and/or CSBG. After the end of the grant year, the Madera County CAC would maintain the MOU with CVFNS to conduct forensic exams at the CAC.

Counseling services will continue to be offered at the Madera County CAC via MOU agreements with mental health community partners.

Goals & Objectives (10 pts)

Provide up to four (4) detailed and attainable goals with up to four (4) objectives per goal that are directly linked to the objectives of the grant category listed above.

Goal 1

To increase access to specialized medical evaluation and treatment services to all CAC clients as part of the multidisciplinary team response

Objective 1a

Contract with CVFNS certified sexual assault nurse examiners

Objective 1b

Increase the number of forensic exams for Madera County by 50%

Objective 1c

Decrease the Madera County Child Forensic Interview Team and families response time to forensic exams by 50%

Objective 1d

N/A

Goal 2

To increase access to evidence-based, trauma-focused mental health services, designed to meet the unique needs of the child and caregivers, that are consistently available as part of the multidisciplinary team response

Objective 2a

Identify evidence-based, trauma-focused mental health clinicians

Objective 2b

Contract with bilingual trauma-focused clinicians to provide direct cognitive behavioral therapy on-site in a consistent manner at no cost to children and caregivers

Objective 2c

Increase trauma-focused cognitive behavioral therapy for program participants

Objective 2d

Expand and solidify partnerships in the mental health arena

Goal 3

Improve the quality of forensic interviews provided by the CAC to child abuse victims

Objective 3a

Allocate funding to pay for forensic interviewers based on allowable hourly or daily rate to attend child maltreatment and/or forensic interview training and a peer review facilitator training (cost of trainings to be covered by a separate funding source)

Objective 3b

Certify the most experienced forensic interviewer as a Peer Review Facilitator

Objective 3c

Host 2 peer reviews based on the award year

Objective 3d

Onboard 1 additional bilingual forensic interviewer

Goal 4

N/A

Objective 4a

N/A

Objective 4b

N/A

Objective 4c

N/A

Objective 4d

N/A

3. Organizational Capacity/Leadership (10 pts)

3.1 Describe the experience and capability of your organization and any contractors that you will use to implement and manage this project and the associated federal funding. Highlight previous experience managing federal grants, including details on your system for fiscal accountability

5pts

Community Action Partnership of Madera County, Inc. (CAPMC) was organized in 1965, under the Economic Opportunities Act (EOA) of 1964 as part of President Johnson's "War on Poverty." The ambitious purpose of this statute was to mobilize resources to combat poverty in the United States. The Act established a federal Office of Economic Opportunities, and created organizations called Community Action Agencies (CAAs) that would develop strategies to solve local issues of poverty. CAAs serve as an administrative umbrella for several programs that would be unable to stand individually and is a cost-effective method of delivering services at the local level. CAPMC is part of this national network of approximately 1,000 agencies that cover 96% of America's low to moderate income population by delivering services through the federally funded Community Services Block Grant (CSBG).

CAPMC is a 501(c)(3) non-profit, public benefit corporation. Throughout its 55+ year history, CAPMC has successfully managed its federal and state grant awards. CAPMC currently administers over 60 grant awards and has total Agency revenues in excess of \$32.8 million. For the fiscal year ended June 30, 2023, these consisted of federal and state grant income of \$23.7 million and \$6.7 million respectively. CAPMC directs Head Start and Migrant Head Start, Childcare Education, Emergency Housing, HUD Permanent Supportive Housing, Child Care Alternative Payment Assistance and various Victims of Crime Programs, including Domestic Violence, Victim Witness, Rape/Sexual Assault and the Child Advocacy Center.

The CAPMC Board of Directors consists of 15 members, five from local elected public officials, five from the private sector, and five from the low-income target areas of the community. This structure is referred to as a tripartite Board and was established, through federal mandate, to allow for local decisions to be made by community residents. The Board of Directors determines the mission and purpose of CAPMC, selects the Executive Director to carry out the day-to-day activities of the Agency, supports and assesses the performance of the Executive Director, provides financial oversight, ensures the Agency has adequate resources to carry out its programs and services, ensures legal and ethical integrity and accountability, determines organizational planning through strategic planning and finally monitors and strengthens the programs and services overseen by CAPMC.

CAPMC's Executive Director is supported not only by the Board, but also qualified staff that include the Chief Financial Officer (CFO), Human Resources Director, and four Program Managers that oversee and direct various Agency departments, such as Head Start and Migrant Head Start, Community Services, Alternative Payment/Resource and Referral, and Victim Services. The CAPMC Fiscal Department has sufficient staff to support good internal controls and adequate separation of duties. The department is headed by the CFO that directs the daily operations and sets fiscal policy and design. There are also five Accountant Program Managers that oversee grant funding and fiscal contract compliance, budget development, monitoring grant spending and grant reporting. There is also an Accounting Supervisor that manages the three Accounting Technicians that provide in-house payroll services and accounts payable processing. CAPMC has a written Accounting and Financial Policies and Procedures Manual that guides its processes and was approved by the CAPMC Board of Directors. CAPMC staff receive continuous education in the field of child abuse and receive coursework specific to the medical evaluation of child sexual abuse. CAPMC will contract with the appropriate skilled bilingual mental health clinicians and forensic interviewers.

Because of the level of federal funding that CAPMC receives, it is subject annually to an outside audit requirement known

as the Single Audit. The audit firm must not only issue an opinion on the financial statement presentation, but conduct the audit in accordance with auditing standards in the United States and standards applicable to financial audits contained in Government Auditing Standards (GAS). CAPMC's Finance Committee and its Board of Directors annually select the outside audit firm, meet with the auditors, review the audited financial statements, and resolve audit findings, if any.

3.2 Provide detailed description of the roles and responsibilities of project staff and explain your organizational structure and operations. Please include a copy of an organizational chart showing how your organization operates, including who manages the finances.

5pts

CAPMC Executive Director oversees the Madera County CAC which serves as the co-coordinator of the Child Forensic Interview Team (CFIT). The Assistant to the Executive Director, provides support to the CAC Case Worker and CFIT. CAPMC – CAC has one full time Case Worker that provides direct victim services to child abuse survivors and their families. The Case Worker provides support to the CFIT by coordinating and scheduling child forensic interviews and leading the monthly CFIT Case Review. When the child and family arrive at the CAC they are immediately welcomed by the Case Worker. The Case Worker welcomes and hosts the family during their visit. After walking them over to their private family waiting room, the Case Worker explains the interview process, shows them the interview room, and offers two counseling referrals. Depending on the counseling services needed by the family, a referral will be made to the chosen agency.

The Information Technology Manager is responsible for administering IT support for all child forensic interviews for the purpose of monitoring the observation room and recording to mitigate any technical issues and ensure that all evidence and information provided during an interview is captured. The IT Manager provides a copy of the recording to law enforcement and the DA's office after an interview is concluded. This position also implements and maintains observation and live recording equipment. The CAPMC Fiscal Department is headed by the CFO that directs the daily operations and sets fiscal policy and design. The CAC is assigned one Accountant Program Manager that oversees grant funding and fiscal contract compliance, budget development, monitoring grant spending and grant reporting.

Salary allocations are not requested for this project and will be accounted for by a separate funding source.

UPLOAD: Organizational Chart

File name should read: ORG CHART_ORG NAME

[ORG CHART_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC..pdf](#)

UPLOAD: Resumes and job descriptions

File name should read: Resumes and JDs_ORG NAME

Abstract

Applicants must provide a project abstract which should include the following information (please limit responses to 400 words):

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy
- Anticipated outcomes and major deliverables

The Madera County CAC has identified a significant challenge in accessing consistent trauma-focused mental health services within its rural setting along with hurdles with private insurance approval processes and rigid eligibility criteria for county-based programs. A gap in providing direct medical services at the CAC is the absence of SANEs to conduct forensic

exams on-site. Child abuse victims, their families, and the MDT must commute up to an hour to attend a forensic exam. The CAC has also identified a gap in the accessibility of local in-person routine peer reviews conducted in English and Spanish and available bilingual forensic interviewers.

The population to be served by the Madera County CAC are child abuse victims and their caregivers. Madera County is at the geographical center of California and canvases 2,000 square miles of rural farmland. The total population of Madera County is 156,255. Of the total population 60% are Hispanic or Latino, 32% White, 5% American Indian and Alaska Native, and 3% Black or African American. 43,000 residents of Madera County are under the age of 18.

The first project goal is to improve the MDT response through increasing access to forensic medical exams. The CAC plans to increase access to direct medical services by contracting with Sexual Assault Nurse Examiners (SANEs) which will result in a 50% increase in children who receive medical services and decrease the MDT’s response time for forensic exams by 50%. The second project goal is to improve the quality of the CAC and MDT response through increasing access to mental health services by contracting with bilingual trauma-focused clinicians to provide direct services on-site in a consistent manner at no cost to program participants. This will result in trauma-focused cognitive behavioral therapy treatment for 25 children and caregivers for 10 sessions based on the calendar year. The third project goal is to improve the quality of forensic interviews provided at the CAC. The CAC will improve forensic interviews through capacity building and allocating funding to cover the cost of forensic interviewers’ time to attend training and become a certified Peer Review Facilitator this will result in 1 certified peer review facilitator, 1 new bilingual forensic interviewer, 2 peer reviews hosted by the CAC based on the calendar year.

Budget >>>>

Grant Budget (20 pts)

The applicant must include allowable costs in accordance with federal requirements and NCA guidelines. All proposed costs must occur within the grant period, are allowable, reasonable, and allocable to the specific goals and objections of the proposed project. For a listing of allowable and unallowable items, please review the [Technical Assistance Materials](#) section on NCA’s website. In addition, all requested expenditures must adhere to the latest edition of the [DOJ Grants Financial Guide](#) and [2 C.F.R Part 200](#).

Important: Please use ONLY numbers and decimal points.

Personnel	Fringe Benefits	Travel
0.0	0.0	0.0
Equipment		
0.0		
Supplies	Consultant/Contracts	Other
0.0	45830.00	0.0
Indirect Costs		
See required UPLOAD below		
4170.00		

Total Grant Amount Requested

Must not exceed maximum allowable for the grant category.

50000.00

UPLOAD: Grant budget (using template)

File name should read: PROJECT BUDGET_ORG NAME

[PROGRAM IMPROVEMENT PROJECT BUDGET_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY INC..xlsx](#)

UPLOAD: Indirect Cost Rate

If requesting indirect costs, you must upload a copy of your current Negotiated Indirect Cost Rate

Agreement or a signed Certification of De Minimis Indirect Cost Rate form which is available [here](#).

[INDIRECT COST RATE_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC..pdf](#)

Personnel Outcomes/Workload/Output for time charged to NCA Award

For each staff member included in Personnel, please indicate the projected workload / measurable output based on the specific discipline.

ex. # of children served; # of sessions conducted per week; # of FI interviews; # of MH assessments; # of professionals trained; Reduction in days on a waitlist

Each staff member must be listed on a separate line (e.g. First and Last Name (TBD if in hiring process), Position, Output)

Leave blank if you did not request any personnel funding.

Certifications

As the Authorized Agent for the applicant organization:

Yes I certify that no grant funds will be used for Fundraising or Lobbying Activities.

Yes I certify this organization is eligible to apply under the conditions published and the information _____ submitted is accurate.

Instructions >

Things to consider before starting this application...

NCA Strongly Encourages You to...

- **Prepare all required documents** as detailed in the published RFPs in advance.
- **Check Application Deadline and Start Early** enough to complete the process by the published deadline in the RFP. While technical support is available for the system, it has limited staffing.
- **Reference the RFP** to ensure that your grant project is within the scope of the grant category.
- **Review the list of questions/type of information that is required** and ensure that the appropriate agency representatives are providing the information needed.
- **Contact NCA Program Associates** with questions prior to the submission deadline.

Tips for a successful submission...

- **Only one login account may be used** for editing and submitting the application.
- **Frequently save your work!** Do not leave the application open for long periods of time without activity, as doing so could result in lost data. You can always save your changes, close the application and come back to work on it later. To do this, use the link emailed to you to log back into the portal and click on the name of the application while on the "Pending Applications" page.
- **Use the small "i" (information) symbol** throughout the application to learn more about the field or question.
- **While uploading documents, be sure to take both steps** - select the document to upload, and then click upload. Documents will be uploaded throughout the application form (not at the end as in previous years).
- **All "like files" must be combined into one document** - for example, all Letters of Support must be uploaded as one document, all resumes and job descriptions must be uploaded as one document.
- When ready, **click the SUBMIT button** on the bottom of the final page (review my application) and save the email confirming that you have submitted your application by the given deadline. If you do not receive a submission email, please contact NCA immediately.

Please Note: NCA does not accept electronic or hard copies of your application.

Important: *If you are currently a member with NCA, the information that you enter below will automatically replace the existing record for your organization in all NCA databases. This includes your organization's name, address, Authorized Agency Representative, email, etc.*
It is the applicant's responsibility to ensure that the information is accurate. Any information you enter in the fields below will populate your permanent NCA records.

Organization Details

Organization Name

Community Action Partnership of Madera County, Inc.

Address	City	State	Postal Code
1225 Gill Avenue	Madera	California	93637

Country

United States

Main Phone

559.673.9173

E-mail Address

mmendez@maderacap.org

Web Address

maderacap.org

Mailing Address - Please fill out **only** if different than the physical address of the organization.

Organizational Type

Program under an umbrella organization that is a 501(c)3

Geographical Area Served

Western-California

Membership Status with NCA

Accredited Member

Check this box if your organization uses NCAttrak for case tracking.

NOTE: This does not impact your application. Some of the grant types may require data collection through the NCAttrak platform, this information is being collected for planning purposes.

No

Program History and Annual Case Load

Please provide a brief statement describing how and why your program started. Include start dates and dates of important events that helped spearhead your program.

If a CAC, please enter data about your annual case load. (150 word limit)

Community Action Partnership of Madera County, Inc. (CAPMC) established itself as a champion for victims since its inception in 1965, serving as the only comprehensive victim services provider in Madera County. In 2008, the Madera County Sheriff's Office identified a need for a coordinated response to child abuse, bringing the Madera County Child Forensic Interview Team (CFIT), a multidisciplinary team, to fruition. Due to its expertise in effectively providing victim-centered services to victims, CAPMC was assigned the role of Co-Coordinator of the CFIT. In 2013, the CFIT successfully applied for accreditation by NCA and has remained accredited to date. In 2018, due to changes in organizational structure, the Madera County CAC was established at CAPMC, overseen by Administration. In 2021, the Madera County

CAC conducted 140 forensic interviews and served 138 children. Of the 140, 127 were sexual abuse, 8 physical abuse, and 5 witness to a violent crime.

Please visit the [Rural Health Information Hub](#), follow the instructions to enter your zip code and review the responses provided before selecting answers to the next two questions:

According to [Rural Health Information Hub](#), is your CAC eligible for the CMS - Rural Health Clinics (RHC) Program?

No

According to [Rural Health Information Hub](#), is your CAC eligible for the FORHP - Grant Programs?

No

Legal Information

Legal Name

Community Action Partnership of Madera County, Inc.

EIN

The EIN must be 9 digits and in this format xx-xxxxxxx.

94-1612823

Unique Entity ID (UEI)

The UEI must be a 12 character alphanumeric value.

For more information, visit [SAM.gov](#)

V9D5YUNVFNA4

Fiscal Information

Organization's Annual Budget

If you are part of an umbrella organization, please specify the budget for your organization only.

91105.00

UPLOAD: Your most recently approved organization budget.

File name should read: ORG BUDGET_ORG NAME

[ORG BUDGET_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC..pdf](#)

Audit Information

Month of Fiscal Year End

June

Type of Audit Conducted

Single Audit

Date of Most Recent Single Audit or Audited Financial Statements

6/30/2021

UPLOAD: Your most recently completed audit (including Management Letter, if applicable)

File name should read: SINGLEAUDIT_ORG NAME or FINANCIAL STATEMENTS_ORG NAME

[SINGLE AUDIT_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC..pdf](#)

If awarded, throughout the grant year your assigned Program Associate may include the contacts below on selected correspondence.

Grant Contacts (Enter the emails to be used for grants management purposes only if awarded.)

First Name	Last Name	Email
Nicole	Vulich	nvulich@maderacap.org

Additional Email

If you would like an additional contact to be included in correspondence.

dseeto@maderacap.org

Authorized Agency Representative (ED, CEO, Program/CAC Manager, etc., to serve as a primary contact for correspondence from NCA.)

Must be a person in your organization **authorized to accept and commit funds on behalf of the entire organization.**

First Name	Last Name	Title
Mattie	Mendez	Executive Director

Email

mmendez@maderacap.org

Board President (If your organization is hospital- or government-based, please indicate the name of the person who supervises the Program Director.)

First Name	Last Name
Tyson	Pogue

Email Address

tpogue@maderacounty.com

Board Treasurer (If your organization is hospital- or government-based, please indicate the name of the authorized fiscal representative.)

First Name	Last Name	Email
David	Hernandez	davidhernandezmadera@yahoo.com

Phone
559.706.7741

Cooperative Agreement Form Filler

(Please provide an email address below if you would like an additional staff member to fill in the organizational information required in your Cooperative Agreement, if awarded, prior to it being sent to the Authorized Agent and Board members for signatures.)

Email Address
c.sanchez@maderacap.org

Pre Award Checklist >>>

Recipients of Federal funds must maintain adequate accounting systems that meet the criteria outlined in 2 CFR §200.302. The responses to this assessment are used to assist in the National Children's Alliance's (NCA) evaluation of your accounting system to ensure the adequate, appropriate, and transparent use of Federal funds.

By checking each of the boxes below, I certify that the following statements are true:

Yes

The applicant organization is has an active registration status in the System for Award Management (SAM) currently accessible at www.SAM.gov

Yes **The applicant organization utilizes accounting software.**

Yes **Accounting system separately identifies receipt and expenditure of program funds for each grant.**

Yes **The applicant organization's accounting system provides control and accountability of federal ___ funds.**

The following financial management policies are board adopted/agency approved and currently in place:

Yes **Management of equipment, supplies and property**

Yes **Purchase/procurement of equipment, supplies, property, and services**

Yes **Checking the Excluded Parties List system for suspended or debarred consultants/contractors prior to obligation.**

Yes **Record retention**

Yes **Separation of financial duties**

Yes **Appropriate background screening**

No **E-verify registration**

Audit Findings

Yes **In the past three fiscal years, no "Materials Weakness" was disclosed.**

Verification of Statements

I am the authorized official of this organization, and by signing below, certify that all of the foregoing responses on this Pre-award Checklist are complete, true, and accurate.

Full Name	Title	Phone	Email
Mattie Mendez	Executive Director	559.675.5749	mmendez@maderacap.org

Date
9/30/2022

Project Questions >>>>

Goal: To support the work of the CACs by purchasing the necessary equipment to include hardware, software and related services (installation, etc):

- Medical
- Forensic interviewing
- VA
- MH
- Operations (HR or Accounting Software for first time applicants)

1. Statement of Need (50 pts)

1.1 Please describe your current CAC response/systems, why you need this equipment/technology, what it will be used for, and the timeline for completion/implementation to determine the project period for award.

25 pts

Forensic Interviewing Recording System

Currently, the Madera County CAC utilizes Debut Video Capture by NCH Software to record all child forensic interviews (CFI). The recording is fed real-time to the observation room where the MDT convenes to brief and view the CFI. After an interview has been concluded, two DVD copies are downloaded, one for the investigating Law Enforcement Officer and one for the Deputy District Attorney. The recordings are downloaded in MP4 format via NCH Express Burn. The recording equipment used by the CAC is composed of fragmented software systems, screens, cameras, and audio.

The current recording system is not efficient and requires extra attention from the entire team to ensure glitches are addressed immediately. There have been many adjustments made to the current recording system, however, the system is too outdated to function at its full intended potential as when it was established 10 + years ago nor does it address the evolved needs of the CAC and MDT. The CAC needs a new forensic interview recording system to improve the quality of the MDT's coordinated response by enhancing the video and audio quality of forensic interview recordings. The new recording system will allow the team to work through cases more efficiently and increase collaboration across all disciplines through software features such as adding bookmarks on the video with notes that are shared with the necessary disciplines. Another notable feature is the capability of transcribing interview recordings, allowing for more efficiency for law enforcement team members. Ultimately, a new forensic interview recording system would provide the Madera County CAC and MDT with a higher quality and more reliable system that directly addresses the needs of the team.

The Madera County CAC has obtained three quotes for the interview recording system and a vendor selection has been made. Upon award, the CAC will contact the chosen vendor to initiate a demo and contract process. The vendor will then install the recording system and software. The CAC will schedule formal training for the MDT and establish access credentials for the appropriate team members. The CAC will fully transition to the new forensic interview recording system by March 2023.

Medical Equipment

Currently, the Madera County CAC has an MOU with Central Valley Forensic Nursing Specialists, Inc. (CVFNS), a SART Center, located in Fresno County. The Madera County Child Forensic Interview Team (CFIT) must request a forensic exam by contacting a sexual assault nurse examiner (SANE) from CVFNS. When responding to a forensic exam, the child and family, law enforcement, and victim advocate commute to the neighboring county, Fresno County, to attend an exam. The CAC has identified the need for an on-site medical exam room to allow for access to forensic exams locally and ultimately improve the response of the MDT by reducing response time by 50%. The current commute is up to an hour, if not more, for child abuse victims, their families and MDT members. More often than not, families decline to have their child participate in a forensic exam due to the extensive response time of four hours, on average. The extra travel time and

transportation becomes a burden during such a critical and sensitive time for the child and family. Funding will be utilized to establish a medical exam room including purchasing medical equipment, within allowable cost guidelines.

Once awarded, the CAC will update the existing MOU between CAPMC - CAC/CFIT and CVFNS to indicate that all Madera County forensic exams for child abuse victims will be conducted on-site at the CAC. A fully executed MOU and contract with CVFNS for SANEs services can be anticipated by February 2023. In February the CAC and CVFNS will begin to purchase all the needed medical equipment for the medical forensic exam room. By the end of March 2023, the CAC will have a fully equipped medical forensic exam room. Beginning April 2023, the CAC will inform the CFIT Steering Committee and the MDT members that the CAC has a medical forensic exam room in-house to be used for acute and non-acute exams for child abuse victims. Forensic exams will be conducted on-site by SANEs. By December 2023 medical forensic exams will have increased by 50% and the MDT's response time to forensic exams will decrease by 50%.

1.2 Describe the impact that this project would have on improving the medical care/forensic interviewing/general operations of your CAC. Please provide the number of children you serve and the anticipated caseload, if applicable.

25 pts

Forensic Interview Recording System

Updating the forensic interview recording system will directly improve the quality of forensic interviews provided by the CAC by providing a reliable system with high quality audio and video resolutions. This will decrease the number of interviews to which a child abuse victim is subjected to and enhance the fact-finding process. Updating the forensic interview recording system will also improve the quality of the MDT's response by allowing the team to work through cases more efficiently without the need to stop to recalibrate software during glitches and increase collaboration across all disciplines through additional software features such as adding bookmarks on the video with notes that are shared with the appropriate team members. Due to higher quality interviews the investigative and prosecution process will be enriched with stronger cases presented to the Deputy District Attorney's in hopes of justice for the child and family.

Medical Equipment

Funded by this award, the CAC will enhance direct medical services by equipping a medical forensic exam room that will be housed in the Madera County CAC and operate in partnership with Central Valley Forensic Nursing Specialist, Inc. (CVFNS). This would allow for SANEs to conduct forensic exams on-site without a time delay. Child abuse victims, their families, law enforcement, and victim advocates will no longer have to commute up to an hour to CVFNS located in Fresno, California to attend a forensic exam. Purchasing the medical equipment needed for the medical forensic exam room will allow direct medical services to be easily accessible to child abuse victims, as well as responding MDT members. The MDT's response to forensic exams will see a 50% reduction of response time.

In 2021, the Madera County CAC served a total of 140 children. Of the 140, 12 children received a medical exam/treatment. The CAC's year-to-date data for 2022 suggests the CAC will meet or come close to meeting the number of children served in the prior year. Due to an increase in accessibility, the CAC projects a 50% increase in forensic exams for child abuse victims in Madera County.

Budget >>>>

Grant Budget (20 pts)

The applicant must include allowable costs in accordance with federal requirements and NCA guidelines. All proposed costs must occur within the grant period, are allowable, reasonable, and allocable to the specific goals and objectives of the proposed project. For a detailed list of eligible types of equipment/technology, please review the [FAQ file](#) in the Technical Assistance section on

NCA's website. In addition, all requested expenditures must adhere to the latest edition of the [DOJ Grants Financial Guide](#) and [2 C.F.R Part 200](#).

Important: Please use ONLY numbers and decimal points.

Equipment/Technology

50000.00

Total Grant Amount Requested

Must not exceed maximum allowable for the grant category.

50000.00

UPLOAD: Grant budget (using template)

File name should read: PROJECT BUDGET_ORG NAME

[EQUIPMENT & TECHNOLOGY SUPPORT PROJECT BUDGET_COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY INC..xlsx](#)

Certifications

As the Authorized Agent for the applicant organization:

Yes I certify that no grant funds will be used for Fundraising or Lobbying Activities.

Yes I certify this organization is eligible to apply under the conditions published and the information ___ submitted is accurate.



Report to the Board of Directors

Agenda Item Number: E-7

Board of Director's Meeting for: October 13, 2022

Author: Irene Yang

DATE: September 30, 2022

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 effective January 1, 2023 and the employer contribution thresholds.

II. SUMMARY.

Besides the three Kaiser medical plans: HMO15, HMO20A, and HMO20B, the Agency plans to introduce a new Kaiser DHMO13858 plan. This plan offers lower premiums to cover for dependents. 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 insurance carriers. Life insurance is at 6.9% increase after four years of rate pass. Kaiser medical plans began a 10% increase and then reduced to 8.9% increase for HMO15, 8.4% increase for HMO20A and HMO20B when adding DHMO 13858 plan.
- B. 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.
- C. 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.
- D. Vision insurance carrier remains unchanged under EyeMed at the same rate of \$8.76 per month per employee.
- E. Life insurance carrier remains at Unum at 4.6% increase at the rate of \$6.80 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.

F. Costs for Kaiser medical plans at per month per employee are: \$794.27 for HMO15, \$672.98 for HMO20A, \$599.42 for HMO20B, and \$424.41 for DHMO13858.

IV. FINANCIAL IMPACT. Fringe benefits costs are being allocated to departmental budgets. The Agency contributes \$599.42 per employee per month for medical coverage, and \$52.22 for dental/vision/life. Employees will be responsible for the applicable additional premiums.

Renewal & Marketing Presentation

Community Action Partnership of Madera County



Jani De La Rosa

Effective Date: January 1, 2023

Presentation Date: September 27, 2022

1350 Carlback Avenue

Walnut Creek, CA 94596

(P) 925.934.8500

CA License 0564249

 **HEFFERNAN**
INSURANCE BROKERS

Because You're Different



Marketing Responses

MEDICAL

Response to Request for Proposal

Kaiser Permanente

Incumbent: Renewal 10% increase. Negotiated renewal contingent on - no bid, offering 5500 deductible plan alongside current plans.

DENTAL

Response to Request for Proposal

Ameritas

Incumbent: Renewal Rate Pass

VISION

Response to Request for Proposal

EyeMed

Incumbent: Renewal Rate Pass (Guarantee until 1/2025)

LIFE, AD&D AND DISABILITY

Response to Request for Proposal

Unum

Incumbent: Renewal 6.9% increase

Guardian

Pending

MetLife

Pending

Mutual of Omaha

Pending

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.

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	04/16/21
EyeMed (Underwritten by Fidelity Security)	A	AM Best	01/19/22
Kaiser Permanente	A+	Weiss Rating	12/31/19
Unum	A-	AM Best	06/10/21

All ratings reflect the most current ratings as of 4/13/2022



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
--------------	--------	----------------	----------------



Demographics

Plan Year: January 1, 2023

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.

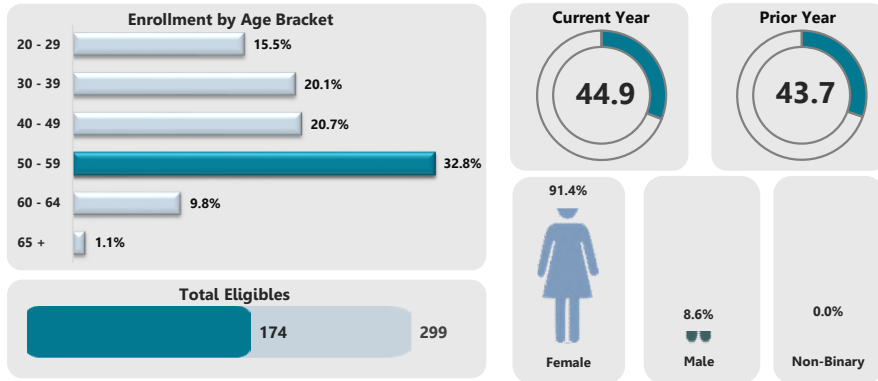
	Kaiser Permanente	Kaiser Permanente	Kaiser Permanente	Waivers	Total
<i>Medical Plan</i>					
Employee Only	103	33	31	120	287
Employee + Spouse	0	0	0		0
Employee + Child(ren)	5	2	4		11
Family	1	0	0		1
Total	109	35	35	120	299
Percent to Total	36.5%	11.7%	11.7%	40.1%	100%
Total Enrolled by Carrier	179			120	
Percent to Total by Carrier	59.9%			40.1%	
<i>Dental Plan</i>					
	Ameritas ASU			Waivers	Total
Employee Only	179			32	211
Employee + Spouse	27				27
Employee + Child(ren)	25				25
Family	36				36
Total	267			32	299
Percent to Total	89.3%			10.7%	100%
<i>Vision Plan</i>					
	eyeMed vision			Waivers	Total
Employee Only	182			38	220
Employee + Spouse	25				25
Employee + Child(ren)	21				21
Family	33				33
Total	261			38	299
Percent to Total	87.3%			12.7%	100%
<i>Group Life & AD&D</i>					
	UNUM	Comments		Not Enrolled	Total
Life Volume	\$14,800,000.00	1x Annual Salary			
Enrolled Employees	299			0	299
Percent to Total	100.0%			0.0%	100%

NOTES & ASSUMPTIONS

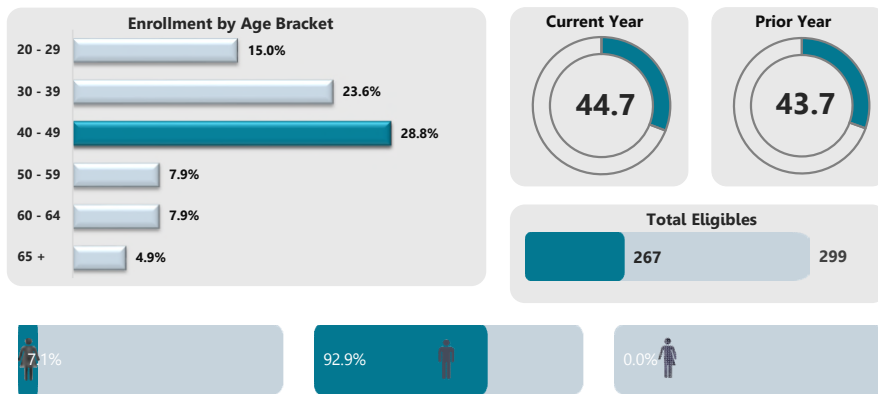
The above rates, demographics and figures were developed based on the August 25, 2022 census provided by Community Action Partnership of Madera County. If demographics change by +/- 10% or if Employer contribution structures are modified, the carriers reserve the right to review the quotes provided and illustrated herein.

Demographic Analysis

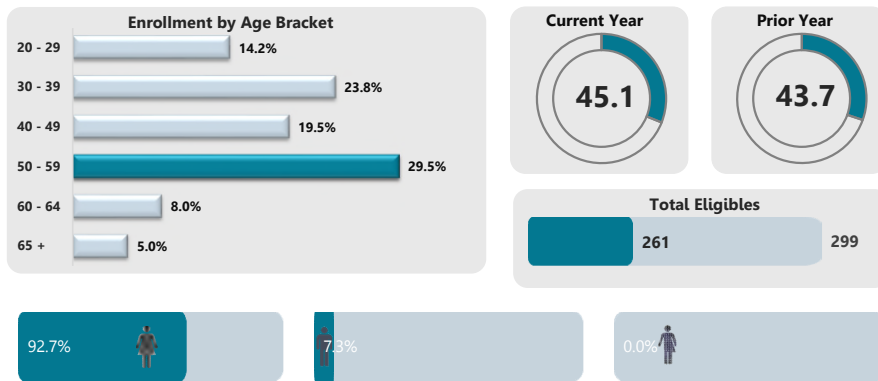
Kaiser Demographic Analysis



Dental Plans Age & Gender Analysis



Vision Plans Age & Gender Analysis



Notes & Assumptions

- The above rates, demographics and figures were developed based on the August 25, 2022 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	RENEWAL	% Change to Current	NEGOTIATED RENEWAL	% Change to Current
	Renew all plans "as'is"			Renew all plans "as'is", add additional DHMO medical option*	
MEDICAL PLANS					
Kaiser Permanente	Kaiser Permanente \$ 1,006,944	Kaiser Permanente \$ 1,112,997	10.5%	Kaiser Permante \$ 1,096,285	8.9%
Kaiser Permanente	Kaiser Permanente \$ 272,428	Kaiser Permanente \$ 299,746	10.0%	Kaiser Permanente \$ 295,250	8.4%
Kaiser Permanente	Kaiser Permanente \$ 253,005	Kaiser Permanente \$ 278,375	10.0%	Kaiser Permanente \$ 274,198	8.4%
MEDICAL PLANS TOTAL	\$ 1,532,377	\$ 1,691,118	10.4%	\$ 1,665,733	8.7%
DENTAL PLANS					
Ameritas ASO	Ameritas ASO \$ 164,190	Ameritas ASO \$ 164,190	0.0%	Ameritas ASO \$ 164,190	0.0%
DENTAL PLANS TOTAL	\$ 164,190	\$ 164,190	0.0%	\$ 164,190	0.0%
VISION PLANS					
EyeMed Vision	EyeMed Vision \$ 38,736	EyeMed Vision \$ 38,736	0.0%	EyeMed Vision \$ 38,736	0.0%
VISION PLANS TOTAL	\$ 38,736	\$ 38,736	0.0%	\$ 38,736	0.0%
LIFE & DISABILITY PLANS					
Life & AD&D	UNUM \$ 23,088	UNUM \$ 24,686	6.9%	UNUM \$ 24,154	4.6%
LIFE & DISABILITY PLANS TOTAL	\$ 23,088	\$ 24,686	6.9%	\$ 24,154	4.6%
PROJECTED ANNUAL TOTAL	\$ 1,758,390	\$ 1,918,730		\$ 1,892,812	
Comparison to Current, Annualized:					
Dollars		\$ 160,340		\$ 134,422	7.6%
Percent			9.1%		
Comparison to Renewal, Annualized:					
Dollars				\$ (25,918)	-1.4%
Percent					
EMPLOYEE CONTRIBUTION	\$ (402,370)	\$ (441,983)		\$ (436,209)	
NET PROJECTED ANNUAL TOTAL	\$ 1,356,020	\$ 1,476,747		\$ 1,456,603	
Comparison to Current, Annualized:					
Dollars		\$ 120,726		\$ 100,582	7.4%
Percent			8.9%		
Comparison to Renewal, Annualized:					
Dollars				\$ (20,144)	-1.4%
Percent					

Notes & Assumptions

* Negotiated Kaiser renewal decrease is contingent on the new DHMO option being added.

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.



Employee Contribution Analysis

PLAN OFFERINGS	Enrollment	CURRENT					RENEWAL					Change in Employee Contribution	
		Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Employee Contribution	Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods		Employer Contribution
Kaiser Permanente													
Employee Only	103	\$ 732.89	\$ 553.09	\$ 179.80	\$ 89.90	75.5%	24.5%	\$ 806.38	\$ 608.55	\$ 197.83	\$ 98.92	75.5%	\$ 9.02
Employee + Spouse	0	\$ 1,604.98	\$ 553.09	\$ 1,051.89	\$ 525.95	34.5%	65.5%	\$ 1,846.61	\$ 608.55	\$ 1,238.06	\$ 619.03	33.0%	\$ 93.09
Employee + Child(ren)	5	\$ 1,247.54	\$ 553.09	\$ 694.45	\$ 347.23	44.3%	55.7%	\$ 1,435.34	\$ 608.55	\$ 826.79	\$ 413.39	42.4%	\$ 66.17
Family	1	\$ 2,186.63	\$ 553.09	\$ 1,633.54	\$ 816.77	25.3%	74.7%	\$ 2,515.90	\$ 608.55	\$ 1,907.35	\$ 953.68	24.2%	\$ 136.91
Monthly Total	109	\$ 83,912.00	\$ 60,286.81	\$ 23,625.19	\$ 11,812.60			\$ 92,749.72	\$ 66,331.95	\$ 26,417.77	\$ 13,208.88		\$ 1,396.29
Kaiser Permanente													
Employee Only	33	\$ 620.96	\$ 553.09	\$ 67.87	\$ 33.94	89.1%	10.9%	\$ 683.23	\$ 608.55	\$ 74.68	\$ 37.34	89.1%	\$ 3.41
Employee + Spouse	0	\$ 1,422.01	\$ 553.09	\$ 868.92	\$ 434.46	38.9%	61.1%	\$ 1,564.59	\$ 608.55	\$ 956.04	\$ 478.02	38.9%	\$ 43.56
Employee + Child(ren)	2	\$ 1,105.31	\$ 553.09	\$ 552.22	\$ 276.11	50.0%	50.0%	\$ 1,216.14	\$ 608.55	\$ 607.59	\$ 303.80	50.0%	\$ 27.69
Family	0	\$ 1,937.41	\$ 553.09	\$ 1,384.32	\$ 692.16	28.5%	71.5%	\$ 2,131.66	\$ 608.55	\$ 1,523.11	\$ 761.56	28.5%	\$ 69.39
Monthly Total	35	\$ 22,702.30	\$ 19,358.15	\$ 3,344.15	\$ 1,672.08			\$ 24,978.87	\$ 21,299.25	\$ 3,679.62	\$ 1,839.81		\$ 167.74
Kaiser Permanente													
Employee Only	31	\$ 553.09	\$ 553.09	\$ -	\$ -	100.0%	0.0%	\$ 608.55	\$ 608.55	\$ -	\$ -	100.0%	\$ -
Employee + Spouse	0	\$ 1,266.57	\$ 553.09	\$ 713.48	\$ 356.74	43.7%	56.3%	\$ 1,393.58	\$ 608.55	\$ 785.03	\$ 392.52	43.7%	\$ 35.78
Employee + Child(ren)	4	\$ 984.49	\$ 553.09	\$ 431.40	\$ 215.70	56.2%	43.8%	\$ 1,083.22	\$ 608.55	\$ 474.67	\$ 237.34	56.2%	\$ 21.64
Family	0	\$ 1,725.63	\$ 553.09	\$ 1,172.54	\$ 586.27	32.1%	67.9%	\$ 1,898.67	\$ 608.55	\$ 1,290.12	\$ 645.06	32.1%	\$ 58.79
Monthly Total	35	\$ 21,083.75	\$ 19,358.15	\$ 1,725.60	\$ 862.80			\$ 23,197.93	\$ 21,299.25	\$ 1,898.68	\$ 949.34		\$ 86.54
Employee Only	0	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Employee + Spouse	0	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Employee + Child(ren)	0	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Family	0	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Monthly Total	0	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -		\$ -
MEDICAL TOTAL	179	\$ 127,698.05	\$ 99,003.11	\$ 28,694.94	\$ 14,347.47			\$ 140,926.52	\$ 108,930.45	\$ 31,996.07	\$ 15,998.03		\$ 1,650.56
Ameritas ASO													
Employee Only	179	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	0.0%	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	\$ -
Employee + Spouse	27	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	50.4%	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	\$ -
Employee + Child(ren)	25	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	37.2%	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	\$ -
Family	36	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	64.0%	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	\$ -
Monthly Total	267	\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12			\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12		\$ -
DENTAL TOTAL	267	\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12			\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12		\$ -
EyeMed Vision													
Employee Only	182	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	0.0%	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	\$ -
Employee + Spouse	25	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	47.4%	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	\$ -
Employee + Child(ren)	21	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	50.0%	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	\$ -
Family	33	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	66.0%	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	\$ -
Monthly Total	261	\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82			\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82		\$ -
Total Vision	261	\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82			\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82		\$ -
MONTHLY TOTAL		\$ 144,608.50	\$ 111,077.69	\$ 33,530.81	\$ 16,765.41			\$ 157,836.97	\$ 121,005.03	\$ 36,831.94	\$ 18,415.97		
ANNUAL TOTAL		\$ 1,735,302.00	\$ 1,332,932.28	\$ 402,369.72	\$ 201,184.86			\$ 1,894,043.58	\$ 1,452,060.36	\$ 441,983.22	\$ 220,991.61		



Employee Contribution Analysis

PLAN OFFERINGS	Enrollment	CURRENT					NEGOTIATED RENEWAL					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 Permanente												
Employee Only	103	\$ 732.89	\$ 553.09	\$ 179.80	\$ 89.90	75.5%	\$ 794.27	\$ 599.42	\$ 194.85	\$ 97.43	75.5%	\$ 7.53
Employee + Spouse	0	\$ 1,604.98	\$ 553.09	\$ 1,051.89	\$ 525.95	34.5%	\$ 1,818.90	\$ 599.42	\$ 1,219.48	\$ 609.74	33.0%	\$ 83.80
Employee + Child(ren)	5	\$ 1,247.54	\$ 553.09	\$ 694.45	\$ 347.23	44.3%	\$ 1,413.82	\$ 599.42	\$ 814.40	\$ 407.20	42.4%	\$ 59.98
Family	1	\$ 2,186.63	\$ 553.09	\$ 1,633.54	\$ 816.77	25.3%	\$ 2,478.16	\$ 599.42	\$ 1,878.74	\$ 939.37	24.2%	\$ 122.60
Monthly Total	109	\$ 83,912.00	\$ 60,286.81	\$ 23,625.19	\$ 11,812.60		\$ 91,357.07	\$ 65,336.78	\$ 26,020.29	\$ 13,010.15		\$ 1,197.55
Kaiser Permanente												
Employee Only	33	\$ 620.96	\$ 553.09	\$ 67.87	\$ 33.94	89.1%	\$ 672.98	\$ 599.42	\$ 73.56	\$ 36.78	89.1%	\$ 2.85
Employee + Spouse	0	\$ 1,422.01	\$ 553.09	\$ 868.92	\$ 434.46	38.9%	\$ 1,541.14	\$ 599.42	\$ 941.72	\$ 470.86	38.9%	\$ 36.40
Employee + Child(ren)	2	\$ 1,105.31	\$ 553.09	\$ 552.22	\$ 276.11	50.0%	\$ 1,197.91	\$ 599.42	\$ 598.49	\$ 299.25	50.0%	\$ 23.14
Family	0	\$ 1,937.41	\$ 553.09	\$ 1,384.32	\$ 692.16	28.5%	\$ 2,099.71	\$ 599.42	\$ 1,500.29	\$ 750.15	28.5%	\$ 57.98
Monthly Total	35	\$ 22,702.30	\$ 19,358.15	\$ 3,344.15	\$ 1,672.08		\$ 24,604.16	\$ 20,979.70	\$ 3,624.46	\$ 1,812.23		\$ 140.16
Kaiser Permanente												
Employee Only	31	\$ 553.09	\$ 553.09	\$ -	\$ -	100.0%	\$ 599.42	\$ 599.42	\$ -	\$ -	100.0%	\$ -
Employee + Spouse	0	\$ 1,266.57	\$ 553.09	\$ 713.48	\$ 356.74	43.7%	\$ 1,372.67	\$ 599.42	\$ 773.25	\$ 386.63	43.7%	\$ 29.89
Employee + Child(ren)	4	\$ 984.49	\$ 553.09	\$ 431.40	\$ 215.70	56.2%	\$ 1,066.96	\$ 599.42	\$ 467.54	\$ 233.77	56.2%	\$ 18.07
Family	0	\$ 1,725.63	\$ 553.09	\$ 1,172.54	\$ 586.27	32.1%	\$ 1,870.18	\$ 599.42	\$ 1,270.76	\$ 635.38	32.1%	\$ 49.11
Monthly Total	35	\$ 21,083.75	\$ 19,358.15	\$ 1,725.60	\$ 862.80		\$ 22,849.86	\$ 20,979.70	\$ 1,870.16	\$ 935.08		\$ 72.28
Kaiser Permanente												
Employee Only	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 424.41	\$ 424.41	\$ -	\$ -	100.0%	\$ -
Employee + Spouse	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 971.92	\$ 424.41	\$ 547.51	\$ 273.76	43.7%	\$ -
Employee + Child(ren)	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 755.47	\$ 424.41	\$ 331.06	\$ 165.53	56.2%	\$ -
Family	0	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,324.19	\$ 424.41	\$ 899.78	\$ 449.89	32.1%	\$ -
Monthly Total	0	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -
MEDICAL TOTAL	179	\$ 127,698.05	\$ 99,003.11	\$ 28,694.94	\$ 14,347.47		\$ 138,811.09	\$ 107,296.18	\$ 31,514.91	\$ 15,757.46		\$ 1,409.99
Ameritas ASO												
Employee Only	179	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	\$ -
Employee + Spouse	27	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	\$ -
Employee + Child(ren)	25	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	\$ -
Family	36	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	\$ -
Monthly Total	267	\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12		\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12		\$ -
DENTAL TOTAL	267	\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12		\$ 13,682.46	\$ 9,788.22	\$ 3,894.24	\$ 1,947.12		\$ -
EyeMed Vision												
Employee Only	182	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	\$ -
Employee + Spouse	25	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	\$ -
Employee + Child(ren)	21	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	\$ -
Family	33	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	\$ -
Monthly Total	261	\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82		\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82		\$ -
Total Vision	261	\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82		\$ 3,227.99	\$ 2,286.36	\$ 941.63	\$ 470.82		\$ -
MONTHLY TOTAL		\$ 144,608.50	\$ 111,077.69	\$ 33,530.81	\$ 16,765.41		\$ 155,721.54	\$ 119,370.76	\$ 36,350.78	\$ 18,175.39		
ANNUAL TOTAL		\$ 1,735,302.00	\$ 1,332,932.28	\$ 402,369.72	\$ 201,184.86		\$ 1,868,658.48	\$ 1,432,449.12	\$ 436,209.36	\$ 218,104.68		

Medical Plan Cost Analysis

DESCRIPTION	CENSUS	CURRENT	RENEWAL	NEGOTIATED RENEWAL
Effective Date		1/1/2022	1/1/2023	1/1/2023
Rate Guarantee		1 Year	1 Year	1 Year
Kaiser Permanente		Kaiser Permanente	Kaiser Permanente	Kaiser Permanente
		HMO 15 1500 \$15 copay \$250 per admission \$50 copay \$15 / \$30	HMO 15 1500 \$15 copay \$250 per admission \$50 copay \$15 / \$30	HMO 15 1500 \$15 copay \$250 per admission \$50 copay \$15 / \$30
Rates:				
Employee Only	103	\$732.89	\$806.38	\$794.27
Employee + Spouse	0	\$1,604.98	\$1,846.61	\$1,818.90
Employee + Child(ren)	5	\$1,247.54	\$1,435.34	\$1,413.82
Family	1	\$2,186.63	\$2,515.90	\$2,478.16
Projected Monthly Total	109	\$83,912	\$92,750	\$91,357
Percentage Change			10.5%	8.9%
Kaiser Permanente		Kaiser Permanente	Kaiser Permanente	Kaiser Permanente
		HMO 20-A 500 3000 \$20 copay 20% after ded. 20% after ded. \$10 / \$30 (afterded.)	HMO 20-A 500 3000 \$20 copay 20% after ded. 20% after ded. \$10 / \$30 (after ded.)	HMO 20-A 500 3000 \$20 copay 20% after ded. 20% after ded. \$10 / \$30 (after ded.)
Rates:				
Employee Only	33	\$620.96	\$683.23	\$672.98
Employee + Spouse	0	\$1,422.01	\$1,564.59	\$1,541.14
Employee + Child(ren)	2	\$1,105.31	\$1,216.14	\$1,197.91
Family	0	\$1,937.41	\$2,131.66	\$2,099.71
Projected Monthly Total	35	\$22,702	\$24,979	\$24,604
Percentage Change			10.0%	8.4%
Kaiser Permanente		Kaiser Permanente	Kaiser Permanente	Kaiser Permanente
		HMO 20-B 1500 4000 \$20 copay 20% after ded. 20% after ded. \$10 / \$30	HMO 20-B 1500 4000 \$20 copay 20% after ded. 20% after ded. \$10 / \$30	HMO 20-B 1500 4000 \$20 copay 20% after ded. 20% after ded. \$10 / \$30
Rates:				
Employee Only	31	\$553.09	\$608.55	\$599.42
Employee + Spouse	0	\$1,266.57	\$1,393.58	\$1,372.67
Employee + Child(ren)	4	\$984.49	\$1,083.22	\$1,066.96
Family	0	\$1,725.63	\$1,898.67	\$1,870.18
Projected Monthly Total	35	\$21,084	\$23,198	\$22,850
Percentage Change			10.0%	8.4%
Kaiser Permanente				Kaiser Permanente
				DHMO 13858 5500 7500 \$50 after ded. 40% after ded. 40% after ded. \$15 after ded. / 40% after ded.
Rates:				
Employee Only	0			\$424.41
Employee + Spouse	0			\$971.92
Employee + Child(ren)	0			\$755.47
Family	0			\$1,324.19
Projected Monthly Total	0	\$0	\$0	\$0
Percentage Change			0.0%	0.0%
PROJECTED MONTHLY TOTAL	179	\$127,698	\$140,927	\$138,811
PROJECTED ANNUAL TOTAL		\$1,532,377	\$1,691,118	\$1,665,733
Comparison to Current, Annualized:				
Dollars			\$158,742	\$133,356
Percent			10.4%	8.7%
Comparison to Renewal, Annualized:				
Dollars				-\$25,385
Percent				-1.5%

Notes & Assumptions

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Kaiser HMO Plan Comparison

Carrier Name Plan Type	CURRENT / RENEWAL		NEGOTIATED RENEWAL
	Kaiser Permanente HMO 15		Kaiser Permanente HMO 15
Lifetime Maximum	Unlimited		Unlimited
Annual Deductible			
Individual	\$0		\$0
Family	\$0		\$0
Out-of-Pocket Maximum			
Individual	\$1,500		\$1,500
Family	\$3,000		\$3,000
Professional			
Primary Care Physician (PCP)	\$15 copay		\$15 copay
Specialist	\$15 copay		\$15 copay
Preventive Care			
Baby	\$0 copay		\$0 copay
Adult	\$0 copay		\$0 copay
Hospital Services			
Inpatient	\$250 per admission		\$250 per admission
Outpatient	\$15 copay per procedure		\$15 copay per procedure
Urgent Care	\$15 copay		\$15 copay
Emergency Room	\$50 copay <i>Waived if admitted</i>		\$50 copay; <i>Waived if admitted</i>
Lab & X-Ray			
Diagnostic lab	No Charge		No Charge
X-Ray	No Charge		No Charge
Advanced Imaging; CT, PET, MRI	No Charge		No Charge
Durable Medical Equipment	20%		20%
Telehealth			
Telephonic Visits	No Charge		No Charge
Chiropractic			
Office Visits	Not Covered		Not Covered
Prescription Drug Benefits			
Deductible	Network n/a		Network n/a
Retail Supply Limit	<i>Retail up to a 100 day supply</i>		<i>Retail up to a 100 day supply</i>
Tier 1: Generic	\$15		\$15
Tier 2: Brand	\$30		\$15
Tier 3: Typically Non-Preferred Brand	\$30		\$30
Tier 4: Specialty Drugs	\$30		\$30
RATES	CURRENT / RENEWAL		NEGOTIATED RENEWAL
Employee Only	\$732.89	\$806.38	\$794.27
Employee + Spouse	\$1,604.98	\$1,846.61	\$1,818.90
Employee + Child(ren)	\$1,247.54	\$1,435.34	\$1,413.82
Family	\$2,186.63	\$2,515.90	\$2,478.16

Notes & Assumptions

Benefits which are blue are considered an increase in benefits. Benefits which are orange are considered a decrease in benefits

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Kaiser HMO Plan Comparison

Carrier Name	CURRENT / RENEWAL		NEGOTIATED RENEWAL
	Kaiser Permanente		Kaiser Permanente
Plan Type	HMO 20-A		HMO 20-A
Lifetime Maximum	Unlimited		Unlimited
Annual Deductible			
Individual	\$500		\$500
Family	\$1,000		\$1,000
Out-of-Pocket Maximum			
Individual	\$3,000		\$3,000
Family	\$6,000		\$6,000
Professional			
Primary Care Physician (PCP)	\$20 copay		\$20 copay
Specialist	\$20 copay		\$20 copay
Preventive Care			
Baby	\$0 copay		\$0 copay
Adult	\$0 copay		\$0 copay
Hospital Services			
Inpatient	20% after deductible		20% after deductible
Outpatient	20% after deductible		20% after deductible
Urgent Care	\$20 copay		\$20 copay
Emergency Room	20% after deductible <i>Waived if admitted</i>		20% after deductible <i>Waived if admitted</i>
Lab & X-Ray			
Diagnostic lab	\$10 copay per encounter (after deductible)		\$10 copay per encounter (after deductible)
X-Ray	\$10 copay per encounter (after deductible)		\$10 copay per encounter (after deductible)
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
Durable Medical Equipment	20%		20%
Telehealth			
Telephonic Visits	No Charge		No Charge
Chiropractic			
Office Visits	Not Covered		Not Covered
Prescription Drug Benefits			Network
Deductible	\$100 Brand Name Deductible		\$100 Brand Name Deductible
Retail Supply Limit	<i>Retail up to a 100 day supply</i>		<i>Retail up to a 100 day supply</i>
Tier 1: Generic	\$10		\$10
Tier 2: Brand	\$30 (after deductible)		\$30 (after deductible)
Tier 3: Typically Non-Preferred Brand	\$30 (after deductible)		\$30 (after deductible)
Tier 4: Specialty Drugs	\$30 (after deductible)		\$30 (after deductible)
RATES	CURRENT / RENEWAL		NEGOTIATED RENEWAL
Employee Only	\$620.96	\$683.23	\$672.98
Employee + Spouse	\$1,422.01	\$1,564.59	\$1,541.14
Employee + Child(ren)	\$1,105.31	\$1,216.14	\$1,197.91
Family	\$1,937.41	\$2,131.66	\$2,099.71

Notes & Assumptions

Benefits which are blue are considered an increase in benefits. Benefits which are orange are considered a decrease in benefits

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.



Kaiser HMO Plan Comparison

Carrier Name	CURRENT / RENEWAL		NEGOTIATED RENEWAL
	Kaiser Permanente		Kaiser Permanente
Plan Type	HMO 20-B		HMO 20-B
Lifetime Maximum	Unlimited		Unlimited
Annual Deductible			
Individual	\$1,500		\$1,500
Family	\$3,000		\$3,000
Out-of-Pocket Maximum			
Individual	\$4,000		\$4,000
Family	\$8,000		\$8,000
Professional			
Primary Care Physician (PCP)	\$20 copay		\$20 copay
Specialist	\$20 copay		\$20 copay
Preventive Care			
Baby	\$0 copay		\$0 copay
Adult	\$0 copay		\$0 copay
Hospital Services			
Inpatient	20% after deductible		20% after deductible
Outpatient	20% after deductible		20% after deductible
Urgent Care	\$20 copay		\$20 copay
Emergency Room	20% after deductible <i>Waived if admitted</i>		20% after deductible <i>Waived if admitted</i>
Lab & X-Ray			
Diagnostic lab	\$10 copay per encounter (after deductible)		\$10 copay per encounter (after deductible)
X-Ray	\$10 copay per encounter (after deductible)		\$10 copay per encounter (after deductible)
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
Durable Medical Equipment	20%		20%
Chiropractic			
Office Visits	Not Covered		Not Covered
Prescription Drug Benefits	Network		Network
Deductible	n/a		n/a
Retail Supply Limit	<i>Retail up to a 30 day supply</i>		<i>Retail up to a 30 day supply</i>
Tier 1: Generic	\$10		\$10
Tier 2: Brand	\$30		\$30
Tier 3: Typically Non-Preferred Brand	\$30		\$30
Tier 4: Specialty Drugs	20% up to \$150		20% up to \$150
RATES	CURRENT / RENEWAL		NEGOTIATED RENEWAL
Employee Only	\$553.09	\$608.55	\$599.42
Employee + Spouse	\$1,266.57	\$1,393.58	\$1,372.67
Employee + Child(ren)	\$984.49	\$1,083.22	\$1,066.96
Family	\$1,725.63	\$1,898.67	\$1,870.18

Notes & Assumptions

Benefits which are blue are considered an increase in benefits. Benefits which are orange are considered a decrease in benefits

DISCLAIMER

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Kaiser HMO Plan Comparison

NEGOTIATED RENEWAL	
Carrier Name	Kaiser Permanente
Plan Type	DHMO 13858
Lifetime Maximum	Unlimited
Annual Deductible	
Individual	\$5,500
Family	\$11,000
Out-of-Pocket Maximum	
Individual	\$7,500
Family	\$15,000
Professional	
Primary Care Physician (PCP)	\$50 (after ded.)
Specialist	\$50 (after ded.)
Preventive Care	
Baby	\$0 copay
Adult	\$0 copay
Hospital Services	
Inpatient	40% after deductible
Outpatient	40% after deductible
Urgent Care	\$50 (after ded.)
Emergency Room	40% after deductible <i>Waived if admitted</i>
Lab & X-Ray	
Diagnostic lab	40% (after ded.)
X-Ray	40% (after ded.)
Advanced Imaging; CT, PET, MRI	40% (after ded.)
Durable Medical Equipment	40%
Telehealth	
Telephonic Visits	No Charge
Chiropractic	
Office Visits	Not Covered
Prescription Drug Benefits	Network
Deductible	n/a
Retail Supply Limit	<i>Retail up to a 30 day supply</i>
Tier 1: Generic	\$15
Tier 2: Brand	40% up to \$100 per Rx
Tier 3: Typically Non-Preferred Brand	40% up to \$100 per Rx
Tier 4: Specialty Drugs	40% up to \$250 per Rx
RATES	
NEGOTIATED RENEWAL	
Employee Only	\$424.41
Employee + Spouse	\$971.92
Employee + Child(ren)	\$755.47
Family	\$1,324.19

Notes & Assumptions

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Dental PPO Plan Comparison & Cost Analysis

Carrier Name Plan Description	CURRENT / RENEWAL		
	Self Funded Guardian Dental PPO		
	Network	Non-Network	
Deductible			
Individual		\$25	
Family		\$75	
Calendar Year Maximum		\$2,000	
Diagnostic & Preventive	100%		100%
Office Visit		2 per calendar year	
Teeth Cleaning (Prophylaxis)		Covered	
Preventive X-Rays		Covered	
Fluoride Treatment		Covered	
Basic Services			
Includes: Fillings (Restorations), Fillings (Composite), Root Canals, Oral Surgery, Endodontic Services, Periodontic Services	80%	Covered Covered	80%
Major Services			
Includes: Inlays, Onlays, Gold Fillings, Crowns, Prosthodontic Services, Full/Partial Dentures, Fixed Bridges, Implants	50%		50%
Orthodontia			
Eligibility		Adult & Children	
Benefit Percentage		50%	
Lifetime Maximum		\$1,000	
Usual & Customary	Negotiated Rate		90th Percentile
COST ANALYSIS		CURRENT / RENEWAL	
COST ANALYSIS		CURRENT	RENEWAL
FIXED COSTS		1/1/2022	1/1/2023
Rate Guarantee		1 Year	1 Year
Network Provider		Ameritas	Ameritas
Broker Commission			
Dental Claims Administration	267	\$5.50	\$5.50
Total Projected Fixed Costs		\$17,622	\$17,622
PROJECTED PAID CLAIMS			
Projected Paid Claims (PEPM)	267	\$43.74	\$45.57
Projected Paid Claims Annually		\$140,137	\$146,022
Total Projected Paid Claims		\$140,137	\$146,022
TOTAL PROJECTED COSTS			
Total Projected Fixed Costs		\$17,622	\$17,622
Total Projected Paid Claims		\$140,137	\$146,022
Total Projected Costs		\$157,759	\$163,644
Comparison to Current, Dollars			\$5,886
Comparison to Current, Percentage			3.7%
FULLY INSURED EQUIVALENT RATES		CURRENT	RENEWAL
Monthly Rates			
Employee Only	179	\$36.66	\$36.54
Employee + Spouse	27	\$73.90	\$73.65
Employee + Child(ren)	25	\$58.38	\$58.19
Family	36	\$101.82	\$101.48
Total Projected Costs		\$164,190	\$163,644
Comparison to Current, Dollars			\$0
Comparison to Current, Percentage			-0.3%

Notes & Assumptions

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Vision Plan Comparison & Cost Analysis

		CURRENT	
Carrier Name		EyeMed	
Plan Type		VISION	
		Network	Non-Network
Annual Copayment			
Examination		\$0 copay	up to
Contact Lens Examination (Fitting & Evaluation)			\$50 allowance
Materials (<i>Lenses, Frames, or Contacts</i>)		See schedule below	
Examinations			
Duration		Every 12 months	
Benefit		\$0 copay	up to \$50 allowance
Lenses			
Duration		Every 12 months	
Single Vision		Paid In-Full after copay	up to \$50 allowance
Bifocal Vision		Paid In-Full after copay	up to \$70 allowance
Trifocal Vision		Paid In-Full after copay	up to \$90 allowance
Lens Enhancements		Available at additional cost	
Discount Services		Available	Not Available
Contact Lenses in Lieu of Frames & Lenses			
Duration		Every 12 months	
Benefit			
Medically Necessary		Paid In-Full	up to \$210
Cosmetic/Convenience		\$150 allowance; 15% off balance over \$150	up to \$150
Discount Services		Available	Not Available
Frames			
Duration		Every 24 months	
Benefit		\$150 allowance; 20% off balance over \$150	up to \$113
Discount Services		Available	Not Available
COST ANALYSIS			
Effective Date		1/1/2022	1/1/2023
Rate Guarantee		1 Years	
Rates:	CENSUS	CURRENT / RENEWAL	
Employee Only	182	\$8.76	
Employee + Spouse	25	\$16.64	
Employee + Child(ren)	21	\$17.52	
Family	33	\$25.75	
PROJECTED MONTHLY TOTAL		261	\$3,227.99
PROJECTED ANNUAL TOTAL			\$38,735.88

Notes & Assumptions

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Life and AD&D Plan Comparison & Cost Analysis

CURRENT / RENEWAL	
Carrier Name	UNUM
Plan Type	LIFE & AD&D
Benefit	1 x Annual Salary
Maximum Benefit	\$50,000
Guaranteed Issue	\$50,000
Minimum Benefit	\$50,000
Definition of Earnings	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.
Actively at Work	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
Conversion/Portability	Yes
Accelerated Benefit - Life Benefit Insurance Only	Yes
Repatriation	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.
Exclusions	Special Note: Refer to policy for the complete policy exclusions.

UNUM	
Contributory or Non-Contributory	Non-Contributory
Effective Date	1/1/2022 1/1/2023
Rate Guarantee	1 Year 2 Year
Rates per \$1,000 Volume:	CURRENT RENEWAL
Life	\$0.115 \$0.124
AD&D	\$0.015 \$0.015
Volume	\$14,800,000 \$14,800,000
PROJECTED MONTHLY TOTAL	299 \$1,924 \$2,057
PROJECTED ANNUAL TOTAL	\$23,088 \$24,686
Comparison To Current Annualized:	
Dollar	\$1,598
Percent	6.9%

Notes & Assumptions

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Employee Assistance Plan Comparison & Cost Analysis

		CURRENT / RENEWAL	
Carrier Name		UNUM	
Plan Type		EAP	
EMPLOYEE BENEFITS:			
Face-to-Face Clinical Assessment & Counseling		3 sessions per incident per household member annually	
Provider Network		UNUM EAP	
Online Eligibility & Benefit Capabilities		Yes: www.unum.com/lifebalance	
Toll Free Number		Yes	
24-Hour Crisis Hot Line		Yes	
24-Hour Internet Access		Yes	
Legal Consultation Services		Yes - consultations for: Civil, consumer, personal & family law, financial matters, real estate, and more.	
Financial Consultation Services		Yes - Budgeting, credit and financial guidance	
Multilingual Interpreter Services		English, Spanish; Alternate language assistance available upon request	
Work/Life Services - Child Care referral, Elder Care referrals, Concierge, etc.		Yes	
COST ANALYSIS		CENSUS	UNUM
Effective Date		1/1/2022	1/1/2023
Rate Guarantee			1 Year
Rates:		CURRENT / RENEWAL	
PEPM	100	Included with Unum Group Life	

Notes & Assumptions

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Telemedicine Plan Comparison & Cost Analysis

		CURRENT / RENEWAL	
Carrier Name		Healthiest You	
Plan Type		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		1/1/2022	1/1/2023
Rate Guarantee		1 Year	1 Year
Rates:		<u>CURRENT / RENEWAL</u>	
Employee Only	9	\$8.00	
Employee + Spouse	3	\$8.00	
Employee + Child(ren)	3	\$8.00	
Family	0	\$8.00	
PROJECTED MONTHLY TOTAL	15	\$120.00	
PROJECTED ANNUAL TOTAL		\$1,440.00	

Notes & Assumptions

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Broker Compensation Disclosure

This disclosure document includes the disclosures Heffernan Insurance Brokers is required to make in accordance with ERISA Section 408(b)(2). Any other plan service provider that is subject to the 408(b)(2) disclosure requirements is required to make its own independent 408(b)(2) disclosure and any such disclosures are not included in this Heffernan Insurance Brokers disclosure.

This disclosure is intended as good-faith compliance with the service provider disclosure requirements of the Consolidated Appropriations Act, 2021. If you have questions about the information provided and/or if you need further information, please contact your Heffernan Insurance Brokers account manager.

GENERAL CARRIER COMPENSATION TO HEFFERNAN INSURANCE BROKERS

Plan Type	Payer	Payer Type	Compensation Type	Compensation Schedule	Override/Bonus Type
Medical	Kaiser Permanente	Carrier	Commissions	4% flat of premium	Yes, .1%-2% of annual premium
Dental	Ameritas EyeMed (Underwritten by Fidelity)	Carrier	Commissions	\$1.39 PEPM	None
Vision	Security)	Carrier	Commissions	10% flat of premium	None

DESCRIPTION AND DISCLOSURES

Period of Engagement

The above compensation disclosure represents the compensation for the current plan year. The contract will renew annually until either party terminates. Other than as set forth above, Heffernan Insurance Brokers does not expect to receive any other compensation with respect to your plan and/or the covered services identified below. Heffernan Insurance Brokers will not receive compensation in connection with the termination of our arrangement.

Frequency of Payment

Commission (percentage and PEPM) payments are received from the carriers on a monthly basis. Direct Compensation is paid directly by the client are paid as agreed upon by Heffernan Insurance Brokers and the client.

Overrides/Bonuses

In addition to the commissions paid by the carrier, Heffernan Insurance Brokers may also be paid a bonus or override that cannot be determined at this time because the potential compensation is contingent on a number of factors. For example, Heffernan Insurance Brokers may receive a production bonus or override in recognition of high volumes of sales production based on either the carrier's bonus program qualifying criteria or the number of covered employees/amounts of premium sold by Heffernan Insurance Brokers. In prior years, this contingent compensation has resulted in payments to us in the range as a percentage of the total premium received by that carrier as specified above.

Non-Cash Compensation

In addition to commission by the carriers, Heffernan Insurance Brokers' employees may receive non-cash compensation including meals, entertainment, training, trips, sponsorships or other vendor sponsored events. These non-cash compensations are not related to a specific plan, but are provided based on, in whole or in part, Heffernan's business with one or more ERISA plans. Plan vendors and service providers may also pay for, or reimburse Heffernan Insurance Brokers for the costs associated with, education or training events that may be attended by Heffernan Insurance Brokers' employees and for Heffernan Insurance Brokers-sponsored conferences and events.

Confidentiality

This disclosure and its contents, including the fees arrangement we have reached, is confidential, as is any advice that we provide to you.

Broker Compensation Disclosure

Below is a list of the core services that Heffernan Insurance Brokers standardly offers to their Employee Benefits clients. The services provided to each client may vary based on the size of the group, market segment, complexity of plan offerings, and scope of relationship. Please note that in performing these services, Heffernan Insurance Brokers is NOT acting as a "fiduciary" for the Plan (as that term is defined in Section 3(21) of ERISA).

Heffernan Insurance Brokers' Services

Strategic Planning

Exploration/development/confirmation of strategy for following Plan Year in context of business and HR strategies
Plan design and financial benchmarking analysis
Exploration of industry trends and all pertinent emerging issues
Analysis of current plans in the context of the strategy and benchmarks
Interface with client regarding alternatives, employee impact and appropriate designs

Vendor Management

Ongoing interface with vendors on issues relative to benefit plans, including management of overall vendor performance
Contract review and delivery; establishment and monitoring of appropriate vendor performance guarantees

Underwriting And Financial Support

Annual financial strategic planning & analysis of plan performance
Financial projections for employee contribution strategies and alternative benefit plan designs

Ongoing Claim Analysis

Quarterly claims monitoring and reporting of actual experience vs. projections/budgets
Review and analysis of carrier utilization reports

Renewal Negotiations And Analysis

Data driven renewal analysis and negotiation with applicable vendors
Executive summary report with results of negotiations and final rates/fees
Confirmation of vendor acceptance

Competitive Bidding And Placement Of Plans

Development of competitive Request for Proposals & analysis of proposals and summary of findings
Network discount comparison and analysis, if applicable
Decision making facilitation, in face meetings if applicable
Implementation support, as needed, for new vendors

Alternative Funding Options

Strategic discussion concerning financial targets, plan design and overall objectives
Verification of carriers plan design impact, pricing projections and contribution settings

Form 5500 Filings

Preparation of Health and Welfare Form 5500 for Client signature and filing and Summary Annual reports for distribution to employees (as needed).

Day-To-Day Assistance

Assist Client/Partner with claim problems, billing questions, policy interpretations and other insurer/vendor issues
Assistance with claim resolution/employee advocacy issues
Tracking of open service issues and management of carrier resolution
Maintenance/creation of current policy summary of benefits, contracts, SBCs, etc.
Employee Handbook, contract and Summary Plan Description, etc. review
Annual enrollment meeting support/coordination

Legal Compliance Support And Legislative Updates

Access to MyWave, Heffernan's website, including research capabilities, self-help tools and forms
Periodic updates on Legislations that would impact Client/Partners
Ad hoc access to Heffernan's legal professionals for general questions and research

Seminars And Ongoing Staff Training

Access to all Heffernan seminars, roundtables, executive forums and webcasts

Value Added Services

Employee call center through Heffernan with multilingual capabilities
Employee compensation benefit statements
Newsletter Series – employee communication materials
Employee Benefits Communication pieces, customized to client partners' specific needs (to be determined)

Broker Compensation Disclosure

Below is a list of the core services that Heffernan Insurance Brokers standardly offers to their Employee Benefits clients. The services provided to each client may vary based on the size of the group, market segment, complexity of plan offerings, and scope of relationship. Please note that in performing these services, Heffernan Insurance Brokers is NOT acting as a "fiduciary" for the Plan (as that term is defined in Section 3(21) of ERISA).

Heffernan Insurance Brokers' Services

Mineral (Formerly ThinkHR) a telephone support service for client partners offering immediate access to PHR/SHPR certified professionals. Calls receive assistance from a consultant, followed by written documentation of the issue discussed.

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-8

Board of Directors' Meeting for: October 13, 2022

Author: Tina Gomez

DATE: September 27, 2022

TO: Board of Directors

FROM: Tina Gomez, Accounting Supervisor

SUBJECT: Compensation Schedules and Salary Schedules

I. **RECOMMENDATION:**

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

II. **SUMMARY:**

The updated compensation and salary schedules for all programs reflect a 3% cost of living adjustment (COLA) increase retroactively effective for the 2022/2023 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.

III. **DISCUSSION:**

- A. The Board of Directors has previously approved the 3% COLA applications for all of the Head Start programs, including Fresno which is not represented by the bargaining unit (SEIU Local 521). The Office of Head Start provided additional funding for these "across the board" salary adjustments.
- B. The schedules were last updated July 22, 2021 to reflect a 1.22% COLA increase and approved by the Board of Directors on August 12, 2021.
- C. Any new positions and job descriptions that have been approved by the Board of Directors have been included in the appropriate compensation schedules at the approved rate of pay.
- D. The attached Compensation Schedules and Salary Schedule reflects the 3% COLA effective as follows: March 1, 2022 for Madera Migrant Head Start; June 1, 2022 for Regional Head Start; July 1, 2022 for all Non Head Start programs and September 1, 2022 for Fresno Migrant Head Start. These dates correspond with the program and fiscal years for the Head Start programs and July 1st is the beginning of the agency's fiscal year.

IV. **FINANCING:** All applicable salary and fringe benefit increases have been included in the current year budgets in the appropriate programs.

Community Action Partnership of Madera County, Inc.
Non-Represented Non-Head Start Employee Compensation Schedule
Includes 3.0% COLA Effective 7/1/2022

REVISED 04/28/2022

P

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
Administration					
Accountant - Program Manager	32.0	34.68	42.26	6,012	7,325
Chief Financial Officer	40.5	52.78	64.30	9,148	11,146
Child Care Alternative Payment and Resource & Referral Program Manager	33.0	36.44	44.40	6,316	7,696
Community Services Program Manager	33.0	36.44	44.40	6,316	7,696
Human Resources Director	37.5	45.51	55.45	7,888	9,611
Information Technology Manager	33.0	36.44	44.40	6,316	7,696
Victim Services Program Manager	33.0	36.44	44.40	6,316	7,696
Mid-Management Series					
Accounting Supervisor	24.5	23.95	29.18	4,151	5,058
Community Services Coordinator	24.5	23.95	29.18	4,151	5,058
Housing Coordinator	24.5	23.95	29.18	4,151	5,058
Human Resources Generalist	24.5	23.95	29.18	4,151	5,058
IT Communication Specialist	26.5	26.43	32.21	4,582	5,583
IT Network Specialist	26.5	26.43	32.21	4,582	5,583
R&R Child Care Initiative Project (CCIP) Coordinator	24.5	23.95	29.18	4,151	5,058
Strategic Plan Coordinator/Assistant to Executive Director	25.0	24.55	29.91	4,255	5,184
Victim Services Coordinator	24.5	23.95	29.18	4,151	5,058

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

Clerical & Technical Series

Accounting Technician	21.0	20.15	24.55	3,492	4,255
Administrative Aide	18.5	17.81	21.70	3,087	3,761
Advocate II/Victim Services	20.0	19.18	23.36	3,324	4,050
Advocate III/Victim Services	21.0	20.15	24.55	3,492	4,255
Child Advocacy Center (CAC) Case Worker	23.0	22.24	27.10	3,855	4,697
Child Care Navigator	22.5	21.70	26.43	3,761	4,582
Customer Assistance Technician	18.5	17.81	21.70	3,087	3,761
Data Entry Technician	16.5	16.13	19.66	2,796	3,407
Executive Administrative Aide	20.0	19.18	23.36	3,324	4,050
Family Services Associate I (APP)	18.5	17.81	21.70	3,087	3,761

Community Action Partnership of Madera County, Inc.
Non-Represented Non-Head Start Employee Compensation Schedule
Includes 3.0% COLA Effective 7/1/2022

REVISED 04/28/2022

P

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
Family Services Associate II (APP)	19.5	18.71	22.79	3,243	3,951
Family Service Associate III (R&R/APP)	21.0	20.15	24.55	3,492	4,255
Family Services Quality Assurance Associate	22.0	21.17	25.79	3,669	4,470
Human Resources Assistant I	20.0	19.18	23.36	3,324	4,050
Human Resources Assistant II	21.0	20.15	24.55	3,492	4,255
Homeless Outreach Worker	18.5	17.81	21.70	3,087	3,761
Housing Case Worker	23.0	22.24	27.10	3,855	4,697
Internet Technology (IT)/Help Desk Support Technician	21.0	20.15	24.55	3,492	4,255
Maintenance Worker I	16.5	16.13	19.66	2,796	3,407
Homeless Outreach Worker	18.5	17.81	21.70	3,087	3,761
Prevention Advocate	21.0	20.15	24.55	3,492	4,255
Program Assistant/Clerk Typist II	16.5	16.13	19.66	2,796	3,407
Program Assistant/Clerk Typist II-(R&R/APP)	16.5	16.13	19.66	2,796	3,407
Provider Services Associate	18.5	17.81	21.70	3,087	3,761
Receptionist	16.0	15.74	19.18	2,728	3,324
Shelter/Resident Support Aide	15.5	15.36	18.71	2,662	3,243
Shunammite Place Resident Manager	23.5	22.79	27.77	3,951	4,814
Specialty Advocate (VS)	23.0	22.24	27.10	3,855	4,697
Transitional Housing Case Worker	23.0	22.24	27.10	3,855	4,697

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**Community Action Partnership of Madera County, Inc.
Non-Represented Head Start Employee Compensation Schedule
Including 3.0% COLA**

**For Madera Migrant/Seasonal/CMIG effective 03/01/2022 and Regional/Early/CSPP
effective 06/01/2022 and Fresno Migrant/Seasonal/Early**

3.0% COLA effective 09/01/2022

REVISED 04/28/2022

B

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
<u>Administration</u>					
Head Start Director	37.0	44.40	54.10	7,696	9,377
Deputy Head Start Director - Child Development and Facilities	31.5	33.84	41.23	5,865	7,146
Deputy Head Start Director - Direct Services	31.5	33.84	41.23	5,865	7,146
Support Services Manager	29.5	30.66	37.35	5,314	6,474
<u>Mid-Management Series</u>					
Administrative Analyst	24.5	23.95	29.18	4,151	5,058
Area Manager	28.0	28.47	34.68	4,934	6,012
Area Manager - Fresno Migrant Head Start	28.0	28.47	34.68	4,934	6,012
Center Director I	23.0	22.24	27.10	3,855	4,697
Center Director II	23.5	22.79	27.77	3,951	4,814
Center Director/Teacher	23.0	22.24	27.10	3,855	4,697
Disabilities/Mental Health Services Content Specialist	26.5	26.43	32.21	4,582	5,583
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services Content Specialist	26.5	26.43	32.21	4,582	5,583
Family Child Care Development/Quality Assurance Specialist	24.5	23.95	29.18	4,151	5,058
Head Start Professional Development Coach	23.0	22.24	27.10	3,855	4,697
Health Services Content Specialist	26.5	26.43	32.21	4,582	5,583
Maintenance Worker II	23.0	22.24	27.10	3,855	4,697
Nutrition Services Content Specialist	26.5	26.43	32.21	4,582	5,583
Parent and Governance Specialist	26.5	26.43	32.21	4,582	5,583
Site Supervisor/Teacher	23.0	22.24	27.10	3,855	4,697

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**Community Action Partnership of Madera County, Inc.
Non-Represented Head Start Employee Compensation Schedule
Including 3.0% COLA**

**For Madera Migrant/Seasonal/CMIG effective 03/01/2022 and Regional/Early/CSPP
effective 06/01/2022 and Fresno Migrant/Seasonal/Early**

3.0% COLA effective 09/01/2022

REVISED 04/28/2022

B

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
Clerical & Technical Series					
Administrative Aide	18.5	17.81	21.70	3,087	3,761
Advocate II	20.0	19.18	23.36	3,324	4,050
Advocate III	21.0	20.15	24.55	3,492	4,255
Associate Teacher	18.5	17.81	21.70	3,087	3,761
Associate Teacher-Infants/Toddlers	18.5	17.81	21.70	3,087	3,761
Associate Teacher-Preschool	18.5	17.81	21.70	3,087	3,761
Child Care Assistant (SFP)	15.5	15.36	18.71	2,662	3,243
Data Entry Technician	16.5	16.13	19.66	2,796	3,407
Executive Administrative Aide	20.0	19.18	23.36	3,324	4,050
Family Skills Instructor (SFP)	22.5	21.70	26.43	3,761	4,582
Food Service Worker I	15.5	15.36	18.71	2,662	3,243
Food Service/Cook (40 meals or less)	16.5	16.13	19.66	2,796	3,407
Food Service/Head Cook (40+ meals)	17.0	16.54	20.15	2,866	3,492
Human Resources Assistant I	20.0	19.18	23.36	3,324	4,050
Human Resources Assistant II	21.0	20.15	24.55	3,492	4,255
Instructional Aide I/Janitor	15.5	15.36	18.71	2,662	3,243
Instructional Aide II/Janitor	16.0	15.74	19.18	2,728	3,324
Instructional Aide III	16.5	16.13	19.66	2,796	3,407
Janitor **FRESNO ONLY**	15.5	15.36	18.71	2,662	3,243
Maintenance Worker I	16.5	16.13	19.66	2,796	3,407
Master Teacher	21.0	20.15	24.55	3,492	4,255
Program Technician	18.5	17.81	21.70	3,087	3,761
Teacher	20.0	19.18	23.36	3,324	4,050

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

**Community Action Partnership of Madera County, Inc.
 Union (SEIU Local 521) Employee Compensation Schedule
 Including 3.0% COLA**

**For Madera Migrant/Seasonal effective 03/01/2022 and
 Regional/Early Head Start effective 06/01/2022
 REVISED 04/28/2022**

Y

Class Title	Current Range	Hourly Amounts Steps A to I 2.5% Increments		Monthly Salary Based On 40 Hours Per Week	
		From Step A	To Step I	From Step A	To Step I
Clerical & Technical Series					
Advocate II	20.0	19.18	23.36	3,324	4,050
Associate Teacher	18.5	17.81	21.70	3,087	3,761
Associate Teacher-Infants/Toddlers	18.5	17.81	21.70	3,087	3,761
Associate Teacher-Preschool	18.5	17.81	21.70	3,087	3,761
Data Entry Technician	16.5	16.13	19.66	2,796	3,407
Early Head Start Family Facilitator	21.0	20.15	24.55	3,492	4,255
Food Service Worker I	15.5	15.36	18.71	2,662	3,243
Food Service/Cook (40 meals or less)	16.5	16.13	19.66	2,796	3,407
Food Service/Head Cook (40+ meals)	17.0	16.54	20.15	2,866	3,492
Instructional Aide I/Janitor	15.5	15.36	18.71	2,662	3,243
Instructional Aide II/Janitor	16.0	15.74	19.18	2,728	3,324
Instructional Aide III	16.5	16.13	19.66	2,796	3,407
Maintenance Worker I	16.5	16.13	19.66	2,796	3,407
Master Teacher	21.0	20.15	24.55	3,492	4,255
Program Technician	18.5	17.81	21.70	3,087	3,761
Program Technician-CSPP and CMIG	18.5	17.81	21.70	3,087	3,761
Program Technician-In-kind and White Fleet	18.5	17.81	21.70	3,087	3,761
Program Technician-Purchase	18.5	17.81	21.70	3,087	3,761
Teacher	20.0	19.18	23.36	3,324	4,050

Longevity Steps: 5% - 10 years; 5% - 15 years; 5% - 20 years

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SALARY SCHEDULE FOR ALL PROGRAMS, INCLUDING HEAD START AND NON-HEAD START
Including 3.0% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 04/28/2022

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
15.5 HOURLY	2662 15.36	2728 15.74	2796 16.13	2866 16.54	2938 16.95	3011 17.37	3087 17.81	3164 18.25	3243 18.71	3407 19.66	3579 20.65	3761 21.70
16.0 HOURLY	2728 15.74	2796 16.13	2866 16.54	2938 16.95	3011 17.37	3087 17.81	3164 18.25	3243 18.71	3324 19.18	3492 20.15	3669 21.17	3855 22.24
16.5 HOURLY	2796 16.13	2866 16.54	2938 16.95	3011 17.37	3087 17.81	3164 18.25	3243 18.71	3324 19.18	3407 19.66	3579 20.65	3761 21.70	3951 22.79
17.0 HOURLY	2866 16.54	2938 16.95	3011 17.37	3087 17.81	3164 18.25	3243 18.71	3324 19.18	3407 19.66	3492 20.15	3669 21.17	3855 22.24	4050 23.36
17.5 HOURLY	2938 16.95	3011 17.37	3087 17.81	3164 18.25	3243 18.71	3324 19.18	3407 19.66	3492 20.15	3579 20.65	3761 21.70	3951 22.79	4151 23.95
18.0 HOURLY	3011 17.37	3087 17.81	3164 18.25	3243 18.71	3324 19.18	3407 19.66	3492 20.15	3579 20.65	3669 21.17	3855 22.24	4050 23.36	4255 24.55
18.5 HOURLY	3087 17.81	3164 18.25	3243 18.71	3324 19.18	3407 19.66	3492 20.15	3579 20.65	3669 21.17	3761 21.70	3951 22.79	4151 23.95	4361 25.16

Including 3.0% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 04/28/2022

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
19.0 HOURLY	3164 18.25	3243 18.71	3324 19.18	3407 19.66	3492 20.15	3579 20.65	3669 21.17	3761 21.70	3855 22.24	4050 23.36	4255 24.55	4470 25.79
19.5 HOURLY	3243 18.71	3324 19.18	3407 19.66	3492 20.15	3579 20.65	3669 21.17	3761 21.70	3855 22.24	3951 22.79	4151 23.95	4361 25.16	4582 26.43
20.0 HOURLY	3324 19.18	3407 19.66	3492 20.15	3579 20.65	3669 21.17	3761 21.70	3855 22.24	3951 22.79	4050 23.36	4255 24.55	4470 25.79	4697 27.10
20.5 HOURLY	3407 19.66	3492 20.15	3579 20.65	3669 21.17	3761 21.70	3855 22.24	3951 22.79	4050 23.36	4151 23.95	4361 25.16	4582 26.43	4814 27.77
21.0 HOURLY	3492 20.15	3579 20.65	3669 21.17	3761 21.70	3855 22.24	3951 22.79	4050 23.36	4151 23.95	4255 24.55	4470 25.79	4697 27.10	4934 28.47
21.5 HOURLY	3579 20.65	3669 21.17	3761 21.70	3855 22.24	3951 22.79	4050 23.36	4151 23.95	4255 24.55	4361 25.16	4582 26.43	4814 27.77	5058 29.18
22.0 HOURLY	3669 21.17	3761 21.70	3855 22.24	3951 22.79	4050 23.36	4151 23.95	4255 24.55	4361 25.16	4470 25.79	4697 27.10	4934 28.47	5184 29.91
22.5 HOURLY	3761 21.70	3855 22.24	3951 22.79	4050 23.36	4151 23.95	4255 24.55	4361 25.16	4470 25.79	4582 26.43	4814 27.77	5058 29.18	5314 30.66
23.0 HOURLY	3855 22.24	3951 22.79	4050 23.36	4151 23.95	4255 24.55	4361 25.16	4470 25.79	4582 26.43	4697 27.10	4934 28.47	5184 29.91	5447 31.42

Including 3.0% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 04/28/2022

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
23.5 HOURLY	3951 22.79	4050 23.36	4151 23.95	4255 24.55	4361 25.16	4470 25.79	4582 26.43	4697 27.10	4814 27.77	5058 29.18	5314 30.66	5583 32.21
24.0 HOURLY	4050 23.36	4151 23.95	4255 24.55	4361 25.16	4470 25.79	4582 26.43	4697 27.10	4814 27.77	4934 28.47	5184 29.91	5447 31.42	5722 33.01
24.5 HOURLY	4151 23.95	4255 24.55	4361 25.16	4470 25.79	4582 26.43	4697 27.10	4814 27.77	4934 28.47	5058 29.18	5314 30.66	5583 32.21	5865 33.84
25.0 HOURLY	4255 24.55	4361 25.16	4470 25.79	4582 26.43	4697 27.10	4814 27.77	4934 28.47	5058 29.18	5184 29.91	5447 31.42	5722 33.01	6012 34.68
25.5 HOURLY	4361 25.16	4470 25.79	4582 26.43	4697 27.10	4814 27.77	4934 28.47	5058 29.18	5184 29.91	5314 30.66	5583 32.21	5865 33.84	6162 35.55
26.0 HOURLY	4470 25.79	4582 26.43	4697 27.10	4814 27.77	4934 28.47	5058 29.18	5184 29.91	5314 30.66	5447 31.42	5722 33.01	6012 34.68	6316 36.44
26.5 HOURLY	4582 26.43	4697 27.10	4814 27.77	4934 28.47	5058 29.18	5184 29.91	5314 30.66	5447 31.42	5583 32.21	5865 33.84	6162 35.55	6474 37.35
27.0 HOURLY	4697 27.10	4814 27.77	4934 28.47	5058 29.18	5184 29.91	5314 30.66	5447 31.42	5583 32.21	5722 33.01	6012 34.68	6316 36.44	6636 38.29
27.5 HOURLY	4814 27.77	4934 28.47	5058 29.18	5184 29.91	5314 30.66	5447 31.42	5583 32.21	5722 33.01	5865 33.84	6162 35.55	6474 37.35	6802 39.24

Including 3.0% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 04/28/2022

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
28.0 HOURLY	4934 28.47	5058 29.18	5184 29.91	5314 30.66	5447 31.42	5583 32.21	5722 33.01	5865 33.84	6012 34.68	6316 36.44	6636 38.29	6972 40.22
28.5 HOURLY	5058 29.18	5184 29.91	5314 30.66	5447 31.42	5583 32.21	5722 33.01	5865 33.84	6012 34.68	6162 35.55	6474 37.35	6802 39.24	7146 41.23
29.0 HOURLY	5184 29.91	5314 30.66	5447 31.42	5583 32.21	5722 33.01	5865 33.84	6012 34.68	6162 35.55	6316 36.44	6636 38.29	6972 40.22	7325 42.26
29.5 HOURLY	5314 30.66	5447 31.42	5583 32.21	5722 33.01	5865 33.84	6012 34.68	6162 35.55	6316 36.44	6474 37.35	6802 39.24	7146 41.23	7508 43.32
30.0 HOURLY	5447 31.42	5583 32.21	5722 33.01	5865 33.84	6012 34.68	6162 35.55	6316 36.44	6474 37.35	6636 38.29	6972 40.22	7325 42.26	7696 44.40
30.5 HOURLY	5583 32.21	5722 33.01	5865 33.84	6012 34.68	6162 35.55	6316 36.44	6474 37.35	6636 38.29	6802 39.24	7146 41.23	7508 43.32	7888 45.51
31.0 HOURLY	5722 33.01	5865 33.84	6012 34.68	6162 35.55	6316 36.44	6474 37.35	6636 38.29	6802 39.24	6972 40.22	7325 42.26	7696 44.40	8085 46.65
31.5 HOURLY	5865 33.84	6012 34.68	6162 35.55	6316 36.44	6474 37.35	6636 38.29	6802 39.24	6972 40.22	7146 41.23	7508 43.32	7888 45.51	8288 47.81
32.0 HOURLY	6012 34.68	6162 35.55	6316 36.44	6474 37.35	6636 38.29	6802 39.24	6972 40.22	7146 41.23	7325 42.26	7696 44.40	8085 46.65	8495 49.01

Including 3.0% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 04/28/2022

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
32.5 HOURLY	6162 35.55	6316 36.44	6474 37.35	6636 38.29	6802 39.24	6972 40.22	7146 41.23	7325 42.26	7508 43.32	7888 45.51	8288 47.81	8707 50.23
33.0 HOURLY	6316 36.44	6474 37.35	6636 38.29	6802 39.24	6972 40.22	7146 41.23	7325 42.26	7508 43.32	7696 44.40	8085 46.65	8495 49.01	8925 51.49
33.5 HOURLY	6474 37.35	6636 38.29	6802 39.24	6972 40.22	7146 41.23	7325 42.26	7508 43.32	7696 44.40	7888 45.51	8288 47.81	8707 50.23	9148 52.78
34.0 HOURLY	6636 38.29	6802 39.24	6972 40.22	7146 41.23	7325 42.26	7508 43.32	7696 44.40	7888 45.51	8085 46.65	8495 49.01	8925 51.49	9377 54.10
34.5 HOURLY	6802 39.24	6972 40.22	7146 41.23	7325 42.26	7508 43.32	7696 44.40	7888 45.51	8085 46.65	8288 47.81	8707 50.23	9148 52.78	9611 55.45
35.0 HOURLY	6972 40.22	7146 41.23	7325 42.26	7508 43.32	7696 44.40	7888 45.51	8085 46.65	8288 47.81	8495 49.01	8925 51.49	9377 54.10	9851 56.83
35.5 HOURLY	7146 41.23	7325 42.26	7508 43.32	7696 44.40	7888 45.51	8085 46.65	8288 47.81	8495 49.01	8707 50.23	9148 52.78	9611 55.45	10098 58.26
36.0 HOURLY	7325 42.26	7508 43.32	7696 44.40	7888 45.51	8085 46.65	8288 47.81	8495 49.01	8707 50.23	8925 51.49	9377 54.10	9851 56.83	10350 59.71
36.5 HOURLY	7508 43.32	7696 44.40	7888 45.51	8085 46.65	8288 47.81	8495 49.01	8707 50.23	8925 51.49	9148 52.78	9611 55.45	10098 58.26	10609 61.20

Including 3.0% COLA
FOR MADERA MIGRANT/SEASONAL/CMIG, REGIONAL/EARLY/CSPP HEAD START
FRESNO MIGRANT/SEASONAL/EARLY HEAD START AND ALL OTHER PROGRAMS
REVISED 04/28/2022

RANGE #	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J 10 YRS,	STEP K 15 YRS.	STEP L 20 YRS.
37.0 HOURLY	7696 44.40	7888 45.51	8085 46.65	8288 47.81	8495 49.01	8707 50.23	8925 51.49	9148 52.78	9377 54.10	9851 56.83	10350 59.71	10874 62.74
37.5 HOURLY	7888 45.51	8085 46.65	8288 47.81	8495 49.01	8707 50.23	8925 51.49	9148 52.78	9377 54.10	9611 55.45	10098 58.26	10609 61.20	11146 64.30
38.0 HOURLY	8085 46.65	8288 47.81	8495 49.01	8707 50.23	8925 51.49	9148 52.78	9377 54.10	9611 55.45	9851 56.83	10350 59.71	10874 62.74	11425 65.91
38.5 HOURLY	8288 47.81	8495 49.01	8707 50.23	8925 51.49	9148 52.78	9377 54.10	9611 55.45	9851 56.83	10098 58.26	10609 61.20	11146 64.30	11710 67.56
39.0 HOURLY	8495 49.01	8707 50.23	8925 51.49	9148 52.78	9377 54.10	9611 55.45	9851 56.83	10098 58.26	10350 59.71	10874 62.74	11425 65.91	12003 69.25
39.5 HOURLY	8707 50.23	8925 51.49	9148 52.78	9377 54.10	9611 55.45	9851 56.83	10098 58.26	10350 59.71	10609 61.20	11146 64.30	11710 67.56	12303 70.98
40.0 HOURLY	8925 51.49	9148 52.78	9377 54.10	9611 55.45	9851 56.83	10098 58.26	10350 59.71	10609 61.20	10874 62.74	11425 65.91	12003 69.25	12611 72.75
40.5 HOURLY	9148 52.78	9377 54.10	9611 55.45	9851 56.83	10098 58.26	10350 59.71	10609 61.20	10874 62.74	11146 64.30	11710 67.56	12303 70.98	12926 74.57



Report to the Board of Directors

Agenda Item Number: E-9

Board of Director's Meeting for: October 13, 2022

Author: Cristal Sanchez

DATE: October 6, 2022

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Community Action Partnership of Madera County (CAPMC) Bylaws

I. RECOMMENDATIONS

Review and consider approving the updated agency Bylaws.

II. SUMMARY

The Agency Bylaws were reviewed and approved on June 9, 2016 during the Board of Directors regular meeting. CSBG Organizational Standard 5.3 requires that the Organization's bylaws be reviewed by an attorney within the past 5 years. Feedback was collected and discussed with the Agency's Legal Counsel for consideration and guidance. The Agency's Legal Counsel has reviewed and updated the Agency's Bylaws.

III. DISCUSSION

- A. The CAPMC Bylaws were last reviewed and approved by the Board of Directors on June 9, 2016.
- B. The CSBG Organizational Standard 5.3 required that the bylaws be reviewed by an attorney within the past 5 years.
- C. Feedback was collected and sent to the Agency's Legal Counsel for review and guidance.
- D. The Agency's Legal Counsel has updated the CAPMC Bylaws.

IV. FINANCING:

Not Applicable.

Community Action Partnership of Madera County, Inc. Bylaws



Amended and Effective as of ~~June 9~~October ,
2022,~~2016~~ Reviewed by Russell K. Ryan, Esq. –
October , ~~2022~~June 9, 2016
Approved by CAPMC Board of Directors – ~~June 9,~~
~~2016~~October , 2022 Ratified by Madera County Board of
Supervisors – August 9, 2016

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
BY-LAWS**

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ARTICLE 1: NAME

The name of this corporation is the Community Action Partnership of Madera County, Inc. (the “Agency”).

ARTICLE 2: PRINCIPAL OFFICE

The principal office for the transaction of the business of the Agency is fixed and located at 1225 Gill Avenue, Madera, California 93637. The Board of Directors (the “Board”) may at any time, or from time to time, change the location of the principal office from one location to another within Madera County.

The Board may at any time establish branch offices at any place where the Agency is qualified to do business.

ARTICLE 3: PURPOSES

Section 1. General. The Agency is a nonprofit public benefit corporation formed for charitable purposes. The Agency was initially organized by the Madera County Board of Supervisors to administer programs authorized by the federal government under the Economic Opportunities Act of 1964 to combat poverty in geographically designated areas within the County of Madera. The purposes of the Agency have expanded through the years to administer various federal and state programs, as well as privately administered charitable programs, to advocate, develop, and operate programs and services that allow individuals and families to acquire skills and knowledge, gain access to new opportunities, and achieve their full potential, with service areas now including, but not necessarily limited to, the counties of Madera, Fresno, ~~Mered~~ and Mariposa and other service areas as may be approved by the Board of Directors. A primary goal of the Agency is to eliminate poverty in all areas where it administers governmental and private charitable programs.

The Agency’s activities also include performing all things incidental to, or appropriate in, the achievement of the foregoing specific and primary purposes including helping people, changing lives, and making our community a better place to live through a variety of means including, without limitation: (a) community-wide assessments of needs and strengths, (b) comprehensive anti-poverty plans and strategies, (c) provision of a broad range of direct services including, without limitation, regional, migrant and seasonal Head Start programs as well as other preschool programs, Child Care (including the Alternative Payment Program), Victim Services (including help for survivors of rape and sexual assault), Victim and Witness Services, Domestic Violence services, programs and shelters, Supportive Housing, Energy Assistance and Weatherization (LIHEAP), the operation of a Child Advocacy Center (CAC), involvement in the Madera County Child Forensic Interview Team (CFIT); (d) mobilization of financial and non-financial resources, (e) advocacy on behalf of low-income people, and (f) partnerships with other

community- based organizations to eliminate poverty. The Agency involves the low-income populations it serves in planning, administering, and evaluating its programs.

The Agency shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of these primary charitable purposes.

The Agency shall hold and may exercise all such powers as may be conferred upon a nonprofit corporation by the laws of the State of California and as may be necessary or expedient for the administration of the affairs and the achievement of the purposes of the Agency, provided, however, that in no event shall the Agency engage in activities which are not permitted to be carried on by a corporation exempt under Internal Revenue Code § 501(c)(3) or to which contributions are deductible under Internal Revenue Code § 170 (c)(2). The Agency has obtained its “501(c)(3)” designation.

Section 2. Authorized Activities. The Agency is authorized and empowered to:

A. Buy, lease, rent or otherwise acquire, hold or use, own, enjoy, sell, exchange, lease, mortgage, deed in trust, pledge, encumber, transfer upon trust, or otherwise dispose of, any and all kinds of property, whether real, personal, or mixed, including shares of stock, or securities of other corporations, wherever situated;

B. Enter into and perform contracts, agreements, and other transactions of any description;

C. Receive, own, possess, administer, and dispose of money and property of any description, individually, in its own name, as trustee or fiduciary, jointly with others, or in any other manner;

D. To borrow money, contract debts, issue bonds, notes, debentures, and other evidences of indebtedness, and to secure the same;

E. To perform any act necessary or desirable to qualify for, or participate in any grant, program, benefits, or services available under any federal, state, or local law, or from any other person, organization, or agency; and

F. To do whatever else may be necessary or convenient in the conduct of its business to accomplish the purposes of the Agency.

ARTICLE 4: NONPARTISAN ACTIVITIES

The Agency has been formed under the provisions of the California Corporations Code applicable to non-profit corporations for the charitable purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the Agency shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Agency shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE 5: DEDICATION OF ASSETS

The properties and assets of this nonprofit corporation are irrevocably dedicated to charitable purposes. No part of the net earnings, properties or assets of the Agency on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any director or officer of the Agency. On liquidation or dissolution, all remaining properties and assets of the Agency shall be distributed and paid over to an organization dedicated to charitable purposes which has established its tax-exempt status under Internal Revenue Code § 501(c)(3).

ARTICLE 6: BOARD OF DIRECTORS

Section 1. General Powers. The Agency shall have no members. All rights which would have otherwise vested in the members shall vest in the Directors. Subject to the provisions and limitations of the California Corporations Code and any other applicable laws, the business and affairs of the Agency shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors. The Board shall primarily exercise these powers through the Executive Director.

The Board shall generally be responsible for providing policy level leadership and by monitoring and evaluating the Agency's performance.

Section 2. Number and Composition of Board of Directors.

A. Number of Directors. The authorized number of Directors shall be 15. If the number of Directors falls below 15, the Board may lawfully continue to manage the Agency, but must act with due speed to select new Directors in accordance with the procedures set forth below so that the number of directors returns to 15. In no event shall the number of Directors be less than 9.

B. Board Structure and Composition. Pursuant to the Head Start Act, one or more of the Directors must meet the following requirements: (a) have a

background and expertise in fiscal management or accounting; (b) have a background in early childhood education and development; and (c) be a licensed attorney who is familiar with issues that come before the governing body. As detailed below, the Agency will also use its reasonable best efforts to appoint Directors who: (a) reflect the communities being served and include parents of children who are currently, or were formerly, enrolled in Head Start Programs; and (b) are selected for their have expertise in education, business administration or community affairs, including parents of children currently or formerly involved in the Head Start programs. Exceptions shall be made to the above for members of the Board when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment. If a person described above in subsections (a), (b) and (c) is not available to serve as a member of the Board, the Agency shall use a consultant or another individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the Agency.~~To the extent the other directors do not possess such backgrounds or qualifications, the Agency will use its best efforts to appoint Directors who meet these qualifications. If these qualifications cannot be met, and as permitted by Head Start Regulations, the Board may use consultants or other qualified individuals with relevant expertise to work with the Board as needed, such as the retention of a licensed attorney familiar with the issues that come before the Agency,~~ particularly as they relate to the Head Start Program. As of the approval of these amended bylaws, the Agency has for nearly more than 230 years retained the services of an attorney licensed to practice law with significant expertise and familiarity with issues that come before the Agency, and a particularly familiarity with the Head Start Program.

Commented [RKR1]: I revised this language to precisely track Section 642(c)(1)(B)(v).

The Board has a tripartite structure designed to promote the participation of the entire community in the reduction or elimination of poverty. This structure is a critical element differentiating community action agencies from other community based organizations, and is constituted as follows:

1. Public Officials. One-third of the Directors shall be elected public officials or their designated representatives, which must likewise be members of the same elected body, holding office on the date of selection.
2. Target Area Directors. One-third of the Directors shall be chosen in accordance with democratic selection procedures adequate to ensure that these Directors reside and are representative of the low-income individuals and families in five target areas located in Madera County and identified as follows: (a) Eastside/Parksdale; (b) Monroe/Washington; (c) Central Madera/Alpha; (d) Fairmead/Chowchilla; and (e) Eastern Madera County. These target areas may be revised by a majority vote of the Board based on the most recent census data without the requirement of further amendment of these bylaws.
3. Private Sector Directors. Private Sector Directors should reflect the communities to be served and, where possible, include parents of children who are currently, or were formerly, enrolled in Head Start programs and are selected for their

expertise in education, business administration, or community affairs. These Directors may (but are not required to) be officials or members of business, industry, labor, religious, or other major groups and interests in the community having specific low-income problems. Any Director selected from a private organization or group must be designated and authorized to speak and act on behalf of the organization represented.

4. Head Start Policy Group Member. One of the designated Private Sectors shall be a member from one of the three Head Start Programs under the auspices of Community Action Partnership of Madera County shall hold a seat on the Board of Directors. Refer to paragraph D (3) of this section for selection process.

C. Fees and Compensation. Directors may not receive any compensation for their services as such, but may receive reasonable reimbursement of expenses as may be fixed or determined by vote or resolution of the Board and re-affirmed annually in a reimbursement policy adopted by the Board. Expenses are limited to child care costs, lost wages, and/or mileage incurred by Target Area Directors and Policy Council/Policy Committee Directors (as defined below) for attendance at Board and Committee meetings or acting in an official capacity as a member of the Board of Directors may be reimbursed in accordance with Community Service Block Grant provisions and regulations so that such Directors are afforded every opportunity to fully participate in Board activities. Directors seeking reimbursement shall submit the appropriate reimbursement application along with proper documentation to the Assistant to the Executive Director or designee.

D. Selection of Directors

1. Public Officials. The power to name public officials and/or public entities to the Board is vested exclusively in the Madera County Board of Supervisors, also known herein as the “Designating Officials.” The Designating Officials shall select the elected public officials to serve on the Agency’s Board, or designate a public entity to select the elected public official representing such entity. The Designating Officials may appoint public officials to serve on the Board only if there are insufficient elected public officials available and willing to serve. As of the date of approval of these amended bylaws, the Designating Officials have selected Madera City Council, Chowchilla City Council, Madera County Department of Social Services, and Madera Unified School District as the designated public entities to each select one elected public official as a Director of the Agency. The Designating Officials may revise its method of selecting public officials to serve as Directors on their own motion or upon a petition by the Agency’s Board of Directors.

(a) Notwithstanding anything to the contrary in Section D(1) of these bylaws, the Madera County Board of Supervisors must at all times keep one of its members as a Director, who will be charged with the responsibility of regularly reporting back to the Board of Supervisors on all Agency business and transactions.

(b) The Madera City Council and Chowchilla City Council shall each appoint one of its members to serve as a Director.

(c) The Designating Officials shall appoint the Director to represent the Madera County Department of Social Services.

(d) The Madera Unified School District Board of Trustees shall appoint to serve as a Director one of its members, ~~or~~ a high-ranking administrative employee of the district to serve as a Director, or a retiree of the district who previously served as a high-ranking administrative employee.

(e) Each public official selected to serve on the Board may choose one permanent representative to serve either full time in his place or whenever he/she is unable to attend a meeting. These representatives must be from the same elected body as the respective Board member, and the alternative may not themselves select another alternate unless the alternate is also an elected member of the same body.

2. Target Area Directors. Directors from target areas should be representative of the proportion of the number of low-income persons in the target area represented as compared to the number of poor persons in other target areas. Representatives are to be elected from the designated target areas in which poverty is concentrated. The Board will review the designated target areas every five years to ensure adequate representation of low-income residents. There will be at least one duly-elected representative from the five target areas served by the Agency. These areas are composed of approximately equal numbers of low-income persons.

<u>AREA:</u>	<u>CENSUS TRACT:</u>
Eastside/Parksdale	5.08/9.00
Monroe/Washington	6.01/6.02
Central Madera/ Alpha	5.02/8.00
Fairmead/Chowchilla	2.00/3.00
Eastern Madera County	1.02/1.04/1.05

These Directors shall be elected by democratic procedures which ensure maximum feasible participation of the poor in each of the above target areas. The official election plan contained in Appendix A attached hereto and incorporated by reference as though fully set forth herein. Each Target Area Director may select an alternate to attend Board meetings and vote in that Director's place when the Target Area Director is unable to attend a meeting. The alternate must reside in the Target Area being represented. An alternate may serve for only one Target Area Director.

3. Private Sector Directors. As noted above, Private Sector Directors should reflect the community and have expertise in education, business administration or community affairs. These Directors may be officials or members of business, industry, labor, religious, or other major groups and interests in the community having focus on or in sympathy with one or more of the goals and purposes of the Economic Opportunity Act of 1964.. Any Director selected from a private organization or group must be designated to speak and act on behalf of the organization represented. One of the five private sector seats is designated for a Head Start parent from one of the three Policy Groups representing the Head Start Programs operated by CAPMC. (See sub-paragraph 3(c) for selection process.)

(a) Private Sector Director Alternate. Each Private Sector Director may select an alternate to attend Board meetings and vote in that Director's place when the Private Sector Director is unable to attend a meeting. The alternate shall be a member of the group being represented.

(b) Selection of Organization(s). In selecting organizations to be represented, the Board shall consider the existing program goals of the Agency and the ability of ~~the organization~~the Agency to be a resource in achieving those goals. When a vacancy exists, notification will normally be mailed to appropriate organizations and announced in the local media soliciting written applications for representation. In the event there are more organizations willing to serve than there are seats available, the Board shall periodically review the current groups/organizations to ensure they still reflect the needs of the community, and rotate seats in this sector, as necessary, among the eligible organizations, taking into consideration the Agency's program needs, etc. Any private community agency or any low-income representative groups which feels inadequately represented may petition the Board for representation. Each group seeking to petition the Board must have a membership of sufficient size to evidence substantial community support. Each petition shall include no less than thirty (30) signatures and shall be accompanied by the petitioner's articles of incorporation (if any), by-laws, minutes, and other records identifying the petitioning group as a recognized, bona fide organization in sympathy with the goals and purposes of the Economic Opportunity Act of 1964. If the Board determines, after hearing the petition, that the petitioning group should be seated, the composition of the Board may be required to change in order to maintain compliance with the Board composition requirements contained herein and as set forth in the Head Start Act. Whether the petition is approved or not, a written statement shall be prepared which sets forth reasons supporting the action taken. A copy of this statement shall be promptly submitted to the State DEO Office.

(c) Head Start Policy Group Member. The Executive Committee of the Board shall solicit interested applicants from the three policy groups, meet with the candidates and select the representative and alternate. Preference will be given to availability of the applicant to regularly attend meetings throughout the year; and if possible, to rotate the seat to ensure all policy groups have an opportunity to serve. The representative to serve on the Board must be approved by the Policy Group. Appointments are for a one-year term only. If the child of the Policy Group representative leaves the Head Start program, the representative will no longer be a member of the Policy Group, and therefore, will no longer be a representative on the Board.

Section 3. Term of Office

A. Public Officials. Directors who are public officials, or their representatives, serve at the pleasure of the Designating Officials subject to the condition that public official remains in his or her elected office while serving as a Director.

B. Target Area Directors. Target Area Directors shall serve a maximum of two consecutive five-year terms. Thirty days prior to the completion of the first five-year term, the member must reaffirm his/her desire to serve the second five-year term in writing to the Board Chairperson. In no event shall a Target Area Director serve more than a total of ten years as a Director, but may continue to serve thereafter as an alternate. Time serving as an alternate is not considered time served as a Director.

C. Private Sector Directors. Private Sector Directors shall serve a maximum of two consecutive five-year terms. Thirty days prior to the completion of the first five-year term, the member must reaffirm his/her desire to serve the second five-year term in writing to the Board Chairperson. The initial and subsequent appointment of a Private Sector Director is at the sole discretion and approval of the Board. In no event shall a Private Sector Director serve more than a total of ten years as a Director, but may continue to serve thereafter as an alternate. Notwithstanding the above, the term of office for the Private Sector Director elected or appointed to represent the Head Start Policy Group is one year. In no event shall a Head Start Policy Group Private Sector Director serve more than a five consecutive years as a Director, but may continue to serve thereafter as an alternate.

D. Term of Office for Alternates. The provisions of this Section 3 shall not apply to alternates. Service as an alternate Board member will not be

considered as time served as a principal representative Board member. However, a former principal Board member who has completed ten years of service shall have the opportunity to serve as an alternate, but not again as a principal board member.

Section 4. Removal of Directors. A Director may be removed for cause on a two-thirds majority vote by the Board as follows:

A. Public Officials. Public officials may be removed only by the Designating Officials. The Board may petition the Designating Officials to remove a public official, or petition a public official to remove a representative, for any of the reasons set forth in this section, but at all times the final decision shall be made by the Designating Officials.

B. Target Area Directors. In removing a Target Area Director, the Director proposed to be removed will be notified in writing of the intent to remove, and the grounds, including all relevant information that may be applicable to the proposed removal. The Director shall have thirty days to respond in writing or appear before the Board and provide a response before the Board will make a final decision regarding removal.

C. Private Sector Directors. In removing a Private Sector Director, the Director proposed to be removed will be notified in writing of the intent to remove, and the grounds, including all relevant information that may be applicable to the proposed removal. The Director shall have thirty days to respond in writing or appear before the Board and provide a response before the Board will make a final decision regarding removal.

1. Head Start Policy Group Member. In removing a Director representing the Head Start Policy Group, the Policy Group will be notified in writing of the intent to remove the Director, and the grounds, including all relevant information that may be applicable to the proposed removal. The Head Start Policy Group shall have thirty days to respond in writing or appear before the Board and provide a response before the Board will make a final decision regarding removal. In addition, at any time, the Head Start Policy Group may remove the Director selected by the Policy Group and notify the Board, in writing, of the removal and its selection of a replacement Director.

D. Reasons for Removal. The following constitute reasons for the removal of a Director: (1) a change of residence to an area outside the geographic area represented (applicable to Target Area and Private Sector Directors); (2) absence of the Director or Director's alternate from 50% or more of regularly scheduled meetings within a twelve month period; (3) the Director has been declared of unsound mind by a

final order of court; (4) the Director has been convicted of a felony; (5) the Director has been found by a final order or judgment of any court to have breached duties imposed by Corporations Code § 5230 *et seq.* on directors who perform functions with respect to assets held in charitable trust; (6) an unresolved or improper conflict of interest as defined in these bylaws; or (7) involvement in activities considered harmful or detrimental to, or against the best interests of, the Agency as determined in the sole and absolute discretion of the Board of Directors.

Section 5. Resignation from Board. Except as provided herein, any Director may resign by giving written notice to the Chairperson or Secretary/Treasurer of the Board or the Agency's Executive Director. The resignation shall be effective when the notice is given unless it specifies a later date for the resignation to become effective. If a Director's resignation is effective at a later date, the Board may select a successor to take office as of the date when the resignation becomes effective. If a public official resigns from the Board, then the Agency will request in writing for the Designating Officials or their designee to appoint another Director.

Section 6. Vacancy on the Board. A vacancy on the Board shall occur in the event of the death, resignation or removal of a Director. Vacancies on the Board shall be filled as follows:

A. Public Officials. If a Public Official Director position becomes vacant, the Board will ask the Designating Officials to fill the vacancy.

B. Target Area Directors. If a Target Area Director position becomes vacant, the alternate will serve the remaining unexpired term of that Director. If the alternate is unwilling or unable to serve the remaining unexpired term, the Board will follow the democratic procedures set forth in Appendix A as expeditiously as possible to elect another Director for that target area.

C. Private Sector Directors. If a Private Sector Director position becomes vacant, the Board will strive to appoint another Director that will, to the extent possible and feasible, represent the interests that were being previously represented by the Director who vacated the position and/or meets the qualifications imposed on the Board composition by the Head Start Act.

D. Head Start Policy Group Private Sector Director. If a Head Start Policy Group Private Sector Director position becomes vacant, the Board will follow the procedure outlined in Article 6, Section D, sub paragraph 3(c) of these by-laws to fill the vacancy.

ARTICLE 7: MEETINGS

Section 1. General Meetings. Regular meetings of the Board will normally be held on the second Thursday of each month unless the Board fixes another date and time. Prior to the end of each calendar year, dates for Board meetings will be scheduled for the following calendar year and distributed to the Directors. The Board will use its best efforts to maintain those dates as Board 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 Board 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. In addition, the Robert’s Rules of Order shall be the governing rules for all Board and committee meetings.

Section 2. Special Meetings. Special meetings of the Board 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 Board may be called by the Chairperson of the Board or by any two Directors. A call for a special meeting will state the business to be addressed by the Board at the special meeting in the form of agenda items. Every member of the Board 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, and only those items for which the special meeting was called may be deliberated and action taken.

Section 3. Special Meetings – Executive Committee. When a need for a special meeting arises, the Assistant to the Agency’s Executive Director will determine with the Board Chairperson if an Executive Committee meeting rather than a full Board 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 Directors will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Board is established, the meeting would then become a special meeting of the Board.

Section 4. Place of Meetings. Meetings of the Board shall generally be held at the Agency’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 Board so long as proper notice of such meetings is published as required by the Brown Act. Nothing in these bylaws is intended to prohibit

the Board from meeting in closed session 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 5. Meetings/Participation by Teleconference. Should circumstances arise that the Board believes it is the best interests of the Agency to conduct any meeting by videoconference or teleconference and forego the Brown Act's agenda posting requiring the identity of and public access to each teleconference location and quorum requirements for teleconferencing, the Board shall do the following:

A. Give timely notice of the meeting and post agendas as required by the Brown Act;

B. Make a finding at the meeting that the Board has considered the state of emergency circumstances and finds that (i) a state of emergency directly impacts the ability of the directors to meet safely in person; or (ii) that state or local officials have or continue to impose or recommend measures to promote social distancing.

C. Allow members of the public to access the meeting and directly address the Board as provided by Government Code Section 54954.3. Each meeting agenda shall provide notice of the means by which the public may access the meeting and offer public comment. The meeting agenda shall identify and include an opportunity for all persons to attend via a call-in option OR an internet-based service option;

D. The Board shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the Board;

E. In the event of a service disruption that prevents broadcasting the meeting or in the event of a disruption within the Board's control that prevents public comment for members of the public using the call-in option or internet-based option, the Board shall stop the meeting and take no further action on agenda items until public access is restored. The Board acknowledges that actions taken on agenda items during a disruption may be subject to challenge pursuant to Government Code Section 54960.1.

Section 65. General Notice Requirements. All notices and agendas of meetings shall comply with the Brown Act and specify the place, date, and hour of the meeting as well as all matters of business to be considered by the Board. Written notification of regular Board or Committee meetings shall be made by mail or other

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electronic forms that gives actual notice of the meeting to the Directors at least five days in advance of the meeting. The Board secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 76. Action at a Meeting. Presence of a majority of the directors then in office at a meeting of the Board 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 directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number, or the same number after disqualifying one or more directors from voting, is required by the Articles of Incorporation, these bylaws, or the provisions of the California Corporations Code applicable to the Agency. Directors may not vote by proxy but their alternates may vote in their place and stead.

Section 87. Adjournment. A majority of the directors 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 98. Meeting Minutes. Records of all actions of the Board (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 Board. Closed session minutes will be kept separately from the regular minutes and kept confidential. The Agency's Assistant to the Executive Director will be the custodian of the minutes. However, it is vital that all members of the Board and the Executive Director be able to fully participate in the discussions and deliberations, so minutes will be recorded on tape during each meeting by a member of the Agency's clerical staff or by a volunteer, not by a member of the Board or by the Executive Director. Minutes are stored on the Agency's computer network for review when necessary or requested. The tape recordings are available for public review. Recordings will be kept for 12 months, and then deleted. Minute orders for each item and Action Summary Minutes will be distributed no fewer than five days in advance of the next meeting, except for closed session minutes, which will be distributed during closed session and stored separately from regular meeting minutes. The written

official Minute Orders detailing the specific actions and vote shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

ARTICLE 8: BOARD OF DIRECTORS – DUTIES AND RESPONSIBILITIES

Section 1. General Duties. The Directors have the following general duties and responsibilities:

A. To jointly participate with the Madera County Board of Supervisors in hiring and evaluating the Executive Director.

B. To employ other executive, administrative, and professional employees, to prescribe such powers and duties for Agency employees as may be consistent with the law, the Articles of Incorporation, the Head Start Act and these bylaws, to fix their compensation, and to dismiss them as provided for in the Agency’s rules and regulations, which shall be conducted through the Executive Director, but for which the Board shall have the final authority.

C. To conduct, manage, and control the affairs and business of the Agency through the Executive Director, and to make rules and regulations consistent with the law, the Articles of Incorporation, or these bylaws. The Executive Director shall have charge of the business of the Agency under the direction of the Board.

D. To establish a fiscal and accounting system which shall be adequate for the requirements of the Agency, and to require proper records to be maintained of all business transactions.

E. To secure the services of a certified public accountant, who shall make a careful audit of the books and accounts of the Agency, and render a report, in writing, thereon which shall be submitted to the members of the Board. This report shall conform to the standards outlined in these bylaws and generally accepted accounting principles (“GAAP”) as provided in the Financial Accounting Standards applicable to organizations such as the Agency.

F. To select one or more banks to acts as depositories of the funds of the Agency, and to determine the manner of receiving, depositing, and disbursing the funds for the Agency, and the form of checks and the persons by whom they shall be signed, with the power to change such banks and the persons authorized to sign such checks and the form thereof at will.

G. To record these bylaws, together with any amendments thereto, in a book which shall be kept in the principal office of the Agency.

H. To delegate these duties and powers to such persons as the Board shall deem capable of assuming such powers and duties, so long as it is not inconsistent with these bylaws or the Articles of Incorporation.

I. To accept on behalf of the Agency, any gifts, legacies, bequests, bequeaths, donations, or contributions of any amount and any form, upon such terms and conditions acceptable to the Board.

J. To require to be maintained adequate and correct accounts, books, and records of the business and properties of the Agency, such books, records, and accounts to be kept at the principal office of the Agency.

K. To cause to be kept minutes of all of its meeting including, without limitation, its monthly meetings and the its Annual Meetings (which takes place in October). The requirement includes (October) and of meetings of the Board (including keeping meetings of closed sessions (-which minutes shall be kept and maintained separately from other meeting minutes) and not subject to public inspection), and of committees having any of the authority of the Board, with all such minutes to be kept in books provided for this purpose at the principal office of the Agency.

K-L. To ensure that all communications by and among the Board members—and by Board members to Agency employees and the public—be professional, courteous, consistent with the important duties and responsibilities discharged by the Board, and in a manner designed to safeguard the public’s trust in the Agency.

L-M. To dissolve the Agency in accordance with these bylaws and state law.

M-N. Such other powers as may be necessary and proper to conduct, control and manage the business and affairs of the Agency, unless prohibited or restricted by law or by these bylaws or Articles of Incorporation.

Section 2. Specific Duties. The Board shall have the following specific duties and responsibilities:

A. Planning.

1. Set and review the Agency’s mission, ~~and~~ philosophy, vision and promise;
2. Establish the Agency’s short and long range goals; including the development of a multi-year (generally 3-5 years) development plan(s) three-

- 3. ~~year strategic plan;~~ Regularly evaluate the Agency's programs and operations;
- ~~B-~~ Assist in Head Start planning with the Policy Council and Policy Committee in accordance with the shared governance procedures as defined in the Head Start Act:
 - 4.

C.B. Finance

1. Ensure financial accountability of the ~~Agency-organization~~ as may be required by state and federal law in accordance with GAAP and Financial Accounting Standards;
2. Oversee budget development, review and approval;
3. Raise funds and/or ensure that adequate funds are raised to support the Agency's policies and programs;
4. Review compensation of the Executive Director and Chief Financial Officer; and
- 4.5. Review and approve all policies relating to finance and the financial accountability of the Agency such as the Agency's Financial Manual.

D.C. Public policy/Advocacy

1. Advocating for legislation, policies, systems, services and funding for items important to the community, especially those highlighted in the Legislative Agenda.
2. Convening groups and individuals in the community to strategize on behalf of imperative issues.
3. Organizing training opportunities for partner agencies to learn about the legislative process and how to advocate for their clients.
4. Formulating a legislative agenda every two years that highlights key community issues.
5. Hosting legislative forums for community stakeholders to learn about issues of concern.
6. Publishing policy updates that provide advocacy tips and information on current legislative news, upcoming community events, and committee hearings on a wide range of topics.

E.D. Community Relations

1. Ensure the Agency's programs and services appropriately address community needs;
2. Market the Agency's services and programs;
3. Maintain ongoing public relations;
4. Cooperative activity with other agencies, groups and programs;

F.E. Operations

1. Ensure the Agency's administrative systems are

adequate and appropriate;

2. Ensure the Board's operations are adequate and appropriate;
3. Ensure ~~the organization~~the Agency and its Directors meet all applicable legal requirements;
4. Ensure shared decision-making occurs with all Head Start policy groups as defined by the Head Start Act;
5. Participate in joint training sessions with the Policy Council;

G.F. Human Resources

1. Hiring, supervising, conducting performance evaluations of the Executive Director, and where appropriation, making decisions regarding the hiring and termination of employment of Executive Director;
2. Oversee, review, approve and implement Agency personnel policies, practices and procedures;
3. Review the scope and plans of orientation and training for members of the Board;
4. Oversee and establish policies and procedures for volunteer involvement;

G. Evaluation

1. Evaluate the performance of the Executive Director;
2. Evaluate the salaries of the Executive Director and Chief Financial Officer, and establish an objective process for evaluating the compensation of the Executive Director, including a salary study appropriate under the circumstances;
3. Evaluate program performance per contracts;
4. Evaluate the Agency's success in meeting community needs;
5. Evaluate the implementation/progress of the Agency's Strategic Plan;
6. Participate in the annual Head Start self-assessment;
7. Monitor all Agency programs.

Section 3. Head Start Duties. In accordance with the Head Start Act, the Board has the following specific duties and responsibilities with regard to the Head Start programs operated by the Agency:

A. Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of federal funds and ensuring compliance with federal, state and local laws and regulations;

~~A.~~

B. Adopt practices that assure active, independent and informed governance of the Head Start Agency including practices consistent with the Head Start Act (including, without limitation, 642(d)(1)) and full participation in the development, planning and evaluation of Head Start programs administered by the Agency;

Commented [RKR2]: The following additions are made to specifically track the most recent language of the Head Start Act, specifically Section 642.

C. Ensure compliance with federal laws (including regulations) and applicable ~~and~~ state, tribal and local laws (including and regulations) that are in any way related to the operation of Head Start programs;

D. Select delegate agencies and service areas for such agencies as may be applicable and appropriate;

E. Establish procedures and criteria for recruitment, selection and enrollment of children in the Head Start programs;

F. Review all applications for funding and amendments to applications for funding for the Agency's Head Start programs;

G. Establish procedures and guidelines for accessing and collecting information in regards to program planning, policies and Head Start agency operations as defined in the Head Start Act.

H. Review and approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in carrying out the programmatic and fiscal provisions of the Agency's grant application(s), including implementation of ~~any necessary or suggested~~ corrective actions, and personnel policies regarding the hiring, evaluation, termination and compensation of Agency employees;

I. Develop ~~and implement~~ procedures for the selection of members of policy councils and policy committees;

J. Approve all financial management, accounting, reporting policies, and compliance with laws and regulations relating to financial statements, including the: (a) approval of all legal and regulatory compliance with regard to financial matters relating to Head Start operations, including approval of all major financial expenditures of the Agency; (b), annual approval of the operating budget of the Agency; (c) -selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the Agency; and (d) of independent auditors, and monitoring of the Agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;

K. Review results from program monitoring conducted

under Section 641A(c) of the Head Start Act, including appropriate follow-up activities;

Approving all 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 Financial Officer, and any other person in an equivalent position with the Agency. ~~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));~~

~~K.L. 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 Board is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section except as may otherwise be voted on by the Board. (Head Start Act Section 642(c)(1)(E)(iv)(IX))

~~L.M. Establish, adopt and update written standards of conduct establishing standards and formal procedures for disclosing, addressing, and resolving any conflict of interest, any appearance of a conflict of interest, actual or potential conflicts of interest by Agency Directors, officers, and employees, consultants and agents who provide services or furnish goods to the Agency and the implementation of procedures to investigate complaints of inappropriate conduct; and~~

~~M.N. To the extent practicable and appropriate, at the discretion of the Agency. As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of Agency Head Start programs.~~

Section 4. Duty of Loyalty/Standard of Care. All members of the Board of Directors have a legal duty of loyalty to the corporation. A Director shall perform the duties of a Director, including duties as a member of any committee of the Board on which the Director may serve, in good faith, in a manner such Director believes to be in the best interest of this Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances. In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

A. One or more officers or employees of the Corporation whom the Director believes to be reliable and competent in the matters presented;

B. Legal counsel, independent accountants or other persons as to matters which the Director believes to be within such person's professional or expert competence; or

C. A committee of the Board upon which the Director does not serve, as to matters within its designated authority, which committee the Director believes to merit confidence, so long as in any such case, the Director acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Section 5. No Personal Liability. Except as provided otherwise in these bylaws, a person who performs the duties of a Director in accordance with the above

| shall have no liability based upon any failure or alleged failure to discharge that person's

obligations as a Director, including, without limiting the generality of the foregoing, any actions or omissions which exceed or defeat a public or charitable purpose to which a Corporation, or assets held by it, are dedicated. No member of the Board has the ability or authority to enter into contracts for the Corporation or encumber corporate property without the approval of the Board as required by these bylaws.

Section 6. Loans. The Agency may not lend any money or property to, or guarantee the obligation of, a Director or officer; provided however that the Agency may advance money to a Director or officer of the Agency for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Director or officer would otherwise be entitled to reimbursement for such expenses by the Agency. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Executive Director within ten days of the actual expenditure.

Section 7. Self-Dealing Transactions. Except as approved below, the Board shall not approve a self-dealing transaction. A self-dealing transaction is one to which the Corporation is a party and in which one or more of the Directors has a material financial interest or a transaction between this Corporation and any person (other than a California nonprofit public benefit Corporation) in which one or more of the Directors is a Director or between this Corporation and any person in which one or more of its Directors has a material financial interest. A Director shall not be deemed to have a “material financial interest” in a contract or transaction that implements a charitable program of this Corporation solely because the contract or transaction results in a benefit to a Director or his or her family by virtue of their membership in the class of persons intended to be benefited by the charitable program, as long as the contract or transaction is approved or authorized by the Corporation in good faith and without unjustified favoritism.

Section 8. Approval of Self-Dealing Transactions. As provided for in California Corporations Code Section 5233, the Board of Directors may approve a self-dealing transaction if the Board determines that the transaction is in the best interests of, and is fair and reasonable to, this Corporation and, after reasonable investigation under the circumstances, determines that this Corporation could not have obtained a more advantageous arrangement with reasonable effort under the circumstances. Such determinations must be made by the Board, in good faith, with knowledge of the material facts concerning the transaction and the Director’s interest in the transaction, and by a vote of the majority of the Directors then in office, provided that a quorum is present, without counting the vote of the interested Director or Directors. The interested Director shall not participate in any deliberations with respect to the proposed transaction and shall not be present during the vote on any such proposed transaction.

ARTICLE 9: OFFICERS

Section 1. Officers of the Board. The officers of the Board shall consist of a Chairperson, Vice Chairperson, and Secretary/Treasurer, and such other officers as the Board may designate by resolution. In addition to the duties specified in this Article, officers shall perform all other duties customarily incident to their office and such other duties as may be required by law, or by these bylaws, subject to control of the Board, and shall perform such additional duties as the Board shall from time to time assign.

Section 2. Selection of Officers. Officers shall be elected by majority vote of the Board for a two-year term. These elections will take place in October of every even-numbered year. An officer may serve a maximum of four consecutive years in the same position. A Director may serve in the same officer position again after two years of not serving in that officer position. Notwithstanding the foregoing, any officer may be removed with or without cause by the Board at any time. Any officer may resign at any time by giving written notice to one or more of the following: the Board, the Chairperson of the Board, the Executive Director or the Board Secretary. Any resignation shall take effect on the date of the receipt of such notice or at any later time specified in the resignation and, unless otherwise specified in the resignation, the acceptance of the resignation shall not be necessary to make it effective. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular appointments to that office.

Section 3. Responsibilities of Officers.

A. Chairperson. The Chairperson of the Board shall, when present, preside at all meetings of the Board and the Executive Committee, of which the Chairperson is a member. The Chairperson is also responsible for the appointment of Directors to committees. The Chairperson is authorized to execute in the name of the Agency all contracts and other documents authorized either generally or specifically by the Board to be executed by the Agency jointly with the Executive Director, except when by law the signature of the Executive Director is required, or the office of Executive Director is vacant. In situations where the Executive Director is vacant, contracts executed by the Chairperson must also be executed by the Board Secretary or at least one other member of the Board.

B. Vice Chairperson. The Vice Chairperson shall, in the absence of the Chairperson, or in the event of his or her inability or refusal to act, perform all the duties of the Chairperson, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the Chairperson.

C. Secretary/Treasurer. The Secretary/Treasurer shall act as secretary of all the meetings of the Board, and shall keep, or cause to be kept, the minutes

of all such meetings in books proposed for that purpose. He or she shall attend to the giving and serving of all notices of the Agency and ensure that the minutes, notices and other publications are at all times in compliance with the Brown Act. He or she shall also work with the Chief Financial Officer to keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Agency, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily including in financial statements.

B. Alternates. Alternates may not serve as officers on the Board.

ARTICLE 10: COMMITTEES

Section 1. Committees of Directors. There are four standing committees of the Board: Executive, Nominating, Finance and Personnel Committees. In addition, the Board may by resolution designate additional committees to exercise a portion of the authority of the Board or in these bylaws. Each such committee shall consist of a number which is divisible by three and shall include one-third public officials, one-third Target Area Directors, and one-third Private Sector Directors. The Board may designate one or more alternate members of any committee, who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires a majority Board vote. The Board may also designate one or more advisory committees that do not have the authority of the Board. However, no committee, regardless of Board resolution, may:

A. Approve any action that, under the provisions of the California Corporations Code that applies to the Agency, the Articles of Incorporation or these bylaws, also requires approval of a majority of the Board.

B. Fill vacancies on the Board or in any committee that has the authority of the Board.

C. Amend or repeal the articles of incorporation or bylaws or adopt new bylaws.

D. Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable.

E. Appoint any other committees of the Board or the members of such committees.

F. Approve a plan of merger; consolidation; voluntary dissolution; bankruptcy or reorganization; or for the sale, lease, or exchange of all or

substantially all of the property and assets of the Agency otherwise than in the usual and regular course of its business; or revoke any such plan

G. Approve any self-dealing transaction, except as provided by California Corporations Code § 5233 and detailed above.

No committee or individual Director shall bind the Agency in a contract or agreement or expend corporate funds, unless expressly authorized to do so by the Board.

Section 2. Executive Committee. The Executive Committee shall be composed of the Board officers and three other Directors who are elected in October of every even-numbered year by the Board. There will be no limit on the number of terms served by non-officers on the Executive Committee.

A. Executive Committee - Interim Matters. The Executive Committee is empowered to act on interim matters which cannot wait until the next regularly scheduled Board meeting unless the matter requires consideration and approval by the entire Board.

B. Executive Committee - Delegation of Duties. The Board delegates the following duties with full authority to the Executive Committee:

1. Perform all functions delegated to the committee by the Board;
2. Act in the place and stead of the Board in emergency situations, when there are limited number of agenda items for a regular meeting of the Board, or when a quorum of Directors cannot be established for a regular meeting.
3. Review and approve monthly financial statements.

C. Executive Committee Schedule. The Executive Committee shall meet as necessary. Meetings may be called by the Chairperson or at the request of a majority of the members of the Executive Committee.

D. Quorum. A quorum for any meeting of the Executive Committee shall be fifty percent of the total membership of the Committee.

Section 3. Nominating Committee. The Nominating Committee shall consist of six Directors, nominated and elected no later than the September Board meeting of every even-numbered year by the Board. The Committee Chairperson shall be appointed by the Board Chairperson from among these six Directors. The Nominating Committee shall have the following duties:

- A. Prepare a slate of nominations for the Board officers and members of the Executive Committee, with nominations provided by the Directors.
- B. Mail the slate of nominations to all Directors at least five days in advance of the October meeting.
- C. Submit to the Board nominations to fill interim vacancies in any elective positions.
- D. Serve as the election board for the bi-annual election at the October meeting of the Agency.

Section 4. Finance Committee. The Finance Committee shall consist of four Directors appointed by the Chairperson at the October Board meeting of every even-numbered year. One member of the Finance Committee must be a member of the Madera County Board of Supervisors and one member must have finance or banking background. If there is no such individual on the Board that has the requisite background, the Agency may retain a consultant to serve on the committee. The Finance Committee shall meet with the Agency's Executive Director and Chief Financial Officer to ensure ~~the~~ the Agency organization is in sound financial health, the Agency's assets are protected, and the Agency's resources are used appropriately. In addition, the committee shall have the following duties:

- A. Assisting the Board in understanding the agency's financial position and all financial reports provided to the Board;
- B. Meet on at least a quarterly basis and as necessary:
 - 1. Review all Agency financial reports and information for consistency, accuracy and completeness;
 - 2. Review the financial statements to ensure they are concise and presented in accordance with GAAP;
 - 3. Compare and review actual expenditures to budgeted expenditures;
 - 4. Review the Agency's current ratio of assets to liabilities;
 - 5. Review and make recommendations to the Board regarding the salaries and proposed increases of Executive Director and Chief Financial Officer, unless the proposed increases are adjustments generally applicable to all

employees, such as cost-of-living adjustments;

6. Annually review the Agency's Form 990 prior to submission to the Internal Revenue Service;

7. Select an auditor and ensure the annual audit is completed and any deficiencies noted corrected; and

8. Review other financial matters as necessary.

Section 5. Personnel Committee. The Personnel Committee shall consist of three Directors. A maximum of three directors may also be appointed to the Committee as alternates. The Personnel Committee shall meet as needed and shall have the following duties:

A. Screen and interview applications for ~~executive-level~~ management level positions;

Commented [CS3]: Executive Team?
Not currently done for program managers.
MM

B. Review personnel policies, practices and procedures which come before the Board, including policy and procedure guidelines for delegate agencies to the Agency, and develop recommendations to the Board for resolution;

C. Review position descriptions developed by the Agency for the appropriateness of duties, qualifications and compensation range; recommend approval/revision of each description to the Board;

~~D. Review, for the Board, the scope and content of plans for mandatory staff training relating to required job standards established by Board action; recommend modifications to the Board as the Committee may deem necessary; and~~

Commented [CS4]: Not happening. Should we remove?
MM
Check with HS Performance Standards before removing.

E.D. Review, for the Board, the scope and content of plans for orientation and training of Directors in their membership functions and responsibilities, including their roles on committees of the Board; recommend modifications to the Board as may be necessary.

Section 6. Committee Meetings. Board committee meetings shall be governed by, held, and taken under the provisions of these bylaws concerning meetings and other Board actions, except that the time for general meeting of such committees and the calling of special meetings of such committees may be set by Board resolution or, if none, by direction of the committee. Minutes of each meeting shall be kept and maintained with the corporate records.

Section 7: Ex-Officio Committee Members. The Board Chairperson will be an ex-officio member of all committees, but will only vote on the committee to which he/she is assigned. The Executive Director or the Executive Director's delegated representative will likewise be an ex-officio non-voting member of all committees as resource to the committee.

ARTICLE 11: CONFLICT OF INTEREST

Section 1. No Conflict of Interest. No Director of the Agency nor any other corporation, firm, association, or other entity in which any Agency Director has a material financial interest, shall hold an interest, directly or indirectly, in any contract or transaction with the Agency unless (a) the material facts regarding that Director's financial interest in such contract or transaction or regarding such common directorship, officership, or financial interest are fully disclosed in good faith and noted in the minutes, or are known to all members of the Board prior to the Board's consideration of such contract or transaction; (b) such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the votes of the interested Directors; (c) before authorizing or approving the transaction, the Board considers and in good faith decides after reasonable investigation that the Agency could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (d) the Agency of its own benefit enters into the transaction, which is fair and reasonable to the Agency at the time in which the transaction is entered. In no event shall any interested Board member participate in discussions or vote on a proposed contract or transaction where the Board member would have a direct or indirect material financial interest. (For more information detailing Board member conflict of interests, please see the Agency Board Policy Manual.)

All members of the Board of Directors are prohibited from deliberating, voting or attempting to influence the vote of other members of the Board of Directors on matters which they may have a financial or other interest, either for himself or herself, or for a member of his or her immediate family. For purposes of these bylaws, "immediate family member" is defined as a parent, child (adopted or natural), sibling (step, half or full), or grandchild.

In addition to the disclosures set forth below, any board member who believes that there may be a potential or actual conflict of interest on a particular agenda item is required to disclose the nature and extent of the potential or actual conflict of interest. Following disclosure, the remaining members of the Board of Directors, without the involvement, input or presence of the board member who may have the potential or actual conflict, shall deliberate and vote on whether to allow the member who may have the potential or actual conflict, to participate in the consideration of the agenda item at issue.

Section 2. Disclosures. All members of the Board are required to file written declarations or potential conflicts of interest with the Chairperson of the Board at the time of their appointment or election as a Board Member and annually thereafter on January 1 of each year. This declaration shall be made under penalty of perjury and shall include, at a minimum, the following information:

A. The names and addresses of each person or entity doing business with the Agency where the Director or a member of the Director's immediate family (defined as a parent, child (adopted or natural), sibling (step, half or full), or grandchild) has received compensation or remuneration in excess of \$2,500.00 during the preceding 12 months;

B. The names and addresses of each person or entity doing business with the Agency where the Director or a member of the Director's immediate family has a financial interest valued at more than \$1,500.00; this does not include financial institutions where the Board Member or a member of his immediately family has deposit accounts such as a checking account, savings account or similar such accounts;

C. The names and addresses of each person or entity doing business with the Agency where the Director or a member of the Director's immediate family holds a position as an employee, trustee, consultant, member of the board of Directors, etc., along with a description of the relationship or position held;

These statements shall be retained by the Agency at its executive offices throughout the term(s) of the respective Director and four years thereafter.

Section 3. Employment with the Agency. Any Director wishing to apply for a position within the Agency must resign or have vacated his Director position at least six (6) months prior to submitting an application for employment with the Agency. Target Area Directors do not have to comply with this six-month waiting period.

ARTICLE 12: INDEMNIFICATION

To the fullest extent permitted by law, the Agency shall indemnify its directors, officers, employees, and other persons described in California Corporations Code § 5238(a), including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in said section 5238(a), and including an action by or in the right of the Agency, by reason of the fact that the person is or was a person described in that section. "Expenses" shall have the same meaning as in said section. Such right of indemnification shall not be deemed

exclusive of any other rights to which such persons may be entitled apart from this section.

To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification in defending any “proceeding” shall be advanced by the Agency before final disposition of the proceeding upon receipt by the Agency of an undertaking by or on behalf of that person to repay such amount unless it is ultimately determined that the person is entitled to be indemnified by the Agency for those expenses.

The Agency shall have power to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, against any liability asserted against or incurred by such persons in such capacity or arising out of the person’s status as such.

ARTICLE 13: RECORDS AND REPORTS

Section 1. Maintenance and Inspection of Articles and Bylaws. The Agency shall keep at its principal office in Madera, California the original or a copy of its Articles of Incorporation and bylaws as amended to date, which shall be open to inspection by the Directors at all reasonable times during office hours.

Section 2. Maintenance and Inspection of Other Corporate Records. The Agency shall keep adequate and correct books and records of accounts; written minutes of the proceedings of its Board and committees of the Board (including minutes of closed session meetings); and a record of each Board member’s name and address. All such records shall be kept at such place or places designated by the Board, or, in the absence of such designation, at the principal office of the Corporation. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form or in any other form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of the Agency shall turn over to his or her successor or the Chairperson or Executive Director, on good order, such corporate moneys, books, records, minutes, lists, documents, contracts or other property of the Agency as have been in the custody of such officer, employee, or agent during his or her term of office.

Every Director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Agency and its affiliates. The inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of such documents.

Upon making a written demand of the Agency, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of

Commented [RKRS5]: I do not recommend we include in our bylaws policies regarding requests for public records or Board communications. I do recommend we develop and/or update policies on both, but not make them part of the bylaws. I am happy to provide drafts of both.

proceedings of the Board, and committees of the Board, at any reasonable time for a purpose reasonably related to the Board member's intent as a Board member.

Subject to the provisions of California Corporations Code §§ 6330-6332 and unless the Agency provides a reasonable alternative as provided below, any Board member may do either or both of the following:

- A. Inspect and copy the records of Director's names, addresses and voting rights during usual business hours on five days' prior written demand on the Agency, which demand must state the purpose for which the inspection rights are requested; or
- B. Obtain from the secretary of the Agency, on written demand and tender of a reasonable charge, a list of names and addresses of Directors. The demand shall state the purpose for which the list is requested.

Any inspection and copying under this section may be made in person or by the Board member's agent or attorney. The right of inspection includes the right to copy and make extracts. Any right of inspection extends to the records of any affiliated entity of the Agency.

Section 3. Limitations of Inspection Rights. California law provides that every Director shall have the "absolute right" at any reasonable time to inspect all books, records and documents of the Corporation including, without limitation, the records and minutes of proceedings of the Board of Directors. As further defined by California law this right of inspection is not actually "absolute" but may be limited in such situations where: (1) it may violate a reasonable expectation of privacy under California or federal law; (2) it may result in the disclosure of privileged or confidential attorney-client communications; and (3) the Director requesting the exercise of the right may have divided duties of loyalty. In these circumstances the Corporation may deny the Director's request for inspection and/or impose just and proper conditions to the access of the books, records or documents requested. Subject to the above limitations and conditions, the inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of such documents. The Corporation shall have a reasonable time to respond to a request for inspection, including sufficient time to consult with legal counsel with regard to the scope of the request and the Director's rights of inspection and access.

ARTICLE 14: AMENDMENTS AND REVISIONS

The Board may adopt, amend, or repeal bylaws by affirmative vote of two-thirds of the Directors 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 directors at least seven days in advance of the Board meeting in which the Board 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 Board than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

ARTICLE 15: CONSTRUCTION AND DEFINITIONS

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Corporations Code as amended from time to time shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term “person” includes a corporation as well as a natural person. If any competent court of law shall deem any portion of these bylaws invalid or inoperative, then so far as is reasonable and possible (i) the remainder of these bylaws shall be considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

ARTICLE 16: RATIFICATION BY BOARD OF SUPERVISORS

These bylaws shall be considered an agreement between the Agency and the Madera County Board of Supervisors and will become effective only after the Board of Supervisors’ ratification by resolution.

APPENDIX A

ELECTION PLAN - TARGET AREA DIRECTORS

1. Introduction

The Board shall direct Agency staff to proceed with immediate implementation of plans to fill any vacancy that occurs of a Target Area Director.

2. Qualifications for Candidacy

In order to qualify as a Target Area Director, a person:

- a. Must be age 18 or over;
- b. Must reside in the low-income area the person is representing; and
- c. Cannot be an employee of the Agency, or be an immediate family member of an Agency employee.

3. Election Process

- a. The existence of the vacancy will be publicized by press releases, radio announcements, flyers distributed to the low-income area residents, announcements in churches in the area, or at other public places. All information will be in English and Spanish, when applicable.
- b. The date, time, and place of the election will be similarly publicized and will not be held on a recognized Sabbath day (Saturday or Sunday).
- c. Elections shall be held at the designated time and place. The site will be monitored by Agency staff persons. A Spanish speaking person will be present as required.
- d. If the Agency does not receive any nominations for the Target Area Director at the scheduled election, the Agency will be allowed to recruit a volunteer from the low-income area to serve as a Director. This representative will require Board approval.

4. Voting Procedures

Nominations for membership will be taken from the floor and will be printed on the election board. Voting will be by secret ballot. Ballots will be numbered and printed on two parts with a “tear off” numbered stub. Each voter will be handed a ballot, and the numbered stub will be retained by the monitoring staff in order to

prevent persons from voting more than once. Voters will be asked to write in the name of the nominee of his/her choice. The voter will be asked at the same time to choose an alternate, unless there are only two candidates.


CERTIFICATE OF SECRETARY

I certify that:

1. I am the Secretary of the Community Action Partnership of Madera County, Inc.

2. The attached Amended Bylaws are the Bylaws of the Agency approved by the Directors on ~~October , 2022~~ ~~June 9, 2016~~, by their unanimous consent, and ratified by the Madera County Board of Supervisors on ~~August 9, 2016~~.

Dated: 10/13/2016



Secretary



Report to the Board of Directors

Agenda Item Number: E-10

Board of Directors' Meeting for: October 13, 2022

Author: Cristal Sanchez

DATE: October 6, 2022

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Madera/Mariposa Regional Head Start Policy Council—Madera Community Representative

I. RECOMMENDATION:

Consider appointing Trinice Lee to serve as representative of the Madera/Mariposa Regional and Early Head Start Policy Committee on the CAPMC Board of Directors.

II. SUMMARY:

According to the CAPMC Bylaws, a Head Start Policy Group Member must be represented on the Board. Per Article 6: Board of Directors, Section 2, 4. Head Start Policy Group Member: One of the designated Private Sectors shall be a member from one of the three Head Start Programs under the auspices of Community Action Partnership of Madera County shall hold a seat on the Board of Directors.

II. DISCUSSION:

The following Head Start Policy Member has shown interest to participate in the CAPMC Board of Directors:

1. Primary Representative: Trinice Lee

III. FINANCING:

None



Report to the Board of Directors

Agenda Item Number: E-11

Board of Directors Meeting for: October 13, 2022

Author: Cristal Sanchez

DATE: October 6, 2022
TO: Board of Directors
FROM: Nominating Committee
SUBJECT: Nominations for 2022 Elections

I. RECOMMENDATION:

Review and consider accepting the nominations made by the Nominating Committee for the Board of Directors for the 2022 – 2024 term.

II. SUMMARY:

The Nominating Committee met on October 5, 2022 and prepared a slate of nominations. The Chairperson, Vice Chairperson and Secretary/Treasurer will serve until 2024. Each officer serves a two-year term. The Executive Committee is composed of three Board Officers and three Members of the Board with equal representation from the Public, Private, and Target Areas. The Executive Committee will serve until 2024. The Personnel Committee is composed of three Directors with a maximum of three additional as Alternates. The Finance Committee is composed of four Directors. One member must be appointed by the Board of Supervisors, and another must have a finance or banking background. Board members may make additional nominations to any positions. A Ballot is attached and distributed electronically via email.

II. DISCUSSION:

Nominations are as follows:

Chairperson: Eric LiCalsi, Private Sector

Vice Chairperson: David Hernandez, Public Official

Secretary/Treasurer: Tyson Pogue, Target Area

Executive Committee: Steve Montes, Public Official
Donald Holley, Private Sector
Martha Garcia, Target Area

Finance Committee: Leticia Gonzalez, Public Official
Debi Bray, Business/Finance Expertise, Private Sector

Auroral Flores, Target Area
Vicki Bandy, Private Sector

Personnel Committee:

Deborah Martinez, Public Official
Donald Holley, Private Sector
Tyson Pogue, Target Area
Richard Gutierrez, Target Area (Alternate 1 of 3)
Diana Palmer, Public Official (Alternate 2 of 3)
Head Start Policy Council Representative,
Private Sector (Alternate 3 of 3)

III. **FINANCING:**
None



2022 BOARD OF DIRECTORS ELECTION BALLOT

Chairperson

- Eric Licalsi
- Write in: _____

Vice Chairperson

- David Hernandez
- Write in: _____

Secretary / Treasurer

- Tyson Pogue
- Write in: _____

Executive Committee:

Note: Please vote for one public, one private, and one target area representative.

- Steve Montes - Public
- Donald Holley - Private
- Martha Garcia - Target Area
- Write in: _____

Finance Committee

Note: Committee requires one member of the Board of Supervisors and one member with a finance or banking background. Committee requires 4 Directors.

Automatic- Leticia Gonzalez, Board of Supervisors – Public

- Aurora Flores – Target Area
- Debi Bray (*business/finance expertise*) – Private
- Vicki Bandy – Private
- Write in: _____

Personnel Committee

Note: Please vote for one public, one private, and one target area representative. Committee requires 3 Directors, with an additional maximum of 3 as Alternates.

- Deborah Martinez – Public
- Donald Holley – Private
- Tyson Pogue – Target Area
- Richard Gutierrez – Private (Alternate 1 of 3)
- Diana Palmer – Private (Alternate 2 of 3)
- Head Start Policy Council Representative (Alternate 3 of 3)
- Write in: _____



Report to the Board of Directors

Agenda Item Number: E-12

Board of Directors Meeting for: October 13, 2022

Author: Daniel Seeto

DATE: October 12, 2022

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Employer Discretionary Contribution to CAPMC 403B Retirement Plan for Calendar Year 2021.

I. RECOMMENDATION:

Review and consider approving the discretionary employer contribution.

II. SUMMARY:

The \$608,688 reflects the calculation of the 5% discretionary employer contribution for the period of January 1, 2021 through December 31, 2021. The employer contribution will be deposited with VOYA Life and Annuity Company, our plan custodian, by October 17, 2022.

III. DISCUSSION:

- A. The Board previously approved the 5% employer discretionary contribution at its January 14, 2021 meeting.
- B. This agenda item is notification to the Board of the actual dollar amount of the 5% 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, 2021 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, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG (01/01/22 - 12/31/22) 218	286,748.00	157,870.41	75.00%	55.06%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY (06/15/22 - 05/31/23) 217	31,000.00	0.00	25.00%	0.00%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	Inactive	Inactive	#VALUE!	#VALUE!	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL (06/1/22 - 05/31/23) 311/380	4,216,695.00	1,032,917.24	33.33%	24.50%	Provide HS services to low income preschool children and families
HEAD START T/TA (06/01/22 - 05/31/23) 310	46,025.00	9,461.48	33.33%	20.56%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/22 - 05/31/23) 312	625,664.00	187,238.92	33.33%	29.93%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/22 - 05/31/23) 309	13,373.00	4,221.78	33.33%	31.57%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/22 - 06/30/23) 319	792,621.00	97,964.00	25.00%	12.36%	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	278,175.08	75.00%	80.73%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2022 - 06/30/2023 815	64,200.00	7,404.16	25.00%	11.53%	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	70,297.38	75.00%	81.10%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/21 - 09/30/22) 390	513,902.00	401,391.10	100.00%	78.11%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/22 - 02/28/23) 321/362	5,632,943.00	2,854,978.11	58.33%	50.68%	Provide HS services to migrant and seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/22 - 02/28/23) 320	31,845.00	25,256.43	58.33%	79.31%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/22 - 06/30/23) 322/324	919,191.00	149,463.60	25.00%	16.26%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/22 - 06/30/23) 325	137,096.00	30,652.24	25.00%	22.36%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
MADERA COUNTY QRIS 06/01/2021 - 06/30/2023 356	89,112.00	0.00	64.00%	0.00%	Provide HS services to low income preschool children and families
FRESNO HEAD START COVID ARP 04/01/2021 - 03/31/23 838	702,309.00	495,409.37	75.00%	70.54%	Provide funds to prevent, prepare in the Madera Migrant Child Care program
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	90,543.43	75.00%	55.26%	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	283,755.44	75.00%	52.98%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START (09/01/22 - 08/31/23) 331	5,469,583.00	321,789.61	8.33%	5.88%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/22 - 08/31/23) 330	82,690.00	346.55	8.33%	0.42%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/22 - 08/31/23) 831	141,154.00	0.00	8.33%	0.00%	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
MADERA COUNTY QRIS 09/01/2020 - 06/30/2023 351	254,435.00	4,389.26	59.09%	1.73%	Provide HS services to low income preschool children and families
DSS STRENGTHENING FAMILIES (07/01/2022 - 06/30/2023) 371	277,136.00	8,465.98	25.00%	3.05%	Provides training and education to parents to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY (07/01/22 - 06/30/23) 411	4,702.00	0.00	25.00%	0.00%	Training and supplies for child care providers
R & R GENERAL (07/01/22 - 06/30/22) 401	203,554.00	43,636.41	25.00%	21.44%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/21 - 06/30/23) 407	394,276.00	160,213.50	62.50%	40.63%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/22 - 06/30/23) 424	33,509.00	1,906.04	25.00%	5.69%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/22 - 06/30/23) 426/432	Pending	0.00	#VALUE!	#VALUE!	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT (07/01/21 - 06/30/23) 426/432/429	5,377,399.00	4,507,336.93	62.50%	83.82%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 (07/01/22 - 06/30/23) 427	1,548,494.00	245,888.53	25.00%	15.88%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/22 - 06/30/23) 428	1,223,107.00	241,918.76	25.00%	19.78%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS (04/01/20 - 06/30/22) 440	Inactive	Inactive	#VALUE!	#VALUE!	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act
ALTERNATIVE PAYMENT AB131 ONE TIME ONLY PROVIDER STIPENDS (09/01/21 - 06/30/22) 434	Inactive	Inactive	#VALUE!	#VALUE!	Provide one-time stipend to Child Care Providers in accordance with AB131
ECC-BRIDGE PROGRAM-CRRSA STIPEND 1 & 2 (08/01/21 - 06/30/22) 430	Inactive	Inactive	#VALUE!	#VALUE!	One-time funds to provide financial relief to assist child care providers with ongoing hardships
R&R CAFE STIPEND - ONE TIME (12/01/21 - 06/30/22) 418	Inactive	Inactive	#VALUE!	#VALUE!	To provide incentives to parents and providers during workshops
CHILD CARE INITIATIVE PROJECT-EXPANSION CCDBG - US DEPT. OF HHS 2YR (08/01/21 - 07/31/23) 410	304,849.00	2,727.62	58.33%	0.89%	One-time ARPA funding to R&Rs to support family child care providers affected by COVID-19

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/21 - 09/30/22) 500	332,174.00	303,058.80	100.00%	91.23%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/21 - 09/30/22) 501	354,836.00	341,185.26	100.00%	96.15%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/22) 533	1,140,174.00	1,155,983.63	100.00%	101.39%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/22 - 06/30/23) 502	22,000.00	0.00	25.00%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/22 - 06/30/23) 504	4,000.00	0.00	25.00%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/22 - 06/30/23) DONATIONS ONLY 507/525	2,000.00	78.62	25.00%	3.93%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/22 - 06/30/23) DONATIONS ONLY 510	5,000.00	7,988.79	25.00%	159.78%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/22 - 12/31/22) 508	163,177.00	115,249.09	75.00%	70.63%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/22 - 12/31/22) 531	126,807.00	99,350.04	75.00%	78.35%	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	Inactive	Inactive	#VALUE!	#VALUE!	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/22 - 6/30/23) 516	1,000.00	19.42	25.00%	1.94%	Provide child sexual assault interviews

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2022

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/20 - 12/31/22) 207	684,900.00	684,090.61	88.46%	99.88%	Assistance for low income clients for energy bills and weatherization services
E.C.I.P./LIHEAP (11/01/21 - 06/30/23) 208	523,726.00	171,010.49	55.00%	32.65%	Assistance for low income clients for energy bills and weatherization services
LIHEAP CARES (07/01/20 - 09/30/21) 234	Inactive	Inactive	#VALUE!	#VALUE!	Assistance for low income clients for energy bills impacted by COVID-19
LIHEAP ARPA (08/01/21 - 03/31/23) 270	728,183.00	385,086.74	70.00%	52.88%	Assistance for low income clients for energy bills impacted by COVID-19
FEMA 11/01/21 - 04/30/23 205	1,589.00	819.51	61.11%	51.57%	Administration of the FEMA program
FEMA (01/01/20 - 10/31/21) 235	Inactive	Inactive	#VALUE!	#VALUE!	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 04/30/23 210	4,910.00	608.70	61.11%	12.40%	Administration of the FEMA program
SENIOR MEAL - MADERA COUNTY (07/01/22 - 06/30/23) 237	43,734.00	5,795.98	25.00%	13.25%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/22 - 12/31/22) 247	112,088.00	35,126.35	50.00%	31.34%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/22 - 06/30/23) 216	50,000.00	20,055.30	25.00%	40.11%	Provides property management services for the County of Madera Behavioral Health

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2022**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
SHUNAMMITE PLACE (11/01/21 - 10/31/22) 224	581,016.00	406,895.11	91.67%	70.03%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/22 - 06/30/23) 231	20,000.00	2,253.45	25.00%	11.27%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (07/01/20 - 08/31/21) 244	Inactive	Inactive	#VALUE!	#VALUE!	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 12/31/22) 255	122,322.19	23,166.46	83.33%	18.94%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 12/31/22) 271	345,027.19	1,705.60	83.33%	0.49%	Provides housing, supportive services, and landlord engagement activities
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	364,492.86	45.90%	88.59%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-2) BEHAVIORAL HEALTH (12/01/21 - 06/30/23) 276	188,084.00	11,909.58	52.63%	6.33%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER HOUSING FOR HEALTH (11/01/21 - 06/30/22) 248	Inactive	Inactive	#VALUE!	#VALUE!	Provides rental assistance to clients
KAISER INDIVIDUALIZED APPROACH (07/01/22 - 06/30/23) 249	95,000.00	48,125.39	25.00%	50.66%	Provides emergency shelter to clients
WESTCARE RAPID REHOUSING (03/01/21 - 12/31/22) 253	65,000.00	64,586.47	86.36%	99.36%	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
HOMELESS OUTREACH CCP AB109 (07/01/22 - 06/30/23) 272	244,931.00	55,340.72	25.00%	22.59%	Provides outreach workers to offer case management and resources to homeless or at-risk

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Balance Sheet by Object August 31, 2022

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,807.56
1115- CASH IN WESTAMERICA MENTAL HEALTH	0.00
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,515.33
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	129,589.32
1122- SAVINGS - WESTAMERICA	4,178,054.47
1130- PETTY CASH	707.72
1310- GRANTS RECEIVABLE	2,214,925.18
1320- ACCOUNTS RECEIVABLE	1,977.21
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	574.92
1327- A/R-OTHER	0.00
1328- EMPLOYEE & TRAVEL ADVANCES	390.00
1329- ADVANCE CLEARING	0.00
1410- PREPAID EXPENSES	63,578.05
1420- SECURITY DEPOSITS	39,066.04
1421- WORKERS' COMP DEPOSIT	64,269.70
1450- INVENTORY	12,444.13
1512- EQUIPMENT	1,346,884.88
1513- VEHICLES	1,000,268.86
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	334,226.98
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(986,989.00)
1523- ACC DEPR - VEHICLES	(796,555.67)
1524- ACC DEPR - BUILDINGS	(3,484,836.00)
1525- ACC DEPR - LAND IMPROVE.	(138,958.91)
1526- ACC DEPR - BUILDING IMPROVE.	(79,822.71)
Total Assets	8,521,068.64
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,089,423.52
2111- ACCOUNTS PAYABLE - MANUAL	202,793.44
2112- ACCOUNTS PAY-FUNDING SOURCE	26,703.09
2115- A/P OTHERS	2,400.69
2121- ACCRUED PAYROLL	558,197.34
2122- ACCRUED VACATION	1,208,155.75
2123- ACCRUED PAYROLL - MANUAL	(27,826.82)
2211- FICA PAYABLE	0.00
2212- FICA-MED PAYABLE	0.00
2213- FIT PAYABLE	0.00
2215- SIT PAYABLE	0.00
2216- SDI PAYABLE	0.00

2217- SUI PAYABLE	0.00
2218- GARNISHMENTS PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	40,829.11
2231- RETIREMENT PAYABLE-ER CONTRIB	951,665.59
2233- W/H RETIREMENT-ER403B BENEFIT	0.00
2244- KAISER MID20	7,295.34
2245- KAISER HIGH15	80,433.93
2248- KAISER LOW30	21,515.15
2252- SELF INSURANCE - LIFE & ADD	2,082.43
2253- VISION INSURANCE PAYABLE	300.45
2254- SELF INSURANCE - DENTAL	95,349.45
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	24.00
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	6,290.02
2410- DEFERRED GRANT REVENUE	1,852,459.33
2415- RESERVE ACCOUNT	42,480.00
2420- OTHER DEFERRED REVENUE	122,616.91
Total Liabilities	<u>6,287,789.54</u>
3000- NET ASSETS W/O DONOR RESTRICTIONS	399,998.20
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,679,570.49
Change in Net Assets	<u>(406,289.59)</u>
Total Net Assets	<u>2,233,279.10</u>
Total Liabilities and Net Assets	<u>8,521,068.64</u>

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COMMUNITY ACTION PARTENSHIP OF MADERA COUNTY, INC. Consolidated Revenue and Expense August 31, 2022
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Year-To-Date

Revenues

4110- GRANT INCOME-FEDERAL	4,211,695.25
4120- GRANT INCOME-STATE	1,059,831.50
4130- GRANT INCOME-AREA	51,783.69
4210- DONATIONS	1,150.76
4220- IN KIND CONTRIBUTIONS	481,384.73
4310- CHILD CRE REVENUE	0.00
4320- INTEREST INCOME	142.79
4330- SALE OF ASSETS	0.00
4350- RENTAL INCOME	8,293.12
4370- MERCHANDISE SALES	277.00
4390- MISCELLANEOUS INCOME	491.43
4900- INDIRECT COST REIMBURSEMENT	417,881.58
Total Revenues	6,232,931.85

Expenses

5010- SALARIES & WAGES	2,393,950.27
5012- DIRECTOR'S SALARY	29,002.64
5020- ACCRUED VACATION PAY	141,367.91
5112- HEALTH INSURANCE	200,975.05
5114- WORKER'S COMPENSATION	64,468.23
5116- PENSION	128,774.70
5122- FICA	187,314.92
5124- SUI	7,841.53
5125- DIRECTOR'S FRINGE	14,140.35
5130- ACCRUED VACATION FRINGE	8,229.38
6110- OFFICE SUPPLIES	21,100.04
6112- DATA PROCESSING SUPPLIES	44,391.63
6120- FOOD/KITCHEN SUPPLIES	0.00
6121- FOOD	117,746.47
6122- KITCHEN SUPPLIES	23,604.48
6130- PROGRAM SUPPLIES	66,042.34
6132- MEDICAL & DENTAL SUPPLIES	5,035.65
6134- INSTRUCTIONAL SUPPLIES	3,887.61
6140- CUSTODIAL SUPPLIES	10,413.36
6142- LINEN/LAUNDRY	0.00
6143- FURNISHINGS	12,425.84
6150- UNIFORM RENTAL/PURCHASE	0.00
6160- RESALE ITEMS	0.00
6170- POSTAGE & SHIPPING	1,450.89
6180- EQUIPMENT RENTAL	22,949.34
6181- EQUIPMENT MAINTENANCE	13,437.55
6210- CAPITAL EXPENDITURES > 50	0.00
6216- CAPITAL EXPENDITURES > \$1000	0.00
6221- EQUIPMENT OVER > \$5000	106,714.00
6232- BUILDING IMPROVEMENTS	1,472.97
6310- PRINTING & PUBLICATIONS	7,434.67

6312- ADVERTISING & PROMOTION	642.00
6320- TELEPHONE	122,801.44
6410- RENT	204,891.14
6420- UTILITIES/ DISPOSAL	104,939.94
6432- BUILDING REPAIRS/ MAINTENANCE	80,334.19
6433- GROUNDS MAINTENANCE	18,622.63
6436- PEST CONTROL	3,995.16
6437- BURGLAR & FIRE ALARM	5,052.21
6440- PROPERTY INSURANCE	10,902.80
6510- AUDIT	25,000.00
6520- CONSULTANTS	20,996.70
6522- CONSULTANT EXPENSES	1,232.27
6524- CONTRACTS	156,385.73
6530- LEGAL	12,962.50
6540- CUSTODIAL SERVICES	14,070.00
6555- MEDICAL SCREENING/DEAT/STAFF	0.00
6610- GAS & OIL	10,138.96
6620- VEHICLE INSURANCE	12,726.61
6630- VEHICLE LICENSE & FEES	0.00
6640- VEHICLE REPAIR & MAINTENANCE	6,561.26
6712- STAFF TRAVEL-LOCAL	6,330.86
6714- STAFF TRAVEL-OUT OF AREA	9,749.54
6722- PER DIEM - STAFF	1,260.00
6730- VOLUNTEER TRAVEL	1,977.02
6742- TRAINING - STAFF	47,283.69
6744- TRAINING - VOLUNTEER	5,320.00
6745- TRAINING - PARTICIPANT/CLIENTS	0.00
6810- BANK CHARGES	1,016.44
6832- LIABILITY INSURANCE	0.00
6834- STUDENT ACTIVITY INSURANCE	1,296.90
6840- PROPERTY TAXES	(131.66)
6850- FEES & LICENSES	11,852.96
6851- CPR FEES	0.00
6852- FINGERPRINT	1,738.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	8,219.24
7110- PARENT ACTIVITIES	130.30
7111- PARENT MILEAGE	56.57
7112- PARENT INVOLVEMENT	47.99
7114- PC ALLOWANCE	885.00
7116- POLICY COUNCIL FOOD ALLOWANCE	65.95
7210- TRANSPORTATION VOUCHERS	266.07
7224- CLIENT RENT	101,033.49
7226- CLIENT LODGING/SHELTER	78,348.75
7230- CLIENT FOOD	0.00
7232- FOOD VOUCHERS	100.00
7240- DIRECT BENEFITS	1,016,680.66
7245- DIRECT BENEFITS - STATE	0.00
7250- FURNACE REPAIRS/REPLACEMENT	0.00
8110- IN KIND SALARIES	393,514.13
8120- IN KIND RENT	87,870.60
8130- IN KIND - OTHER	0.00
9010- INDIRECT COST ALLOCATION	417,881.58
Total Expenses	<u>6,639,221.44</u>
Excess Revenue Over (Under) Expenditures	<u>(406,289.59)</u>

LIHEAP 21B-5019 - Fund 207
November 1, 2020 to August 31, 2022

207 0 HOME ENERGY ASSIST. PROG.	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	684,900.00	0.00	668,354.34	407,634.00	(0.98)	0.00	668,354.34	16,545.66
Total Revenues	684,900.00	0.00	668,354.34	407,634.00	(0.98)	0.00	668,354.34	16,545.66
Expenses								
5010- SALARIES & WAGES	155,029.00	0.00	147,438.26	106,857.00	0.95	0.00	147,438.26	7,590.74
5020- ACCRUED VACATION PAY	0.00	0.00	8,800.96	0.00	0.00	0.00	8,800.96	(8,800.96)
5112- HEALTH INSURANCE	19,459.00	0.00	18,434.54	13,156.00	0.95	0.00	18,434.54	1,024.46
5114- WORKER'S COMPENSATION	818.00	0.00	663.23	581.00	0.81	0.00	663.23	154.77
5116- PENSION	8,479.00	0.00	7,826.67	5,592.00	0.92	0.00	7,826.67	652.33
5122- FICA	12,320.00	0.00	11,774.41	8,353.00	0.96	0.00	11,774.41	545.59
5124- SUI	1,717.00	0.00	769.57	1,108.00	0.45	0.00	769.57	947.43
5130- ACCRUED VACATION FICA	0.00	0.00	134.65	0.00	0.00	0.00	134.65	(134.65)
6110- OFFICE SUPPLIES	4,000.00	0.00	7,106.07	2,500.00	1.78	0.00	7,106.07	(3,106.07)
6112- DATA PROCESSING SUPPLIES	15,300.00	0.00	15,385.62	15,264.00	1.01	250.14	15,635.76	(335.76)
6130- PROGRAM SUPPLIES	150.00	0.00	99.44	10.00	0.66	0.00	99.44	50.56
6142- LINEN/LAUNDRY	5.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00
6170- POSTAGE & SHIPPING	2,800.00	0.00	5,249.46	1,200.00	1.87	0.00	5,249.46	(2,449.46)
6180- EQUIPMENT RENTAL	3,581.00	0.00	6,518.19	1,500.00	1.82	0.00	6,518.19	(2,937.19)
6181- EQUIPMENT MAINTENANCE	3,005.00	0.00	781.02	1,800.00	0.26	0.00	781.02	2,223.98
6310- PRINTING & PUBLICATIONS	10.00	0.00	81.18	25.00	8.12	0.00	81.18	(71.18)
6312- ADVERTISING & PROMOTION	2,096.00	0.00	105.00	2,990.00	0.05	0.00	105.00	1,991.00
6320- TELEPHONE	8,000.00	91.06	4,361.36	8,200.00	0.55	0.00	4,361.36	3,638.64
6410- RENT	16,000.00	0.00	14,437.62	16,900.00	0.90	0.00	14,437.62	1,562.38
6420- UTILITIES/ DISPOSAL	2,000.00	0.00	2,224.46	3,566.00	1.11	0.00	2,224.46	(224.46)
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	678.61	20.00	33.93	0.00	678.61	(658.61)
6440- PROPERTY INSURANCE	840.00	0.00	990.16	575.00	1.18	0.00	990.16	(150.16)
6520- CONSULTANTS	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6524- CONTRACTS	377,007.00	0.00	358,370.81	180,864.00	0.95	0.00	358,370.81	18,636.19
6530- LEGAL	100.00	0.00	0.00	88.00	0.00	0.00	0.00	100.00
6555- MEDICAL SCREENING/DEAT/STAFF	260.00	0.00	255.50	0.00	0.98	0.00	255.50	4.50
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	17.92	125.00	0.14	0.00	17.92	107.08
6742- TRAINING - STAFF	428.00	0.00	0.00	428.00	0.00	0.00	0.00	428.00
6810- BANK CHARGES	25.00	0.00	25.00	0.00	1.00	0.00	25.00	0.00

LIHEAP 21B-5019 - Fund 207
November 1, 2020 to August 31, 2022

<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2022</u>	<u>YTD Budget August 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6820- INTEREST EXPENSE	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	30.00	0.00	76.23	10.00	2.54	0.00	76.23	(46.23)
6850- FEES & LICENSES	540.00	0.00	1,379.53	150.00	2.55	0.00	1,379.53	(839.53)
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	150.00	0.00	137.00	60.00	0.91	(0.22)	136.78	13.22
7240- DIRECT BENEFITS	8,000.00	0.00	8,386.00	6,000.00	1.05	0.00	8,386.00	(386.00)
7250- FURNACE REPAIRS/REPLACEMENT	16,000.00	0.00	20,289.25	10,000.00	1.27	0.00	20,289.25	(4,289.25)
9010- INDIRECT COST ALLOCATION	25,765.00	0.00	25,549.09	19,666.00	0.99	0.00	25,549.09	215.91
Total Expenses	684,900.00	91.06	668,445.40	407,634.00	0.98	249.92	668,695.32	16,204.68
Excess Revenue Over (Under) Expenditures	0.00	(91.06)	(91.06)	0.00	0.00	(249.92)	(340.98)	340.98
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	(91.06)	(91.06)	0.00	0.00	(249.92)	(340.98)	340.98

LIHEAP 22B-4019 - Fund 208
November 1, 2021 to June 30, 2022

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2022</u>	<u>YTD Budget August 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
208 0 HOME ENERGY ASSIST. PROG.								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	819,064.00	0.00	23,266.13	0.00	(0.03)	0.00	23,266.13	795,797.87
Total Revenues	819,064.00	0.00	23,266.13	0.00	(0.03)	0.00	23,266.13	795,797.87
<u>Expenses</u>								
5010- SALARIES & WAGES	189,443.00	21,586.59	45,262.96	0.00	0.24	0.00	45,262.96	144,180.04
5020- ACCRUED VACATION PAY	0.00	1,152.91	2,500.45	0.00	0.00	0.00	2,500.45	(2,500.45)
5112- HEALTH INSURANCE	20,869.00	1,908.08	4,053.00	0.00	0.19	0.00	4,053.00	16,816.00
5114- WORKER'S COMPENSATION	841.00	88.64	190.08	0.00	0.23	0.00	190.08	650.92
5116- PENSION	10,868.00	993.18	1,928.92	0.00	0.18	0.00	1,928.92	8,939.08
5122- FICA	14,874.00	1,702.62	3,590.90	0.00	0.24	0.00	3,590.90	11,283.10
5124- SUI	2,069.00	0.00	0.00	0.00	0.00	0.00	0.00	2,069.00
5130- ACCRUED VACATION FICA	0.00	38.17	37.68	0.00	0.00	0.00	37.68	(37.68)
6110- OFFICE SUPPLIES	5,000.00	410.48	656.00	0.00	0.13	37.76	693.76	4,306.24
6112- DATA PROCESSING SUPPLIES	6,000.00	946.00	4,838.04	0.00	0.81	0.00	4,838.04	1,161.96
6130- PROGRAM SUPPLIES	6,225.95	0.00	0.00	0.00	0.00	0.00	0.00	6,225.95
6142- LINEN/LAUNDRY	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6170- POSTAGE & SHIPPING	3,500.00	0.00	199.85	0.00	0.06	0.00	199.85	3,300.15
6180- EQUIPMENT RENTAL	1,600.00	436.93	895.33	0.00	0.56	0.00	895.33	704.67
6181- EQUIPMENT MAINTENANCE	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6310- PRINTING & PUBLICATIONS	5,000.00	94.72	2,379.67	0.00	0.48	0.00	2,379.67	2,620.33
6312- ADVERTISING & PROMOTION	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6320- TELEPHONE	11,000.00	63.02	267.29	0.00	0.02	0.00	267.29	10,732.71
6410- RENT	18,000.00	0.00	2,394.31	0.00	0.13	0.00	2,394.31	15,605.69
6420- UTILITIES/ DISPOSAL	10,000.00	1.51	400.57	0.00	0.04	0.00	400.57	9,599.43
6432- BUILDING REPAIRS/ MAINTENANCE	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6436- PEST CONTROL	0.00	0.57	0.57	0.00	0.00	0.00	0.57	(0.57)
6440- PROPERTY INSURANCE	1,575.00	0.00	0.00	0.00	0.00	0.00	0.00	1,575.00
6524- CONTRACTS	450,973.00	0.00	7,802.75	0.00	0.02	0.00	7,802.75	443,170.25
6530- LEGAL	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6555- MEDICAL SCREENING/DEAT/STAFF	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6610- GAS & OIL	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6712- STAFF TRAVEL-LOCAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6714- STAFF TRAVEL-OUT OF AREA	200.00	60.00	2,504.76	0.00	12.52	0.00	2,504.76	(2,304.76)

LIHEAP 22B-4019 - Fund 208
November 1, 2021 to June 30, 2022

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2022</u>	<u>YTD Budget August 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
208 0 HOME ENERGY ASSIST. PROG.								
6722- PER DIEM - STAFF	0.00	164.00	164.00	0.00	0.00	0.00	164.00	(164.00)
6742- TRAINING - STAFF	5,002.00	0.00	795.00	0.00	0.16	1,991.13	2,786.13	2,215.87
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6850- FEES & LICENSES	50.00	118.43	148.43	0.00	2.97	0.00	148.43	(98.43)
6852- FINGERPRINT	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6875- EMPLOYEE HEALTH & WELFARE	150.00	28.70	34.29	0.00	0.23	0.44	34.73	115.27
7240- DIRECT BENEFITS	6,000.00	0.00	6,016.00	0.00	1.00	0.00	6,016.00	(16.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
9010- INDIRECT COST ALLOCATION	31,453.05	2,458.42	4,196.98	0.00	0.13	0.00	4,196.98	27,256.07
Total Expenses	819,064.00	32,252.97	91,257.83	0.00	0.11	2,029.33	93,287.16	725,776.84
Excess Revenue Over (Under) Expenditures	0.00	(32,252.97)	(67,991.70)	0.00	0.00	(2,029.33)	(70,021.03)	70,021.03
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	(32,252.97)	(67,991.70)	0.00	0.00	(2,029.33)	(70,021.03)	70,021.03

**LIHEAP ARPA 21V-5568 - Fund 270
August 1, 2021 to August 31, 2022**

<u>270 0 AMERICAN RESCUE PLAN ACT (ARPA)</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2022</u>	<u>YTD Budget August 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6712- STAFF TRAVEL-LOCAL	250.00	0.00	7.02	0.00	0.03	0.00	7.02	242.98
6742- TRAINING - STAFF	3,170.00	0.00	0.00	0.00	0.00	766.74	766.74	2,403.26
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6850- FEES & LICENSES	1,200.00	0.00	226.19	0.00	0.19	0.00	226.19	973.81
6852- FINGERPRINT	260.00	0.00	1.50	0.00	0.01	0.00	1.50	258.50
6875- EMPLOYEE HEALTH & WELFARE	200.00	81.31	184.68	0.00	0.92	1.23	185.91	14.09
7240- DIRECT BENEFITS	100,000.00	0.00	30,679.00	(70,000.00)	0.31	0.00	30,679.00	69,321.00
7250- FURNACE REPAIRS/REPLACEMENT	189,000.00	0.00	0.00	0.00	0.00	0.00	0.00	189,000.00
9010- INDIRECT COST ALLOCATION	34,798.00	0.00	23,248.88	0.00	0.67	0.00	23,248.88	11,549.12
Total Expenses	728,183.00	6,554.98	344,109.95	(70,000.00)	0.47	2,574.66	346,684.61	381,498.39
Excess Revenue Over (Under) Expenditures	0.00	(6,554.98)	(11,845.92)	0.00	0.00	(2,574.66)	(14,420.58)	14,420.58
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	(6,554.98)	(11,845.92)	0.00	0.00	(2,574.66)	(14,420.58)	14,420.58

**Fiscal Year July 22- June 23
AUGUST 31, 2022**

426 0 ALT. PYMT. - GENERAL - FEDERAL	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	3,559,887.00	199,600.48	394,658.61	0.00	(0.11)	0.00	394,658.61	3,165,228.39
4120- GRANT INCOME-STATE	2,163,861.00	150,575.81	297,724.93	0.00	(0.14)	0.00	297,724.93	1,866,136.07
Total Revenues	5,723,748.00	350,176.29	692,383.54	0.00	(0.12)	0.00	692,383.54	5,031,364.46
EXPENSES								
5010- SALARIES & WAGES	321,564.00	21,918.83	34,975.71	0.00	0.11	0.00	34,975.71	286,588.29
5020- ACCRUED VACATION PAY	18,030.00	1,259.22	2,021.30	0.00	0.11	0.00	2,021.30	16,008.70
Total Salaries	339,594.00	23,178.05	36,997.01	0.00	0.11	0.00	36,997.01	302,596.99
5112- HEALTH INSURANCE	38,391.00	1,493.39	3,033.54	0.00	0.08	0.00	3,033.54	35,357.46
5114- WORKER'S COMPENSATION	1,629.00	89.63	143.68	0.00	0.09	0.00	143.68	1,485.32
5116- PENSION	13,939.00	864.23	1,393.53	0.00	0.10	0.00	1,393.53	12,545.47
5122- FICA	26,488.00	1,699.19	2,725.33	0.00	0.10	0.00	2,725.33	23,762.67
5124- SUI	2,499.00	80.08	131.87	0.00	0.05	0.00	131.87	2,367.13
5130- ACCRUED VACATION FICA	421.00	27.43	32.92	0.00	0.08	0.00	32.92	388.08
Fringe Benefits	83,367.00	4,253.95	7,460.87	0.00	0.09	0.00	7,460.87	75,906.13
6110- OFFICE SUPPLIES	8,680.00	0.00	0.00	0.00	0.00	0.00	0.00	8,680.00
6112- DATA PROCESSING SUPPLIES	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
6130- PROGRAM SUPPLIES	2,700.00	0.00	0.00	0.00	0.00	2,167.76	2,167.76	532.24
6143- FURNISHINGS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6170- POSTAGE & SHIPPING	4,700.00	65.27	65.27	0.00	0.01	0.00	65.27	4,634.73
Supplies	27,580.00	65.27	65.27	0.00	0.00	2,167.76	2,233.03	25,346.97
6180- EQUIPMENT RENTAL	3,910.00	179.19	605.81	0.00	0.15	0.00	605.81	3,304.19
6181- EQUIPMENT MAINTENANCE	2,046.00	45.46	104.73	0.00	0.05	0.00	104.73	1,941.27
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	0.00	0.00	0.00	0.00	0.00	1,240.00
6320- TELEPHONE	6,844.00	92.91	170.02	0.00	0.02	0.00	170.02	6,673.98
6410- RENT	33,865.00	2,822.03	5,644.06	0.00	0.17	0.00	5,644.06	28,220.94
6420- UTILITIES/ DISPOSAL	9,000.00	745.53	1,216.84	0.00	0.14	0.00	1,216.84	7,783.16
6432- BUILDING REPAIRS/ MAINTENANCE	6,060.00	0.00	0.00	0.00	0.00	0.00	0.00	6,060.00
6436- PEST CONTROL	0.00	0.59	0.59	0.00	0.00	0.00	0.59	(0.59)
6440- PROPERTY INSURANCE	758.00	54.10	108.17	0.00	0.14	0.00	108.17	649.83
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
6530- LEGAL	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6555- MEDICAL SCREENING/DEAT/STAFF	696.00	0.00	0.00	0.00	0.00	0.00	0.00	696.00
6610- GAS & OIL	62.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00
6620- VEHICLE INSURANCE	62.00	18.88	37.72	0.00	0.61	0.00	37.72	24.28
6640- VEHICLE REPAIR & MAINTENANCE	61.00	85.38	85.38	0.00	1.40	0.00	85.38	(24.38)
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	1,958.00	0.00	0.00	0.00	0.00	0.00	0.00	1,958.00
6840- PROPERTY TAXES	124.00	0.00	0.00	0.00	0.00	0.00	0.00	124.00
6850- FEES & LICENSES	2,480.00	0.00	80.70	0.00	0.03	0.00	80.70	2,399.30
6852- FINGERPRINT	186.00	0.00	0.00	0.00	0.00	0.00	0.00	186.00
6875- EMPLOYEE HEALTH & WELFARE	447.00	100.56	120.16	0.00	0.27	1.53	121.69	325.31
Total Other & Services	73,699.00	4,144.63	8,174.18	0.00	0.11	1.53	8,175.71	65,523.29
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	4,722,092.00	289,306.69	581,934.70	0.00	0.12	0.00	581,934.70	4,140,157.30
Direct Benefits	4,722,092.00	289,306.69	581,934.70	0.00	0.12	0.00	581,934.70	4,140,157.30
9010- INDIRECT COST ALLOCATION	477,416.00	29,208.10	57,751.51	0.00	0.12	0.00	57,751.51	419,664.49
TOTAL EXPENSES	5,723,748.00	350,156.69	692,383.54	0.00	0.12	2,169.29	694,552.83	5,029,195.17
Excess Revenue Over (Under) Expenditures	0.00	19.60	0.00	0.00	0.00	(2,169.29)	(2,169.29)	2,169.29

**Fiscal Year July 22- June 23
AUGUST 31, 2022**

<u>427 0 ALT. PYMT. PROG. STG 2 - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2022</u>	<u>YTD Budget August 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	583,634.00	31,965.55	61,639.04	0.00	(0.11)	0.00	61,639.04	521,994.96
4120- GRANT INCOME-STATE	964,860.00	90,978.87	175,434.17	0.00	(0.18)	0.00	175,434.17	789,425.83
Total Revenues	1,548,494.00	122,944.42	237,073.21	0.00	(0.15)	0.00	237,073.21	1,311,420.79
EXPENSES								
5010- SALARIES & WAGES	101,285.00	7,425.84	11,612.95	0.00	0.11	0.00	11,612.95	89,672.05
5020- ACCRUED VACATION PAY	3,245.00	359.54	565.64	0.00	0.17	0.00	565.64	2,679.36
Total Salaries	104,530.00	7,785.38	12,178.59	0.00	0.12	0.00	12,178.59	92,351.41
5112- HEALTH INSURANCE	6,838.00	388.89	722.01	0.00	0.11	0.00	722.01	6,115.99
5114- WORKER'S COMPENSATION	743.00	30.34	47.40	0.00	0.06	0.00	47.40	695.60
5116- PENSION	3,190.00	293.59	458.68	0.00	0.14	0.00	458.68	2,731.32
5122- FICA	4,110.00	575.63	900.36	0.00	0.22	0.00	900.36	3,209.64
5124- SUI	1,164.00	80.09	131.89	0.00	0.11	0.00	131.89	1,032.11
5130- ACCRUED VACATION FICA	121.00	17.55	26.18	0.00	0.22	0.00	26.18	94.82
Fringe Benefits	16,166.00	1,386.09	2,286.52	0.00	0.14	0.00	2,286.52	13,879.48
6110- OFFICE SUPPLIES	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6112- DATA PROCESSING SUPPLIES	800.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6130- PROGRAM SUPPLIES	900.00	0.00	0.00	0.00	0.00	582.38	582.38	317.62
6143- FURNISHINGS	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	507.00	54.95	54.95	0.00	0.11	0.00	54.95	452.05
Supplies	3,307.00	54.95	54.95	0.00	0.02	582.38	637.33	2,669.67
6180- EQUIPMENT RENTAL	900.00	167.24	429.65	0.00	0.48	0.00	429.65	470.35
6181- EQUIPMENT MAINTENANCE	594.00	18.34	72.33	0.00	0.12	0.00	72.33	521.67
6310- PRINTING & PUBLICATIONS	346.00	0.00	0.00	0.00	0.00	0.00	0.00	346.00
6312- ADVERTISING & PROMOTION	360.00	0.00	0.00	0.00	0.00	0.00	0.00	360.00
6320- TELEPHONE	1,116.00	72.45	144.60	0.00	0.13	0.00	144.60	971.40
6410- RENT	9,950.00	2,257.63	4,515.26	0.00	0.45	0.00	4,515.26	5,434.74
6420- UTILITIES/ DISPOSAL	1,206.00	595.67	973.05	0.00	0.81	0.00	973.05	232.95
6432- BUILDING REPAIRS/ MAINTENANCE	540.00	0.00	0.00	0.00	0.00	0.00	0.00	540.00
6440- PROPERTY INSURANCE	162.00	43.52	87.01	0.00	0.54	0.00	87.01	74.99
6520- CONSULTANTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6530- LEGAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	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	150.00	18.88	37.72	0.00	0.25	0.00	37.72	112.28
6640- VEHICLE REPAIR & MAINTENANCE	25.00	34.52	34.52	0.00	1.38	0.00	34.52	(9.52)
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	0.00	0.00	0.00	0.00	0.00	0.00	225.00
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	53.40	0.00	0.05	0.00	53.40	946.60
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	49.14	58.71	0.00	0.33	0.75	59.46	120.54
Total Other & Services	17,824.00	3,257.39	6,406.25	0.00	0.36	0.75	6,407.00	11,417.00
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	1,277,508.00	100,196.28	196,372.69	0.00	0.15	0.00	196,372.69	1,081,135.31
Direct Benefits	1,277,508.00	100,196.28	196,372.69	0.00	0.15	0.00	196,372.69	1,081,135.31
9010- INDIRECT COST ALLOCATION	129,159.00	10,254.76	19,774.21	0.00	0.15	0.00	19,774.21	109,384.79
TOTAL EXPENSES	1,548,494.00	122,934.85	237,073.21	0.00	0.15	583.13	237,656.34	1,310,837.66
Excess Revenue Over (Under) Expenditures	0.00	9.57	0.00	0.00	0.00	(583.13)	(583.13)	583.13

**Fiscal Year July 22- June 23
AUGUST 31, 2022**

428 0 ALT. PYMT. PROG. STG 3 - FEDERAL	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2022</u>	<u>YTD Budget August 31, 2022</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	672,760.00	56,457.26	113,046.05	0.00	(0.17)	0.00	113,046.05	559,713.95
4120- GRANT INCOME-STATE	550,347.00	61,162.03	122,466.55	0.00	(0.22)	0.00	122,466.55	427,880.45
Total Revenues	1,223,107.00	117,619.29	235,512.60	0.00	(0.19)	0.00	235,512.60	987,594.40
EXPENSES								
5010- SALARIES & WAGES	76,481.00	7,394.46	11,594.06	0.00	0.15	0.00	11,594.06	64,886.94
5020- ACCRUED VACATION PAY	2,744.00	400.01	628.83	0.00	0.23	0.00	628.83	2,115.17
Total Salaries	79,225.00	7,794.47	12,222.89	0.00	0.15	0.00	12,222.89	67,002.11
5112- HEALTH INSURANCE	7,065.00	496.33	928.44	0.00	0.13	0.00	928.44	6,136.56
5114- WORKER'S COMPENSATION	382.00	30.30	47.19	0.00	0.12	0.00	47.19	334.81
5116- PENSION	2,744.00	279.98	435.36	0.00	0.16	0.00	435.36	2,308.64
5122- FICA	4,221.00	574.25	895.29	0.00	0.21	0.00	895.29	3,325.71
5124- SUI	669.00	79.79	131.43	0.00	0.20	0.00	131.43	537.57
5130- ACCRUED VACATION FICA	134.00	18.49	32.72	0.00	0.24	0.00	32.72	101.28
Fringe Benefits	15,215.00	1,479.14	2,470.43	0.00	0.16	0.00	2,470.43	12,744.57
6110- OFFICE SUPPLIES	445.00	0.00	0.00	0.00	0.00	0.00	0.00	445.00
6112- DATA PROCESSING SUPPLIES	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6130- PROGRAM SUPPLIES	650.00	0.00	0.00	0.00	0.00	485.32	485.32	164.68
6143- FURNISHINGS	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6170- POSTAGE & SHIPPING	450.00	17.75	17.75	0.00	0.04	0.00	17.75	432.25
Supplies	3,120.00	17.75	17.75	0.00	0.01	485.32	503.07	2,616.93
6180- EQUIPMENT RENTAL	715.00	51.75	159.25	0.00	0.22	0.00	159.25	555.75
6181- EQUIPMENT MAINTENANCE	429.00	9.53	27.97	0.00	0.07	0.00	27.97	401.03
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6312- ADVERTISING & PROMOTION	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6320- TELEPHONE	806.00	29.64	59.18	0.00	0.07	0.00	59.18	746.82
6410- RENT	9,334.00	967.55	1,935.10	0.00	0.21	0.00	1,935.10	7,398.90
6420- UTILITIES/ DISPOSAL	871.00	254.93	416.43	0.00	0.48	0.00	416.43	454.57
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
6440- PROPERTY INSURANCE	117.00	20.03	40.11	0.00	0.34	0.00	40.11	76.89
6520- CONSULTANTS	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6530- LEGAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
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	16.35	16.35	0.00	1.26	0.00	16.35	(3.35)
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	0.00	0.00	0.00	0.00	0.00	0.00	117.00
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	23.40	0.00	0.05	0.00	23.40	496.60
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	28.75	34.35	0.00	0.37	0.44	34.79	58.21
Total Other & Services	14,465.00	1,378.53	2,712.14	0.00	0.19	0.44	2,712.58	11,752.42
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	1,009,063.00	96,634.59	198,445.36	0.00	0.20	0.00	198,445.36	810,617.64
Direct Benefits	1,009,063.00	96,634.59	198,445.36	0.00	0.20	0.00	198,445.36	810,617.64
9010- INDIRECT COST ALLOCATION	102,019.00	9,810.58	19,644.03	0.00	0.19	0.00	19,644.03	82,374.97
TOTAL EXPENSES	1,223,107.00	117,115.06	235,512.60	0.00	0.19	485.76	235,998.36	987,108.64
Excess Revenue Over (Under) Expenditures	0.00	504.23	0.00	0.00	0.00	(485.76)	(485.76)	485.76

**Victims Services-Domestic Violence Program
October 1, 2020 to August 31, 2022**

533 0 SHELTER BASED DV SERVICES	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	647,857.00	45,702.87	682,404.58	0.00	(1.05)	0.00	682,404.58	(34,547.58)
4120- GRANT INCOME-STATE	492,317.00	16,000.00	379,823.00	0.00	(0.77)	0.00	379,823.00	112,494.00
4220- IN KIND CONTRIBUTIONS	0.00	0.00	35,856.00	0.00	0.00	0.00	35,856.00	(35,856.00)
Total Revenues	1,140,174.00	61,702.87	1,098,083.58	0.00	(0.96)	0.00	1,098,083.58	42,090.42
<u>Expenses</u>								
5010- SALARIES & WAGES	707,164.00	30,819.99	610,074.68	0.00	0.86	0.00	610,074.68	97,089.32
5020- ACCRUED VACATION PAY	0.00	1,781.17	29,744.50	0.00	0.00	0.00	29,744.50	(29,744.50)
5112- HEALTH INSURANCE	60,788.00	2,350.37	46,176.26	0.00	0.76	0.00	46,176.26	14,611.74
5114- WORKER'S COMPENSATION	14,585.00	638.58	14,077.84	0.00	0.97	0.00	14,077.84	507.16
5116- PENSION	30,900.00	1,898.62	32,701.83	0.00	1.06	0.00	32,701.83	(1,801.83)
5122- FICA	54,487.00	2,502.70	49,154.56	0.00	0.90	0.00	49,154.56	5,332.44
5124- SUI	7,824.00	0.00	7,672.41	0.00	0.98	0.00	7,672.41	151.59
5130- ACCRUED VACATION FICA	0.00	2.21	(35.43)	0.00	0.00	0.00	(35.43)	35.43
6110- OFFICE SUPPLIES	3,120.00	0.00	2,579.53	0.00	0.83	29.22	2,608.75	511.25
6112- DATA PROCESSING SUPPLIES	1,980.00	81.74	9,869.28	0.00	4.98	193.35	10,062.63	(8,082.63)
6121- FOOD	0.00	0.00	296.02	0.00	0.00	0.00	296.02	(296.02)
6130- PROGRAM SUPPLIES	10,437.00	3,932.47	13,839.57	0.00	1.33	(16.51)	13,823.06	(3,386.06)
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	148.18	0.00	0.00	0.00	148.18	(148.18)
6140- CUSTODIAL SUPPLIES	720.00	0.00	602.56	0.00	0.84	0.00	602.56	117.44
6143- FURNISHINGS	0.00	0.00	59.26	0.00	0.00	0.00	59.26	(59.26)
6170- POSTAGE & SHIPPING	540.00	0.00	219.64	0.00	0.41	0.00	219.64	320.36
6180- EQUIPMENT RENTAL	2,400.00	175.82	3,249.33	0.00	1.35	0.00	3,249.33	(849.33)
6181- EQUIPMENT MAINTENANCE	720.00	0.00	196.73	0.00	0.27	0.00	196.73	523.27
6232- BUILDING IMPROVEMENTS	0.00	1,472.97	1,472.97	0.00	0.00	0.00	1,472.97	(1,472.97)
6310- PRINTING & PUBLICATIONS	319.00	0.00	282.25	0.00	0.88	0.00	282.25	36.75
6312- ADVERTISING & PROMOTION	960.00	96.25	1,375.54	0.00	1.43	0.00	1,375.54	(415.54)
6320- TELEPHONE	18,840.00	1,093.34	23,817.71	0.00	1.26	0.00	23,817.71	(4,977.71)
6410- RENT	28,310.00	1,516.35	27,001.06	0.00	0.95	0.00	27,001.06	1,308.94
6420- UTILITIES/ DISPOSAL	25,080.00	2,259.56	31,011.43	0.00	1.24	0.00	31,011.43	(5,931.43)
6432- BUILDING REPAIRS/ MAINTENANCE	4,800.00	0.00	6,049.86	0.00	1.26	0.00	6,049.86	(1,249.86)
6433- GROUNDS MAINTENANCE	8,280.00	350.00	9,825.00	0.00	1.19	0.00	9,825.00	(1,545.00)
6436- PEST CONTROL	3,000.00	145.00	2,957.00	0.00	0.99	0.00	2,957.00	43.00
6437- BURGLAR & FIRE ALARM	3,960.00	26.97	3,643.52	0.00	0.92	0.00	3,643.52	316.48
6440- PROPERTY INSURANCE	5,280.00	231.60	5,406.36	0.00	1.02	0.00	5,406.36	(126.36)
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)

**Victims Services-Domestic Violence Program
October 1, 2020 to August 31, 2022**

533 0 SHELTER BASED DV SERVICES	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6540- CUSTODIAL SERVICES	5,400.00	101.36	6,736.82	0.00	1.25	0.00	6,736.82	(1,336.82)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	120.00	0.00	0.00	0.00	120.00	(120.00)
6610- GAS & OIL	2,400.00	156.45	4,951.49	0.00	2.06	0.00	4,951.49	(2,551.49)
6620- VEHICLE INSURANCE	5,160.00	227.05	5,057.82	0.00	0.98	0.00	5,057.82	102.18
6640- VEHICLE REPAIR & MAINTENANCE	1,320.00	20.00	2,405.53	0.00	1.82	0.00	2,405.53	(1,085.53)
6712- STAFF TRAVEL-LOCAL	290.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00
6722- PER DIEM - STAFF	0.00	101.00	101.00	0.00	0.00	0.00	101.00	(101.00)
6742- TRAINING - STAFF	0.00	4,439.00	5,339.24	0.00	0.00	0.00	5,339.24	(5,339.24)
6830- INSURANCE & BONDING	720.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6832- LIABILITY INSURANCE	972.00	0.00	1,639.70	0.00	1.69	0.00	1,639.70	(667.70)
6840- PROPERTY TAXES	876.00	0.00	925.62	0.00	1.06	0.00	925.62	(49.62)
6850- FEES & LICENSES	1,920.00	3.00	2,077.77	0.00	1.08	0.00	2,077.77	(157.77)
6852- FINGERPRINT	0.00	0.00	58.75	0.00	0.00	0.00	58.75	(58.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	132.68	955.28	0.00	0.00	1.42	956.70	(956.70)
7226- CLIENT LODGING/SHELTER	25,720.00	0.00	8,414.40	0.00	0.33	0.00	8,414.40	17,305.60
7230- CLIENT FOOD	0.00	0.00	584.93	0.00	0.00	0.00	584.93	(584.93)
7240- DIRECT BENEFITS	800.00	0.00	89.68	0.00	0.11	0.00	89.68	710.32
8120- IN KIND RENT	0.00	0.00	34,530.00	0.00	0.00	0.00	34,530.00	(34,530.00)
8130- IN KIND - OTHER	0.00	0.00	1,326.00	0.00	0.00	0.00	1,326.00	(1,326.00)
9010- INDIRECT COST ALLOCATION	95,102.00	5,146.62	88,600.10	0.00	0.93	0.00	88,600.10	6,501.90
Total Expenses	1,140,174.00	61,702.87	1,098,083.58	0.00	0.96	207.48	1,098,291.06	41,882.94
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(207.48)	(207.48)	207.48
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	(207.48)	(207.48)	207.48

Madera Migrant Head Start
Budget to Actual

		For the Period Ending 7/31/2022					Start Date	3/1/2022		
							Current Mnth	5.00		40%
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,468,877	364,062.53	1,982,912.68	1,618,850.15	2,278,698.73	36%	48,109.27	2,031,021.95	3,437,855.05
4220	IN KIND CONTRIBUTIONS	441,954	130,958.31	208,374.30	77,415.99	184,147.50	47%	-	208,374.30	233,579.70
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	-	36,735.47	36,735.47	-	-	-	36,735.47	(36,735.47)
	TOTAL REVENUES	5,910,831	495,020.84	2,228,022.45	1,733,001.61	2,462,846.23	38%	48,109.27	2,276,131.72	3,634,699.28
EXPENDITURES										
5010	Salaries & Wages	3,083,387	187,903.75	1,080,918.94	893,015.19	1,284,744.58	35%	-	1,080,918.94	2,002,468.06
5020	Accrued Vacation Pay	161,735	10,718.30	56,281.96	45,563.66	67,389.58	35%	-	56,281.96	105,453.04
5112	Health Insurance	299,013	28,310.21	143,396.91	115,086.70	124,588.75	48%	-	143,396.91	155,616.09
5114	Worker's Compensation	110,603	7,565.22	38,085.10	30,519.88	46,084.58	34%	-	38,085.10	72,517.90
5116	Pension	175,646	10,230.62	61,626.27	51,395.65	73,185.83	35%	-	61,626.27	114,019.73
5122	FICA	256,751	14,678.56	90,328.09	75,649.53	106,979.58	35%	-	90,328.09	166,422.91
5124	SUI	33,913	566.35	2,588.59	2,022.24	14,130.42	8%	-	2,588.59	31,324.41
5130	Accrued Vacation Fringe	12,050	819.24	4,198.54	3,379.30	5,020.83	35%	-	4,198.54	7,851.46
6110	Office supplies	13,163	820.66	3,424.23	2,603.57	5,484.58	26%	1,604.64	5,028.87	8,134.13
6112	Data Processing Supplies	41,738	190.78	14,332.29	14,141.51	17,390.83	34%	3,206.80	17,539.09	24,198.91
6121	Food	1,975	26.96	453.63	426.67	822.92	23%	-	453.63	1,521.37
6122	Kitchen Supplies	788	-	-	-	328.33	0%	-	-	788.00
6130	Program Supplies	88,412	3,249.36	21,448.14	18,198.78	36,838.33	24%	11,851.69	33,299.83	55,112.17
6132	Medical & Dental Supplies	10,900	(353.99)	2,892.98	3,246.97	4,541.67	27%	-	2,892.98	8,007.02
6134	Instructional Supplies	9,000	118.98	799.48	680.50	3,750.00	9%	6,106.46	6,905.94	2,094.06
6140	Custodial Supplies	31,072	852.16	9,171.16	8,319.00	12,946.67	30%	-	9,171.16	21,900.84
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	24,000	2,009.55	6,372.46	4,362.91	10,000.00	-	-	6,372.46	17,627.54
6150	Uniform Rental / Purchases	306	-	150.00	150.00	127.50	49%	-	150.00	156.00
6170	Postage & Shipping	600	14.90	186.78	171.88	250.00	31%	-	186.78	413.22
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	20,500	1,116.81	8,308.12	7,191.31	8,541.67	41%	-	8,308.12	12,191.88
6181	Equipment Maintenance	13,804	896.83	5,998.50	5,101.67	5,751.67	43%	-	5,998.50	7,805.50
6310	Printing & Publications	5,000	-	2,698.40	2,698.40	2,083.33	54%	-	2,698.40	2,301.60
6312	Advertising & Promotion	-	-	91.63	91.63	-	-	-	91.63	(91.63)
6320	Telephone	61,815	15,000.42	66,889.76	51,889.34	25,756.25	108%	-	66,889.76	(5,074.76)
6410	Rent	176,152	17,467.70	78,254.52	60,786.82	73,396.67	44%	-	78,254.52	97,897.48
6420	Utilities / Disposal	114,957	15,372.99	51,948.97	36,575.98	47,898.75	45%	-	51,948.97	63,008.03
6432	Building Repairs / Maintenanc	56,000	5,663.25	29,234.59	23,571.34	23,333.33	52%	1,950.00	31,184.59	24,815.41
6433	Grounds Maintenance	25,200	1,200.00	9,681.09	8,481.09	10,500.00	38%	-	9,681.09	15,518.91
6436	Pest Control	6,508	280.01	3,816.56	3,536.55	2,711.67	59%	-	3,816.56	2,691.44
6437	Burglar & Fire Alarm	4,404	1,010.45	2,773.25	1,762.80	1,835.00	63%	-	2,773.25	1,630.75
6440	Property Insurance	17,660	1,455.86	7,725.92	6,270.06	7,358.33	44%	-	7,725.92	9,934.08
6521 / 6520	Consultants	25,500	1,285.18	1,285.18	-	10,625.00	5%	17,488.00	18,773.18	6,726.82
6522	Consultants Expense	125	77.79	77.79	-	52.08	62%	-	77.79	47.21
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	7,406	-	875.00	875.00	3,085.83	12%	-	875.00	6,531.00
6540	Custodial Services	41,051	(2,806.45)	12,393.35	15,199.80	17,104.58	30%	-	12,393.35	28,657.65
6555	Medical Screening / DEAT / Staff	3,125	-	-	-	1,302.08	0%	-	-	3,125.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current		Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	40%
			PTD	Actual YTD	Actual YTD					Budget Balance
6610	Gas & Oil	13,600	762.58	6,319.36	5,556.78	5,666.67	46%	-	6,319.36	7,280.64
6620	Vehicle Insurance	19,000	1,636.43	8,087.08	6,450.65	7,916.67	43%	-	8,087.08	10,912.92
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	8,700	1,996.04	4,047.44	2,051.40	3,625.00	47%	-	4,047.44	4,652.56
6712	Staff Travel-Local	1,158	113.13	401.27	288.14	482.50	35%	-	401.27	756.73
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	1,000	-	153.00	153.00	416.67	-	1,489.66	1,642.66	(642.66)
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	415	-	150.86	150.86	172.92	36%	-	150.86	264.14
6834	Student Activity Insurance	2,193	217.23	970.85	753.62	913.75	44%	-	970.85	1,222.15
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	10,000	722.50	733.50	11.00	4,166.67	7%	-	733.50	9,266.50
6852	Finger Printing	6,375	1,623.00	5,743.90	4,120.90	2,656.25	90%	-	5,743.90	631.10
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	7,307	555.14	3,911.10	3,355.96	3,044.58	54%	399.24	4,310.34	2,996.66
7110	Parent Activities	900	-	-	-	375.00	0%	-	-	900.00
7111	Parent Mileage	462	20.63	154.37	133.74	192.50	33%	-	154.37	307.63
7112	Parent Involvement	2,300	97.05	97.05	-	958.33	4%	-	97.05	2,202.95
7114	PPC Allowance	3,250	210.00	1,145.03	935.03	1,354.17	35%	-	1,145.03	2,104.97
7116	PPC Food Allowance	1,800	-	566.88	566.88	750.00	31%	-	566.88	1,233.12
8110	In-Kind Salaries	320,252	120,195.65	161,619.30	41,423.65	133,438.33	50%	-	161,619.30	158,632.70
8120	In-Kind Rent	120,682	10,762.66	46,755.00	35,992.34	50,284.17	39%	-	46,755.00	73,927.00
8130	In-Kind Other	1,020	-	-	-	425.00	0%	-	-	1,020.00
9010	In-Direct Cost Allocation	456,158	30,366.35	168,458.28	138,091.93	190,065.83	37%	4,012.78	172,471.06	283,686.94
Total Expenses		5,910,831	495,020.84	2,228,022.45	1,733,001.61	2,462,846.23	38%	48,109.27	2,276,131.72	3,634,699.28
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses w/o In Kind In-Kind		5,468,877 441,954	364,062.53	2,019,648.15	1,655,585.62				2,067,757.42 37.81%	3,401,119.58

ADMINISTRATION BUDGET LIMIT	\$653,211
YEAR-TO DATE ADMIN EXP.	\$225,252
PERCENT OF TOTAL EXPENSES	3.28%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
	168,458.28
	168,458.28

State Migrant Full-Day Program - Basic Program

For the Period Ending

7/31/2022

Start Date 7/1/2022

Current Mnth 1
8%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	786,682	70,801.38	70,801.38		65,558	9.00%	-	70,801.38	715,880.62
4220	IN KIND CONTRIBUTIONS		-					-	-	-
4315	CHILD CRE REVENUE-STATE		-					-	-	-
4350	RENTAL INCOME		-					-	-	-
	TOTAL REVENUES	786,682	70,801.38	70,801.38	-	65,558	9.00%	-	70,801.38	715,880.62
EXPENDITURES										
5010	SALARIES & WAGES	521,512	47,038.79	47,038.79		43,459	9.02%	-	47,038.79	474,473.21
5020	ACCRUED VACATION PAY	31,000	2,572.13	2,572.13		2,583	8.30%	-	2,572.13	28,427.87
5112	HEALTH INSURANCE	55,811	6,856.27	6,856.27		4,651	12.28%	-	6,856.27	48,954.73
5114	WORKER'S COMPENSATION	24,466	2,071.29	2,071.29		2,039	8.47%	-	2,071.29	22,394.71
5116	PENSION	25,410	2,143.99	2,143.99		2,118	8.44%	-	2,143.99	23,266.01
5122	FICA	43,268	3,561.99	3,561.99		3,606	8.23%	-	3,561.99	39,706.01
5124	SUI	6,480	421.44	421.44		540	6.50%	-	421.44	6,058.56
5130	ACCRUED VACATION FRINGE	2,400	196.77	196.77		200	8.20%	-	196.77	2,203.23
6110	OFFICE SUPPLIES	1,439	-			120	0.00%	-	-	1,439.00
6112	DATA PROCESSING SUPPLIES	-	-			-		-	-	-
6121	FOOD	-	-			-		-	-	-
6122	KITCHEN SUPPLIES	-	-			-		-	-	-
6130	PROGRAM SUPPLIES	4,496	-			375	0.00%	-	-	4,496.00
6132	MEDICAL & DENTAL SUPPLIES	-	-			-		-	-	-
6134	INSTRUCTIONAL SUPPLIES	3,000	-			250		-	-	3,000.00
6140	CUSTODIAL SUPPLIES	-	-			-		-	-	-
6170	POSTAGE & SHIPPING	-	-			-		-	-	-
6180	EQUIPMENT RENTAL	-	-			-		-	-	-
6181	EQUIPMENT MAINTENANCE	-	-			-		-	-	-
6221	EQUIPMENT OVER > \$5000	-	-			-		-	-	-
6320	TELEPHONE	-	-			-		-	-	-
6420	UTILITIES/ DISPOSAL	-	-			-		-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-			-		-	-	-
6433	GROUNDS MAINTENANCE	-	-			-		-	-	-
6436	PEST CONTROL	-	-			-		-	-	-
6540	CUSTODIAL SERVICES	-	-			-		-	-	-
6610	GAS & OIL	-	-			-		-	-	-
6620	VEHICLE INSURANCE	-	33.19	33.19		-		-	33.19	(33.19)
6640	VEHICLE REPAIR & MAINTENANCE	-	-			-		-	-	-
6834	STUDENT ACTIVITY INSURANCE	-	-			-		-	-	-
9010	INDIRECT COST ALLOCATION	67,400	5,905.52	5,905.52		5,617	8.76%	-	5,905.52	61,494.48
	Total Expenses	786,682	70,801.38	70,801.38	0.00	65,558	9.00%	-	70,801.38	715,880.62
									9.0%	

In Direct Calc. @ 9.1%
5,905.52
5,905.52 Total

Madera Regional Head Start
Budget to Actual
For the period ending August 31, 2022

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,216,695.00	518,111.95	841,948.76	323,836.81	63,466.37	778,482.39	22%	84,572.71	926,521.47	(3,290,173.53)
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	\$1,065,680.00	31,058.96	70,562.06	39,503.10	(126,185.94)	196,748.00	7%	-	70,562.06	(995,117.94)
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-
Total Revenues	5,282,375.00	549,170.91	912,660.82	363,339.91	(62,719.57)	975,230.39	17%	84,572.71	997,083.53	(4,285,291.47)
5010 SALARIES & WAGES	2,061,537.42	297,535.51	409,172.55	111,637.04	47,470.69	361,701.86	20%	-	409,172.55	(1,652,364.87)
5019- SALARIES & WAGES C19	-	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	161,834.97	17,636.07	24,153.53	6,517.46	(3,179.67)	27,333.20	15%	-	24,153.53	(137,681.44)
5112 HEALTH INSURANCE	230,113.00	18,054.38	31,953.61	13,899.23	253.40	31,700.21	14%	-	31,953.61	(198,159.39)
5114 WORKER'S COMPENSATION	87,878.00	9,037.68	12,380.59	3,342.91	(2,985.78)	15,376.37	14%	-	12,380.59	(75,497.41)
5115- Worker's Compensation C19	-	-	-	-	-	-	0%	-	-	-
5116 PENSION	161,333.00	14,825.69	20,058.20	5,232.51	(7,729.67)	27,787.87	12%	-	20,058.20	(141,274.80)
5117- Pension C19	-	-	-	-	-	-	0%	-	-	-
5121- FICA C19	-	-	-	-	-	-	0%	-	-	-
5122 FICA	162,644.00	22,776.55	31,487.06	8,710.51	2,951.06	28,536.00	19%	-	31,487.06	(131,156.94)
5123- SUI C19	-	-	-	-	-	-	0%	-	-	-
5124 SUI	29,968.00	50.06	194.58	144.52	194.58	-	1%	-	194.58	(29,773.42)
5130 ACCRUED VACATION FRINGE	12,745.00	1,349.28	1,847.19	497.91	(326.81)	2,174.00	14%	-	1,847.19	(10,897.81)
6110 OFFICE SUPPLIES	35,362.00	5,450.83	6,323.57	872.74	(225.69)	6,549.26	20%	893.06	7,216.63	(28,145.37)
6112 DATA PROCESSING	75,000.00	667.35	1,745.99	1,078.64	(9,804.01)	11,550.00	4%	943.58	2,689.57	(72,310.43)
6121 FOOD	7,000.00	1,067.98	1,341.31	273.33	641.31	700.00	19%	-	1,341.31	(5,658.69)
6122 KITCHEN SUPPLIES	5,000.00	-	-	-	-	-	0%	-	-	(5,000.00)
6130 PROGRAM SUPPLIES	119,325.00	6,197.80	11,266.83	5,069.03	(9,365.17)	20,632.00	17%	9,471.76	20,738.59	(98,586.41)
6132 MEDICAL & DENTAL SUPPLIES	5,000.00	217.71	217.71	-	(282.29)	500.00	9%	238.09	455.80	(4,544.20)
6134 INSTRUCTIONAL SUPPLIES	30,000.00	639.03	639.03	-	(3,831.97)	4,471.00	7%	1,527.21	2,166.24	(27,833.76)
6140 CUSTODIAL SUPPLIES	25,000.00	560.74	758.77	198.03	(2,866.23)	3,625.00	3%	-	758.77	(24,241.23)
6142 LINEN/LAUNDRY	-	-	-	-	-	-	0%	-	-	-
6150 UNIFORM RENTAL/PURCHASE	300.00	-	-	-	(300.00)	300.00	0%	-	-	(300.00)
6170 POSTAGE & SHIPPING	900.00	34.97	64.21	29.24	(160.79)	225.00	7%	-	64.21	(835.79)
6180 EQUIPMENT RENTAL	33,500.00	1,683.75	4,437.23	2,753.48	(37.77)	4,475.00	13%	-	4,437.23	(29,062.77)
6181 EQUIPMENT MAINTENANCE	13,700.00	1,728.56	4,995.01	3,266.45	3,445.01	1,550.00	40%	450.00	5,445.01	(8,254.99)
6221 EQUIPMENT OVER >\$5000	41,232.00	-	-	-	(41,232.00)	41,232.00	0%	-	-	(41,232.00)
6231- BUILDING RENOVATION	-	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	5,000.00	850.85	5,105.48	4,254.63	3,855.48	1,250.00	106%	208.25	5,313.73	313.73
6312 ADVERTISING & PROMOTION	200.00	20.00	20.00	-	(80.00)	100.00	10%	-	20.00	(180.00)
6320 TELEPHONE	50,000.00	23,534.54	69,174.48	45,639.94	56,673.48	12,501.00	138%	-	69,174.48	19,174.48
6410 RENT	174,602.00	16,699.82	49,907.54	33,207.72	8,055.54	41,852.00	29%	-	49,907.54	(124,694.46)
6420 UTILITIES/ DISPOSAL	71,064.00	4,718.88	24,403.97	19,685.09	6,637.97	17,766.00	34%	-	24,403.97	(46,660.03)
6432 BUILDING REPAIRS/ MAINTEN	93,441.61	5,745.59	13,793.70	8,048.11	(9,573.91)	23,367.61	61%	42,914.59	56,708.29	(36,733.32)
6433 GROUNDS MAINTENANCE	30,252.00	4,223.22	12,107.95	7,884.73	4,544.95	7,563.00	47%	2,090.00	14,197.95	(16,054.05)
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	5,292.00	585.27	1,692.73	1,107.46	369.73	1,323.00	32%	-	1,692.73	(3,599.27)
6437 BURGLAR & FIRE ALARM	2,133.00	63.47	746.41	682.94	213.16	533.25	74%	825.00	1,571.41	(561.59)
6440 PROPERTY INSURANCE	10,020.00	884.18	2,652.54	1,768.36	147.54	2,505.00	26%	-	2,652.54	(7,367.46)
6520 CONSULTANTS	-	-	2,295.60	2,295.60	2,295.60	-	0%	8,985.60	11,281.20	11,281.20
6522 CONSULTANT EXPENSES	-	-	-	-	-	-	0%	-	-	-
6524 CONTRACTS	41,930.00	5,831.50	5,831.50	-	1,638.50	4,193.00	14%	-	5,831.50	(36,098.50)
6530 LEGAL	6,000.00	-	-	-	(2,000.00)	2,000.00	0%	-	-	(6,000.00)
6540 CUSTODIAL SERVICES	500.00	408.50	779.40	370.90	654.40	125.00	156%	-	779.40	279.40
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	-	-	-	(375.00)	375.00	0%	-	-	(1,500.00)
6562 MEDICAL EXAM	-	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	-	0%	-	-	-

Madera Regional Head Start
Budget to Actual
For the period ending August 31, 2022

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
6566 DENTAL EXAM		-			-		0%		-	-
6568 DENTAL FOLLOW-UP		-			-		0%		-	-
6610 GAS & OIL	3,000.00	322.90	1,934.95	1,612.05	1,184.95	750.00	64%	-	1,934.95	(1,065.05)
6620 VEHICLE INSURANCE	13,332.00	1,388.33	4,164.93	2,776.60	831.93	3,333.00	31%	-	4,164.93	(9,167.07)
6640 VEHICLE REPAIR & MAINTENA	6,000.00	260.05	963.19	703.14	(536.81)	1,500.00	16%	-	963.19	(5,036.81)
6712 STAFF TRAVEL-LOCAL	2,196.00	323.76	525.14	201.38	305.54	219.60	24%	-	525.14	(1,670.86)
6714 STAFF TRAVEL-OUT OF AREA	\$9,500.00	-	-	-	-	-	0%	-	-	(9,500.00)
6722 PER DIEM - STAFF		-			-		0%		-	-
6724 PER DIEM - PARENT		-			-		0%		-	-
6730 VOLUNTEER TRAVEL		-			-		0%		-	-
6742 TRAINING - STAFF	5,000.00	6,045.00	7,160.68	1,115.68	5,910.68	1,250.00	143%	-	7,160.68	2,160.68
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	360.00	-	26.93	26.93	(63.07)	90.00	7%	-	26.93	(333.07)
6834 STUDENT ACTIVITY INSURANC	2,230.00	205.51	616.55	411.04	393.55	223.00	28%	-	616.55	(1,613.45)
6840 PROPERTY TAXES	42.00	-	-	-	-	-	0%	-	-	(42.00)
6850 FEES & LICENSES	10,462.00	2,573.70	2,735.70	162.00	119.70	2,616.00	103%	8,036.51	10,772.21	310.21
6851 CPR FEES		-			-		0%		-	-
6852 FINGER PRINTING	774.00	75.50	226.50	151.00	33.50	193.00	29%	-	226.50	(547.50)
6860 DEPRECIATION EXPENSE		-			-		0%		-	-
6870 EMPLOYEE RECOGNITION		-			-		0%		-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	621.87	1,579.21	957.34	1,579.21	-	21%	934.87	2,514.08	(9,485.92)
6880 VOLUNTEER RECONGNITION		-			-		0%		-	-
6892 CASH SHORT / OVER		-			-		0%		-	-
7110 PARENT ACTIVITIES		-			-		0%		-	-
7111 PARENT MILEAGE	1,200.00	-	-	-	(120.00)	120.00	0%	-	-	(1,200.00)
7112 PARENT INVOLVEMENT	4,920.00	-	-	-	(492.00)	492.00	0%	-	-	(4,920.00)
7114 PPC ALLOWANCE	3,300.00	-	240.00	240.00	(90.00)	330.00	7%	-	240.00	(3,060.00)
7115 PPC FOOD ALLOWANCE		-			-		0%		-	-
7116 POLICY COUN. FOOD ALLOWAN		-			-		0%		-	-
8110 IN KIND SALARIES	\$59,969.00	11,532.41	11,532.41	-	461.41	11,071.00	19%	-	11,532.41	(48,436.59)
8120 IN KIND RENT	\$318,251.00	19,526.55	59,029.65	39,503.10	272.65	58,757.00	19%	-	59,029.65	(259,221.35)
8130 IN KIND - OTHER	687,460.00	-	-	-	(126,920.00)	126,920.00	0%	-	-	(687,460.00)
9010 INDIRECT COST ALLOCATION	348,272.00	43,215.57	70,226.71	27,011.14	8,733.55	61,493.16	22%	7,054.19	77,280.90	(270,991.10)
Total Expenses	5,282,375.00	549,170.91	912,660.82	363,339.91	(62,719.57)	975,230.39	19%	84,572.71	997,083.53	(4,285,291.47)
Excess Revenue Over (Under) Expenditures		-	-	-	-	-			-	-
		474,896.38	771,872.05	296,825.67						
		43,215.57	70,240.36	27,011.14		9.10%				
									ADMINISTRATIVE EXPENSES	\$101,957.07
									PERCENT ADMINISITATIVE	11.06%
									LIMIT IS 15%	
									YTD Contract %	21.97%

**Madera Regional Head Start
Budget to Actual
For the period ending July 31, 2022**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,262,720.00	200,624.22	325,203.35	124,579.13	326,341.40	7.63%	87,591.29	412,794.64	(3,849,925.36)
4210- DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4220- IN KIND CONTRIBUTIONS	1,065,680.00	19,676.55	39,503.10	19,826.55	77,022.00	3.71%	-	39,503.10	(1,026,176.90)
4330- SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4350- RENTAL INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
4390- MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00
Total Revenues	5,328,400.00	220,300.77	364,706.45	144,405.68	403,363.40	7%	87,591.29	452,297.74	(4,876,102.26)
5010 SALARIES & WAGES	2,061,537.42	67,786.40	111,637.04	43,850.64	104,218.19	5.42%	0.00	111,637.04	(1,949,900.38)
5019- SALARIES & WAGES C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	161,834.97	3,826.37	6,517.46	2,691.09	6,836.17	4.03%	0.00	6,517.46	(155,317.51)
5112 HEALTH INSURANCE	230,113.00	9,443.22	13,899.23	4,456.01	9,654.34	6.04%	0.00	13,899.23	(216,213.77)
5114 WORKER'S COMPENSATION	87,878.00	2,531.15	3,342.91	811.76	4,389.25	3.80%	0.00	3,342.91	(84,535.09)
5115- Worker's Compensation C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	161,333.00	3,225.68	5,232.51	2,006.83	7,491.88	3.24%	0.00	5,232.51	(156,100.49)
5117- Pension C19	0.00	0.00	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	0.00	0.00
5122 FICA	162,644.00	5,270.04	8,710.51	3,440.47	8,221.00	5.36%	0.00	8,710.51	(153,933.49)
5123- SUI C19	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5124 SUI	29,968.00	82.59	144.52	61.93	0.00	0.48%	0.00	144.52	(29,823.48)
5130 ACCRUED VACATION FRINGE	12,745.00	292.05	497.91	205.86	565.00	3.91%	0.00	497.91	(12,247.09)
6110 OFFICE SUPPLIES	36,862.00	863.79	872.74	8.95	3,597.84	2.37%	2,193.93	3,066.67	(33,795.33)
6112 DATA PROCESSING SUPPLIES	75,000.00	77.35	1,078.64	1,001.29	4,500.00	1.44%	108.24	1,186.88	(73,813.12)
6121 FOOD	7,000.00	1,054.52	1,054.52	0.00	0.00	15.06%	1,116.63	2,171.15	(4,828.85)
6122 KITCHEN SUPPLIES	5,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(5,000.00)
6130 PROGRAM SUPPLIES	120,825.00	6,172.55	5,164.07	(1,008.48)	9,916.00	4.27%	10,109.27	15,273.34	(105,551.66)
6132 MEDICAL & DENTAL SUPPLIES	5,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(5,000.00)
6134 INSTRUCTIONAL SUPPLIES	30,000.00	0.00	0.00	0.00	1,634.00	0.00%	0.00	0.00	(30,000.00)
6140 CUSTODIAL SUPPLIES	25,000.00	198.03	198.03	0.00	1,250.00	0.79%	0.00	198.03	(24,801.97)
6142 LINEN/LAUNDRY	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(300.00)
6170 POSTAGE & SHIPPING	900.00	24.47	29.24	4.77	150.00	3.25%	0.00	29.24	(870.76)
6180 EQUIPMENT RENTAL	33,500.00	2,458.70	2,753.48	294.78	1,250.00	8.22%	0.00	2,753.48	(30,746.52)
6181 EQUIPMENT MAINTENANCE	13,700.00	2,008.88	3,266.45	1,257.57	200.00	23.84%	0.00	3,266.45	(10,433.55)
6221 EQUIPMENT OVER >\$5000	41,232.00	0.00	0.00	0.00	41,232.00	0.00%	0.00	0.00	(41,232.00)
6231- BUILDING RENOVATION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	8,014.00	3,902.41	4,254.63	352.22	500.00	53.09%	208.25	4,462.88	(3,551.12)
6312 ADVERTISING AND PROMOTION	200.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(200.00)
6320 TELEPHONE	50,000.00	23,010.11	45,639.94	22,629.83	8,334.00	91.28%	0.00	45,639.94	(4,360.06)
6410 RENT	174,602.00	16,699.82	33,207.72	16,507.90	27,102.00	19.02%	0.00	33,207.72	(141,394.28)
6420 UTILITIES/ DISPOSAL	17,064.00	11,974.53	19,685.09	7,710.56	11,844.00	27.70%	0.00	19,685.09	(51,378.91)
6432 BUILDING REPAIRS/ MAINTEN	93,441.61	7,457.11	8,048.11	591.00	15,581.61	8.61%	42,996.34	51,044.45	(42,397.16)
6433 GROUNDS MAINTENANCE	30,252.00	5,934.73	7,884.73	1,950.00	5,042.00	26.06%	2,090.00	9,974.73	(20,277.27)
6435 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	5,292.00	554.99	1,107.46	552.47	882.00	20.93%	0.00	1,107.46	(4,184.54)
6437 BURGLAR & FIRE ALARM	2,133.00	63.47	682.94	619.47	355.50	32.02%	0.00	682.94	(1,450.06)
6440 PROPERTY INSURANCE	10,020.00	884.18	1,768.36	884.18	1,670.00	17.65%	0.00	1,768.36	(8,251.64)
6520 CONSULTANTS	0.00	2,295.60	2,295.60	0.00	0.00	0.00%	8,985.60	11,281.20	11,281.20
6522 CONSULTANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6524 CONTRACTS	41,930.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(41,930.00)
6530 LEGAL	6,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(6,000.00)
6540 CUSTODIAL SERVICES	500.00	370.90	370.90	0.00	125.00	74.18%	0.00	370.90	(129.10)

**Madera Regional Head Start
Budget to Actual
For the period ending July 31, 2022**

Account Description	Grant Budget	Current Period	Current Actual YTD	Prior Mth YTD	YTD Budget	% Spent	Encumbered	Actual + Encumbered	Budget Balance
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	0.00	0.00	0.00	250.00	0.00%	0.00	0.00	(1,500.00)
6562 MEDICAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	3,000.00	1,532.15	1,612.05	79.90	500.00	53.74%	0.00	1,612.05	(1,387.95)
6620 VEHICLE INSURANCE	13,332.00	1,388.30	2,776.60	1,388.30	2,222.00	20.83%	0.00	2,776.60	(10,555.40)
6640 VEHICLE REPAIR & MAINTENA	6,000.00	695.14	703.14	8.00	1,000.00	11.72%	0.00	703.14	(5,296.86)
6712 STAFF TRAVEL-LOCAL	2,196.00	201.38	201.38	0.00	0.00	9.17%	0.00	201.38	(1,994.62)
6714 STAFF TRAVEL-OUT OF AREA	20,875.00	242.07	242.07	0.00	0.00	1.16%	0.00	242.07	(20,632.93)
6722 PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(2,202.00)
6724 PER DIEM - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	27,595.00	381.66	1,249.94	868.28	20,050.00	4.53%	12,189.20	13,439.14	(14,155.86)
6744 VOLUNTEER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	2,800.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(2,800.00)
6810 BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST CHARGES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	360.00	0.00	26.93	26.93	60.00	7.48%	0.00	26.93	(333.07)
6834 STUDENT ACTIVITY INSURANC	2,230.00	205.52	411.04	205.52	0.00	18.43%	0.00	411.04	(1,818.96)
6840 PROPERTY TAX	42.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(42.00)
6850 FEES & LICENSES	10,462.00	156.00	162.00	6.00	1,744.00	1.55%	0.00	162.00	(10,300.00)
6851 CPR FEES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	774.00	148.00	151.00	3.00	193.00	19.51%	0.00	151.00	(623.00)
6860 DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE COST	12,000.00	416.35	957.34	540.99	0.00	7.98%	287.87	1,245.21	(10,754.79)
6880 VOLUNTEER RECOGNITION	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111 PARENT MILEAGE	1,200.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(1,200.00)
7112 PARENT INVOLVEMENT	4,920.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(4,920.00)
7114 PPC ALLOWANCE	3,300.00	60.00	240.00	180.00	0.00	7.27%	0.00	240.00	(3,060.00)
7115 PPC FOOD ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7116 PARENT COMM. FOOD ALLOWAN	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 IN KIND SALARIES	59,969.00	0.00	0.00	0.00	4,334.00	0.00%	0.00	0.00	(59,969.00)
8120 IN KIND RENT	318,251.00	19,676.55	39,503.10	19,826.55	23,002.00	12.41%	0.00	39,503.10	(278,747.90)
8130 IN KIND - OTHER	687,460.00	0.00	0.00	0.00	49,686.00	0.00%	0.00	0.00	(687,460.00)
9010 INDIRECT COST ALLOCATION	352,111.00	16,734.01	27,125.12	10,391.11	23,780.62	7.70%	7,305.96	34,431.08	(317,679.92)
Total Expenses	5,328,400.00	220,300.77	364,706.45	144,405.68	403,363.40	6.84%	87,591.29	452,297.74	(4,876,102.26)
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Contract % 9.68%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	13,373.00	626.66	4,169.78	4,429.46	(0.31)	0.00	4,169.78	9,203.22
Total Revenues	<u>13,373.00</u>	<u>626.66</u>	<u>4,169.78</u>	<u>4,429.46</u>	<u>(0.31)</u>	<u>0.00</u>	<u>4,169.78</u>	<u>9,203.22</u>
Expenses								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	350.00	0.00	0.00	0.00	478.00
6121- FOOD	0.00	31.39	31.39	0.00	0.00	0.00	31.39	(31.39)
6520- CONSULTANTS	3,710.00	0.00	0.00	3,710.00	0.00	0.00	0.00	3,710.00
6714- STAFF TRAVEL-OUT OF AREA	7,050.00	0.00	1,765.59	0.00	0.25	0.00	1,765.59	5,284.41
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	0.00	0.00	2,025.00	0.00	0.00	0.00	2,025.00	(2,025.00)
9010- INDIRECT COST ALLOCATION	1,115.00	52.27	347.80	369.46	0.31	0.00	347.80	767.20
Total Expenses	<u>13,373.00</u>	<u>83.66</u>	<u>4,169.78</u>	<u>4,429.46</u>	<u>0.31</u>	<u>0.00</u>	<u>4,169.78</u>	<u>9,203.22</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>543.00</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	<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 - 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>543.00</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 6/01/2022 to 8/31/2022

310 0 HEAD START-MADERA REG. T&TA	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	46,025.00	8,094.94	9,461.48	24,984.00	(0.21)	0.00	9,461.48	36,563.52
Total Revenues	<u>46,025.00</u>	<u>8,094.94</u>	<u>9,461.48</u>	<u>24,984.00</u>	<u>(0.21)</u>	<u>0.00</u>	<u>9,461.48</u>	<u>36,563.52</u>
Expenses								
6110- OFFICE SUPPLIES	1,500.00	0.00	0.00	500.00	0.00	0.00	0.00	1,500.00
6121- FOOD	0.00	945.26	2,200.07	0.00	0.00	0.00	2,200.07	(2,200.07)
6130- PROGRAM SUPPLIES	1,500.00	0.00	95.04	500.00	0.06	0.00	95.04	1,404.96
6310- PRINTING & PUBLICATIONS	3,014.00	0.00	0.00	1,000.00	0.00	0.00	0.00	3,014.00
6714- STAFF TRAVEL-OUT OF AREA	11,375.00	0.00	242.07	0.00	0.02	0.00	242.07	11,132.93
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	22,595.00	0.86	6,135.12	20,900.00	0.27	3,229.20	9,364.32	13,230.68
9010- INDIRECT COST ALLOCATION	3,839.00	675.20	789.18	2,084.00	0.21	0.00	789.18	3,049.82
Total Expenses	<u>46,025.00</u>	<u>1,621.32</u>	<u>9,461.48</u>	<u>24,984.00</u>	<u>0.21</u>	<u>3,229.20</u>	<u>12,690.68</u>	<u>33,334.32</u>
Excess Revenue Over (Under) Expenditures	0.00	6,473.62	0.00	0.00	0.00	(3,229.20)	(3,229.20)	3,229.20
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	6,473.62	0.00	0.00	0.00	(3,229.20)	(3,229.20)	3,229.20

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,216,695.00	384,859.61	661,658.39	778,482.39	(0.16)	0.00	661,658.39	3,555,036.61
4220- IN KIND CONTRIBUTIONS	1,065,680.00	31,208.96	70,712.06	196,748.00	(0.07)	0.00	70,712.06	994,967.94
Total Revenues	<u>5,282,375.00</u>	<u>416,068.57</u>	<u>732,370.45</u>	<u>975,230.39</u>	<u>(0.14)</u>	<u>0.00</u>	<u>732,370.45</u>	<u>4,550,004.55</u>
Expenses								
5010- SALARIES & WAGES	2,061,537.42	205,280.71	288,321.49	361,701.86	0.14	0.00	288,321.49	1,773,215.93
5020- ACCRUED VACATION PAY	161,834.97	11,931.34	16,653.29	27,333.20	0.10	0.00	16,653.29	145,181.68
5112- HEALTH INSURANCE	230,113.00	14,381.53	21,492.99	31,700.21	0.09	0.00	21,492.99	208,620.01
5114- WORKER'S COMPENSATION	87,878.00	6,242.53	9,081.40	15,376.37	0.10	0.00	9,081.40	78,796.60
5116- PENSION	161,333.00	10,341.01	14,250.73	27,787.87	0.09	0.00	14,250.73	147,082.27
5122- FICA	162,644.00	15,752.96	22,220.66	28,536.00	0.14	0.00	22,220.66	140,423.34
5124- SUI	29,968.00	50.06	158.24	0.00	0.01	0.00	158.24	29,809.76
5130- ACCRUED VACATION FICA	12,745.00	912.89	1,273.45	2,174.00	0.10	0.00	1,273.45	11,471.55
6110- OFFICE SUPPLIES	35,362.00	4,312.60	6,323.57	6,549.26	0.18	883.87	7,207.44	28,154.56
6112- DATA PROCESSING SUPPLIES	75,000.00	559.11	1,745.99	11,550.00	0.02	943.58	2,689.57	72,310.43
6121- FOOD	7,000.00	179.98	1,341.31	700.00	0.19	0.00	1,341.31	5,658.69
6122- KITCHEN SUPPLIES	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6130- PROGRAM SUPPLIES	119,325.00	5,701.10	12,766.83	20,632.00	0.11	9,471.76	22,238.59	97,086.41
6132- MEDICAL & DENTAL SUPPLIES	5,000.00	217.71	217.71	500.00	0.04	238.09	455.80	4,544.20
6134- INSTRUCTIONAL SUPPLIES	30,000.00	398.81	639.03	4,471.00	0.02	1,527.21	2,166.24	27,833.76
6140- CUSTODIAL SUPPLIES	25,000.00	0.00	758.77	3,625.00	0.03	0.00	758.77	24,241.23
6143- FURNISHINGS	0.00	0.00	(1,500.00)	0.00	0.00	0.00	(1,500.00)	1,500.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	900.00	0.00	64.21	225.00	0.07	0.00	64.21	835.79
6180- EQUIPMENT RENTAL	33,500.00	335.18	4,437.23	4,475.00	0.13	0.00	4,437.23	29,062.77
6181- EQUIPMENT MAINTENANCE	13,700.00	1,728.56	4,995.01	1,550.00	0.36	450.00	5,445.01	8,254.99
6221- EQUIPMENT OVER > \$5000	41,232.00	0.00	0.00	41,232.00	0.00	0.00	0.00	41,232.00
6310- PRINTING & PUBLICATIONS	5,000.00	850.85	5,105.48	1,250.00	1.02	208.25	5,313.73	(313.73)
6312- ADVERTISING & PROMOTION	200.00	20.00	20.00	100.00	0.10	0.00	20.00	180.00
6320- TELEPHONE	50,000.00	23,395.03	69,056.26	12,501.00	1.38	0.00	69,056.26	(19,056.26)
6410- RENT	174,602.00	14,408.62	42,864.98	41,852.00	0.25	0.00	42,864.98	131,737.02
6420- UTILITIES/ DISPOSAL	71,064.00	4,690.15	24,107.41	17,766.00	0.34	0.00	24,107.41	46,956.59
6432- BUILDING REPAIRS/ MAINTENANCE	93,441.61	3,761.90	13,793.70	23,367.61	0.15	42,914.59	56,708.29	36,733.32
6433- GROUNDS MAINTENANCE	30,252.00	3,980.78	12,107.95	7,563.00	0.40	2,090.00	14,197.95	16,054.05
6436- PEST CONTROL	5,292.00	585.27	1,692.73	1,323.00	0.32	0.00	1,692.73	3,599.27
6437- BURGLAR & FIRE ALARM	2,133.00	63.47	746.41	533.25	0.35	825.00	1,571.41	561.59
6440- PROPERTY INSURANCE	10,020.00	884.18	2,652.54	2,505.00	0.26	0.00	2,652.54	7,367.46
6520- CONSULTANTS	0.00	0.00	2,295.60	0.00	0.00	8,985.60	11,281.20	(11,281.20)
6524- CONTRACTS	41,930.00	5,831.50	5,831.50	4,193.00	0.14	0.00	5,831.50	36,098.50
6530- LEGAL	6,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	6,000.00
6540- CUSTODIAL SERVICES	500.00	408.50	779.40	125.00	1.56	0.00	779.40	(279.40)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	0.00	0.00	375.00	0.00	0.00	0.00	1,500.00
6610- GAS & OIL	3,000.00	322.90	1,934.95	750.00	0.64	0.00	1,934.95	1,065.05
6620- VEHICLE INSURANCE	13,332.00	1,388.33	4,164.93	3,333.00	0.31	0.00	4,164.93	9,167.07

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6640- VEHICLE REPAIR & MAINTENANCE	6,000.00	260.05	963.19	1,500.00	0.16	0.00	963.19	5,036.81
6712- STAFF TRAVEL-LOCAL	2,196.00	224.38	525.14	219.60	0.24	0.00	525.14	1,670.86
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	0.00	0.00	0.00	0.00	9,500.00
6742- TRAINING - STAFF	5,000.00	3,085.00	7,160.68	1,250.00	1.43	0.00	7,160.68	(2,160.68)
6750- FIELD TRIPS	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	360.00	0.00	26.93	90.00	0.07	0.00	26.93	333.07
6834- STUDENT ACTIVITY INSURANCE	2,230.00	205.51	616.55	223.00	0.28	0.00	616.55	1,613.45
6840- PROPERTY TAXES	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,462.00	2,573.70	2,735.70	2,616.00	0.26	8,036.51	10,772.21	(310.21)
6852- FINGERPRINT	774.00	75.50	226.50	193.00	0.29	0.00	226.50	547.50
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	350.49	1,579.21	0.00	0.13	934.87	2,514.08	9,485.92
7111- PARENT MILEAGE	1,200.00	0.00	0.00	120.00	0.00	0.00	0.00	1,200.00
7112- PARENT INVOLVEMENT	4,920.00	0.00	0.00	492.00	0.00	0.00	0.00	4,920.00
7114- PC ALLOWANCE	3,300.00	0.00	240.00	330.00	0.07	0.00	240.00	3,060.00
8110- IN KIND SALARIES	59,969.00	11,532.41	11,532.41	11,071.00	0.19	0.00	11,532.41	48,436.59
8120- IN KIND RENT	318,251.00	19,676.55	59,179.65	58,757.00	0.19	0.00	59,179.65	259,071.35
8130- IN KIND - OTHER	687,460.00	0.00	0.00	126,920.00	0.00	0.00	0.00	687,460.00
9010- INDIRECT COST ALLOCATION	<u>348,272.00</u>	<u>32,101.03</u>	<u>55,188.74</u>	<u>61,493.16</u>	<u>0.16</u>	<u>0.00</u>	<u>55,188.74</u>	<u>293,083.26</u>
Total Expenses	<u>5,282,375.00</u>	<u>409,002.18</u>	<u>732,370.45</u>	<u>975,230.39</u>	<u>0.14</u>	<u>77,509.33</u>	<u>809,879.78</u>	<u>4,472,495.22</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>7,066.39</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(77,509.33)</u>	<u>(77,509.33)</u>	<u>77,509.33</u>
Beginning Net Assets - Unrestricted	<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 - 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>7,066.39</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(77,509.33)</u>	<u>(77,509.33)</u>	<u>77,509.33</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	625,664.00	62,843.65	150,922.33	153,481.75	(0.24)	0.00	150,922.33	474,741.67
4220- IN KIND CONTRIBUTIONS	159,759.00	9,089.34	17,668.10	39,729.00	(0.11)	0.00	17,668.10	142,090.90
Total Revenues	785,423.00	71,932.99	168,590.43	193,210.75	(0.21)	0.00	168,590.43	616,832.57
Expenses								
5010- SALARIES & WAGES	311,309.08	36,394.61	81,479.87	81,438.24	0.26	0.00	81,479.87	229,829.21
5020- ACCRUED VACATION PAY	16,134.92	2,382.00	5,579.95	4,264.40	0.35	0.00	5,579.95	10,554.97
5112- HEALTH INSURANCE	27,620.00	2,561.79	7,275.85	6,906.00	0.26	0.00	7,275.85	20,344.15
5114- WORKER'S COMPENSATION	3,788.00	345.81	862.19	991.51	0.23	0.00	862.19	2,925.81
5116- PENSION	22,540.00	2,043.12	5,045.03	5,897.20	0.22	0.00	5,045.03	17,494.97
5122- FICA	24,639.00	2,761.58	6,471.93	6,446.40	0.26	0.00	6,471.93	18,167.07
5124- SUI	2,628.00	0.00	10.17	690.00	0.00	0.00	10.17	2,617.83
5130- ACCRUED VACATION FRINGE	1,276.00	182.18	426.79	336.00	0.33	0.00	426.79	849.21
6110- OFFICE SUPPLIES	4,800.00	1,029.61	2,983.33	1,200.00	0.62	58.34	3,041.67	1,758.33
6112- DATA PROCESSING SUPPLIES	13,866.00	0.00	38.00	3,465.00	0.00	38.91	76.91	13,789.09
6121- FOOD	0.00	0.00	195.25	0.00	0.00	0.00	195.25	(195.25)
6122- KITCHEN SUPPLIES	200.00	0.00	0.00	100.00	0.00	0.00	0.00	200.00
6130- PROGRAM SUPPLIES	26,015.00	1.77	838.20	4,408.00	0.03	768.10	1,606.30	24,408.70
6132- MEDICAL & DENTAL SUPPLIES	490.00	0.00	0.00	49.00	0.00	129.59	129.59	360.41
6134- INSTRUCTIONAL SUPPLIES	8,400.00	0.00	0.00	1,470.00	0.00	0.00	0.00	8,400.00
6140- CUSTODIAL SUPPLIES	360.00	0.00	89.09	90.00	0.25	0.00	89.09	270.91
6170- POSTAGE & SHIPPING	60.00	29.22	20.63	15.00	0.34	0.00	20.63	39.37
6180- EQUIPMENT RENTAL	1,776.00	16.90	414.00	444.00	0.23	0.00	414.00	1,362.00
6181- EQUIPMENT MAINTENANCE	2,400.00	14.62	29.69	600.00	0.01	0.00	29.69	2,370.31
6310- PRINTING & PUBLICATIONS	720.00	0.00	720.75	180.00	1.00	0.00	720.75	(0.75)
6320- TELEPHONE	27,000.00	1,462.97	4,296.50	6,750.00	0.16	0.00	4,296.50	22,703.50
6410- RENT	47,196.00	5,066.14	15,452.74	11,799.00	0.33	0.00	15,452.74	31,743.26
6420- UTILITIES/ DISPOSAL	5,004.00	37.00	1,553.57	1,251.00	0.31	0.00	1,553.57	3,450.43
6432- BUILDING REPAIRS/ MAINTENANCE	900.00	14.52	174.59	225.00	0.19	62.52	237.11	662.89
6436- PEST CONTROL	600.00	85.73	262.65	150.00	0.44	0.00	262.65	337.35
6437- BURGLAR & FIRE ALARM	216.00	0.00	0.00	54.00	0.00	0.00	0.00	216.00
6440- PROPERTY INSURANCE	2,400.00	192.60	577.86	600.00	0.24	0.00	577.86	1,822.14
6520- CONSULTANTS	0.00	0.00	176.80	0.00	0.00	1,996.80	2,173.60	(2,173.60)
6524- CONTRACTS	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6530- LEGAL	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6540- CUSTODIAL SERVICES	0.00	85.50	163.10	0.00	0.00	0.00	163.10	(163.10)
6610- GAS & OIL	0.00	16.44	92.36	0.00	0.00	0.00	92.36	(92.36)
6620- VEHICLE INSURANCE	1,908.00	188.41	565.29	477.00	0.30	0.00	565.29	1,342.71
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	0.00	21.00	150.00	0.01	0.00	21.00	1,479.00
6714- STAFF TRAVEL-OUT OF AREA	1,500.00	707.44	841.22	0.00	0.56	0.00	841.22	658.78
6742- TRAINING - STAFF	4,000.00	0.00	1,440.00	0.00	0.36	0.00	1,440.00	2,560.00
6834- STUDENT ACTIVITY INSURANCE	732.00	35.09	105.27	183.00	0.14	0.00	105.27	626.73
6850- FEES & LICENSES	300.00	5.00	6.00	30.00	0.02	636.50	642.50	(342.50)
6852- FINGERPRINT	0.00	0.00	3.00	0.00	0.00	0.00	3.00	(3.00)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
6875- EMPLOYEE HEALTH & WELFARE	0.00	25.58	121.27	0.00	0.00	68.24	189.51	(189.51)
7114- PC ALLOWANCE	200.00	0.00	0.00	20.00	0.00	0.00	0.00	200.00
8110- IN KIND SALARIES	158,104.00	9,089.34	17,668.10	39,318.00	0.11	0.00	17,668.10	140,435.90
8130- IN KIND - OTHER	1,655.00	0.00	0.00	411.00	0.00	0.00	0.00	1,655.00
9010- INDIRECT COST ALLOCATION	<u>52,186.00</u>	<u>4,800.82</u>	<u>12,588.39</u>	<u>12,802.00</u>	<u>0.24</u>	<u>0.00</u>	<u>12,588.39</u>	<u>39,597.61</u>
Total Expenses	<u>785,423.00</u>	<u>69,575.79</u>	<u>168,590.43</u>	<u>193,210.75</u>	<u>0.21</u>	<u>3,759.00</u>	<u>172,349.43</u>	<u>613,073.57</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>2,357.20</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,759.00)</u>	<u>(3,759.00)</u>	<u>3,759.00</u>
Beginning Net Assets - Unrestricted	<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 - 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>2,357.20</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,759.00)</u>	<u>(3,759.00)</u>	<u>3,759.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

356 0 REGIONAL QRIS FIRST5 CSPP	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	72,112.00	0.00	72,112.00	0.00	(1.00)	0.00	72,112.00	0.00
Total Revenues	<u>72,112.00</u>	<u>0.00</u>	<u>72,112.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>72,112.00</u>	<u>0.00</u>
Expenses								
6130- PROGRAM SUPPLIES	66,098.00	0.00	0.00	0.00	0.00	0.00	0.00	66,098.00
9010- INDIRECT COST ALLOCATION	6,014.00	0.00	0.00	0.00	0.00	0.00	0.00	6,014.00
Total Expenses	<u>72,112.00</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>72,112.00</u>
Excess Revenue Over (Under) Expenditures	0.00	0.00	72,112.00	0.00	0.00	0.00	72,112.00	(72,112.00)
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	72,112.00	0.00	0.00	0.00	72,112.00	(72,112.00)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
380 0 MADERA REGIONAL HS BLENDED								
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	133,252.34	180,290.37	0.00	0.00	0.00	180,290.37	(180,290.37)
Total Revenues	<u>0.00</u>	<u>133,252.34</u>	<u>180,290.37</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>180,290.37</u>	<u>(180,290.37)</u>
Expenses								
5010- SALARIES & WAGES	0.00	92,254.80	120,851.06	0.00	0.00	0.00	120,851.06	(120,851.06)
5020- ACCRUED VACATION PAY	0.00	5,704.73	7,500.24	0.00	0.00	0.00	7,500.24	(7,500.24)
5112- HEALTH INSURANCE	0.00	6,991.45	10,460.62	0.00	0.00	0.00	10,460.62	(10,460.62)
5114- WORKER'S COMPENSATION	0.00	2,795.15	3,299.19	0.00	0.00	0.00	3,299.19	(3,299.19)
5116- PENSION	0.00	4,484.68	5,807.47	0.00	0.00	0.00	5,807.47	(5,807.47)
5122- FICA	0.00	7,023.59	9,266.40	0.00	0.00	0.00	9,266.40	(9,266.40)
5124- SUI	0.00	0.00	36.34	0.00	0.00	0.00	36.34	(36.34)
5130- ACCRUED VACATION FICA	0.00	436.39	573.74	0.00	0.00	0.00	573.74	(573.74)
6110- OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	9.19	9.19	(9.19)
6320- TELEPHONE	0.00	139.51	118.22	0.00	0.00	0.00	118.22	(118.22)
6410- RENT	0.00	2,291.20	7,042.56	0.00	0.00	0.00	7,042.56	(7,042.56)
6420- UTILITIES/ DISPOSAL	0.00	16.30	296.56	0.00	0.00	0.00	296.56	(296.56)
9010- INDIRECT COST ALLOCATION	0.00	11,114.54	15,037.97	0.00	0.00	0.00	15,037.97	(15,037.97)
Total Expenses	<u>0.00</u>	<u>133,252.34</u>	<u>180,290.37</u>	<u>0.00</u>	<u>0.00</u>	<u>9.19</u>	<u>180,299.56</u>	<u>(180,299.56)</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>(9.19)</u>	<u>(9.19)</u>	<u>9.19</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>(9.19)</u>	<u>(9.19)</u>	<u>9.19</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
814 0 ARP COVID - REGIONAL								
Revenues								
4110- GRANT INCOME-FEDERAL	66,428.84	0.00	11.92	0.00	0.00	0.00	11.92	66,416.92
Total Revenues	<u>66,428.84</u>	<u>0.00</u>	<u>11.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11.92</u>	<u>66,416.92</u>
Expenses								
5114- WORKER'S COMPENSATION	0.00	0.00	10.93	0.00	0.00	0.00	10.93	(10.93)
6130- PROGRAM SUPPLIES	60,888.03	0.00	0.00	0.00	0.00	0.00	0.00	60,888.03
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	4,696.32	4,696.32	(4,696.32)
6140- CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	2,566.82	2,566.82	(2,566.82)
9010- INDIRECT COST ALLOCATION	5,540.81	0.00	0.99	0.00	0.00	0.00	0.99	5,539.82
Total Expenses	<u>66,428.84</u>	<u>0.00</u>	<u>11.92</u>	<u>0.00</u>	<u>0.00</u>	<u>7,263.14</u>	<u>7,275.06</u>	<u>59,153.78</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>(7,263.14)</u>	<u>(7,263.14)</u>	<u>7,263.14</u>
Beginning Net Assets - Unrestricted	<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 - 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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(7,263.14)</u>	<u>(7,263.14)</u>	<u>7,263.14</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

815 0 Regional SCOE CSPP Covid	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	64,200.00	4,200.00	13,126.59	0.00	(0.20)	0.00	13,126.59	51,073.41
Total Revenues	<u>64,200.00</u>	<u>4,200.00</u>	<u>13,126.59</u>	<u>0.00</u>	<u>(0.20)</u>	<u>0.00</u>	<u>13,126.59</u>	<u>51,073.41</u>
Expenses								
5114- WORKER'S COMPENSATION	0.00	0.00	4.66	0.00	0.00	0.00	4.66	(4.66)
6110- OFFICE SUPPLIES	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
6130- PROGRAM SUPPLIES	32,143.00	7,051.58	12,496.86	0.00	0.39	0.00	12,496.86	19,646.14
6132- MEDICAL & DENTAL SUPPLIES	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
6742- TRAINING - STAFF	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
9010- INDIRECT COST ALLOCATION	3,057.00	200.10	625.07	0.00	0.20	0.00	625.07	2,431.93
Total Expenses	<u>64,200.00</u>	<u>7,251.68</u>	<u>13,126.59</u>	<u>0.00</u>	<u>0.20</u>	<u>0.00</u>	<u>13,126.59</u>	<u>51,073.41</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>(3,051.68)</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>(3,051.68)</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 6/01/2022 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
818 0 CRRSA COVID-19								
Revenues								
4110- GRANT INCOME-FEDERAL	22,178.67	0.00	2,587.12	0.00	(0.12)	0.00	2,587.12	19,591.55
Total Revenues	<u>22,178.67</u>	<u>0.00</u>	<u>2,587.12</u>	<u>0.00</u>	<u>(0.12)</u>	<u>0.00</u>	<u>2,587.12</u>	<u>19,591.55</u>
Expenses								
6130- PROGRAM SUPPLIES	20,328.75	0.00	0.00	0.00	0.00	2,351.99	2,351.99	17,976.76
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	6,737.13	6,737.13	(6,737.13)
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	2,371.33	0.00	0.00	0.00	2,371.33	(2,371.33)
9010- INDIRECT COST ALLOCATION	1,849.92	0.00	215.79	0.00	0.12	0.00	215.79	1,634.13
Total Expenses	<u>22,178.67</u>	<u>0.00</u>	<u>2,587.12</u>	<u>0.00</u>	<u>0.12</u>	<u>9,089.12</u>	<u>11,676.24</u>	<u>10,502.43</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>(9,089.12)</u>	<u>(9,089.12)</u>	<u>9,089.12</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>(9,089.12)</u>	<u>(9,089.12)</u>	<u>9,089.12</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,062,476.51	589,677.20	1,081,213.39	961,377.60	(0.21)	0.00	1,081,213.39	3,981,263.12
4120- GRANT INCOME-STATE	64,200.00	4,200.00	13,126.59	0.00	(0.20)	0.00	13,126.59	51,073.41
4220- IN KIND CONTRIBUTIONS	<u>1,225,439.00</u>	<u>40,298.30</u>	<u>88,380.16</u>	<u>236,477.00</u>	<u>(0.07)</u>	<u>0.00</u>	<u>88,380.16</u>	<u>1,137,058.84</u>
Total Revenues	<u>6,352,115.51</u>	<u>634,175.50</u>	<u>1,182,720.14</u>	<u>1,197,854.60</u>	<u>(0.19)</u>	<u>0.00</u>	<u>1,182,720.14</u>	<u>5,169,395.37</u>
Expenses								
5010- SALARIES & WAGES	2,372,846.50	333,930.12	490,652.42	443,140.10	0.21	0.00	490,652.42	1,882,194.08
5020- ACCRUED VACATION PAY	177,969.89	20,018.07	29,733.48	31,597.60	0.17	0.00	29,733.48	148,236.41
5112- HEALTH INSURANCE	257,733.00	23,934.77	39,229.46	38,606.21	0.15	0.00	39,229.46	218,503.54
5114- WORKER'S COMPENSATION	91,666.00	9,383.49	13,258.37	16,367.88	0.14	0.00	13,258.37	78,407.63
5116- PENSION	183,873.00	16,868.81	25,103.23	33,685.07	0.14	0.00	25,103.23	158,769.77
5122- FICA	187,283.00	25,538.13	37,958.99	34,982.40	0.20	0.00	37,958.99	149,324.01
5124- SUI	32,596.00	50.06	204.75	690.00	0.01	0.00	204.75	32,391.25
5130- ACCRUED VACATION FICA	14,021.00	1,531.46	2,273.98	2,510.00	0.16	0.00	2,273.98	11,747.02
6110- OFFICE SUPPLIES	45,640.00	5,342.21	9,306.90	8,599.26	0.20	951.40	10,258.30	35,381.70
6112- DATA PROCESSING SUPPLIES	88,866.00	559.11	1,783.99	15,015.00	0.02	982.49	2,766.48	86,099.52
6121- FOOD	7,000.00	1,156.63	3,768.02	700.00	0.54	0.00	3,768.02	3,231.98
6122- KITCHEN SUPPLIES	5,200.00	0.00	0.00	100.00	0.00	0.00	0.00	5,200.00
6130- PROGRAM SUPPLIES	326,297.78	12,754.45	26,196.93	25,540.00	0.08	12,591.85	38,788.78	287,509.00
6132- MEDICAL & DENTAL SUPPLIES	25,490.00	217.71	217.71	549.00	0.01	11,801.13	12,018.84	13,471.16
6134- INSTRUCTIONAL SUPPLIES	38,400.00	398.81	3,010.36	5,941.00	0.08	1,527.21	4,537.57	33,862.43
6140- CUSTODIAL SUPPLIES	25,360.00	0.00	847.86	3,715.00	0.03	2,566.82	3,414.68	21,945.32
6143- FURNISHINGS	0.00	0.00	(1,500.00)	0.00	0.00	0.00	(1,500.00)	1,500.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	960.00	29.22	84.84	240.00	0.09	0.00	84.84	875.16
6180- EQUIPMENT RENTAL	35,276.00	352.08	4,851.23	4,919.00	0.14	0.00	4,851.23	30,424.77
6181- EQUIPMENT MAINTENANCE	16,100.00	1,743.18	5,024.70	2,150.00	0.31	450.00	5,474.70	10,625.30
6221- EQUIPMENT OVER > \$5000	41,232.00	0.00	0.00	41,232.00	0.00	0.00	0.00	41,232.00
6310- PRINTING & PUBLICATIONS	8,734.00	850.85	5,826.23	2,430.00	0.67	208.25	6,034.48	2,699.52
6312- ADVERTISING & PROMOTION	200.00	20.00	20.00	100.00	0.10	0.00	20.00	180.00
6320- TELEPHONE	77,000.00	24,997.51	73,470.98	19,251.00	0.95	0.00	73,470.98	3,529.02
6410- RENT	221,798.00	21,765.96	65,360.28	53,651.00	0.29	0.00	65,360.28	156,437.72
6420- UTILITIES/ DISPOSAL	76,068.00	4,743.45	25,957.54	19,017.00	0.34	0.00	25,957.54	50,110.46
6432- BUILDING REPAIRS/ MAINTENANCE	94,341.61	3,776.42	13,968.29	23,592.61	0.15	42,977.11	56,945.40	37,396.21
6433- GROUNDS MAINTENANCE	30,252.00	3,980.78	12,107.95	7,563.00	0.40	2,090.00	14,197.95	16,054.05
6436- PEST CONTROL	5,892.00	671.00	1,955.38	1,473.00	0.33	0.00	1,955.38	3,936.62
6437- BURGLAR & FIRE ALARM	2,349.00	63.47	746.41	587.25	0.32	825.00	1,571.41	777.59
6440- PROPERTY INSURANCE	12,420.00	1,076.78	3,230.40	3,105.00	0.26	0.00	3,230.40	9,189.60
6520- CONSULTANTS	3,710.00	0.00	2,472.40	3,710.00	0.67	10,982.40	13,454.80	(9,744.80)
6524- CONTRACTS	51,930.00	5,831.50	5,831.50	4,193.00	0.11	0.00	5,831.50	46,098.50
6530- LEGAL	7,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	7,000.00
6540- CUSTODIAL SERVICES	500.00	494.00	942.50	125.00	1.89	0.00	942.50	(442.50)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	0.00	0.00	375.00	0.00	0.00	0.00	1,500.00
6610- GAS & OIL	3,000.00	339.34	2,027.31	750.00	0.68	0.00	2,027.31	972.69

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2022 to 8/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	15,240.00	1,576.74	4,730.22	3,810.00	0.31	0.00	4,730.22	10,509.78
6640- VEHICLE REPAIR & MAINTENANCE	7,500.00	260.05	984.19	1,650.00	0.13	0.00	984.19	6,515.81
6712- STAFF TRAVEL-LOCAL	2,196.00	224.38	525.14	219.60	0.24	0.00	525.14	1,670.86
6714- STAFF TRAVEL-OUT OF AREA	29,425.00	707.44	2,848.88	0.00	0.10	0.00	2,848.88	26,576.12
6722- PER DIEM - STAFF	3,222.00	0.00	0.00	0.00	0.00	0.00	0.00	3,222.00
6742- TRAINING - STAFF	37,095.00	3,085.86	16,760.80	22,150.00	0.45	3,229.20	19,990.00	17,105.00
6750- FIELD TRIPS	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	360.00	0.00	26.93	90.00	0.07	0.00	26.93	333.07
6834- STUDENT ACTIVITY INSURANCE	2,962.00	240.60	721.82	406.00	0.24	0.00	721.82	2,240.18
6840- PROPERTY TAXES	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6850- FEES & LICENSES	10,762.00	2,578.70	2,741.70	2,646.00	0.25	8,673.01	11,414.71	(652.71)
6852- FINGERPRINT	774.00	75.50	229.50	193.00	0.30	0.00	229.50	544.50
6875- EMPLOYEE HEALTH & WELFARE	12,000.00	376.07	1,700.48	0.00	0.14	1,003.11	2,703.59	9,296.41
7111- PARENT MILEAGE	1,200.00	0.00	0.00	120.00	0.00	0.00	0.00	1,200.00
7112- PARENT INVOLVEMENT	4,920.00	0.00	0.00	492.00	0.00	0.00	0.00	4,920.00
7114- PC ALLOWANCE	3,500.00	0.00	240.00	350.00	0.07	0.00	240.00	3,260.00
8110- IN KIND SALARIES	218,073.00	20,621.75	29,200.51	50,389.00	0.13	0.00	29,200.51	188,872.49
8120- IN KIND RENT	318,251.00	19,676.55	59,179.65	58,757.00	0.19	0.00	59,179.65	259,071.35
8130- IN KIND - OTHER	689,115.00	0.00	0.00	127,331.00	0.00	0.00	0.00	689,115.00
9010- INDIRECT COST ALLOCATION	421,873.73	48,943.96	84,793.93	76,748.62	0.20	0.00	84,793.93	337,079.80
Total Expenses	6,352,115.51	620,786.97	1,110,608.14	1,197,854.60	0.17	100,858.98	1,211,467.12	5,140,648.39
Excess Revenue Over (Under) Expenditures	0.00	13,388.53	72,112.00	0.00	0.00	(100,858.98)	(28,746.98)	28,746.98
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	13,388.53	72,112.00	0.00	0.00	(100,858.98)	(28,746.98)	28,746.98

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Aug-22**

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	4,735,161.00	770,444.68	4,769,091.70	3,998,647.02	4,652,471.00	100.72%	59,519.28	4,828,610.98	93,449.98
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	645,704.00	98,326.01	625,315.30	526,989.29	645,704.00	96.84%	0.00	625,315.30	(20,388.70)
4330- SALE OF ASSETS	0.00	0.00	2,250.00	2,250.00	0.00		0.00	2,250.00	2,250.00
4390 MISC INCOME	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES	5,380,865.00	868,770.69	5,396,657.00	4,527,886.31	5,298,175.00	100.29%	59,519.28	5,456,176.28	75,311.28
5010 SALARIES & WAGES	6A 2,781,656.00	476,524.29	2,696,227.88	2,219,703.59	2,781,656.00	96.93%	0.00	2,696,227.88	(85,428.12)
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 169,703.00	29,615.33	165,163.40	135,548.07	169,703.00	97.32%	0.00	165,163.40	(4,539.60)
5112 HEALTH INSURANCE	6B 180,114.00	26,945.39	175,849.88	148,904.49	180,114.00	97.63%	0.00	175,849.88	(4,264.12)
5114 WORKER'S COMPENSATION	6B 111,323.00	16,133.44	83,427.27	67,293.83	111,323.00	74.94%	0.00	83,427.27	(27,895.73)
5115- Worker's Compensation C19			0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B 158,842.00	28,146.07	162,992.18	134,846.11	158,842.00	102.61%	0.00	162,992.18	4,150.18
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 209,737.00	37,781.16	219,917.87	182,136.71	209,736.00	104.85%	0.00	219,917.87	10,180.87
5124 SUI	6B 41,926.00	1,678.27	35,539.27	33,861.00	41,926.00	84.77%	0.00	35,539.27	(6,386.73)
5125- DIRECTOR'S FRINGE			0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 12,795.00	2,265.82	12,633.30	10,367.48	12,796.00	98.74%	0.00	12,633.30	(161.70)
6714 STAFF TRAVEL-OUT OF AREA	6C 14,950.00	0.00	487.60	487.60	0.00	3.26%	0.00	487.60	(14,462.40)
6722 PER DIEM - STAFF	6C 4,462.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(4,462.00)
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 20,000.00	484.59	13,097.43	12,612.84	20,000.00	65.49%	1,314.19	14,411.62	(5,588.38)
6112 DATA PROCESSING SUPPLIES	6E 27,000.00	(2,051.54)	43,393.58	45,445.12	27,000.00	160.72%	778.93	44,172.51	17,172.51
6121 FOOD	6E 4,000.00	328.50	3,462.44	3,133.94	4,000.00	86.56%	0.00	3,462.44	(537.56)
6122 KITCHEN SUPPLIES	6E 1,050.00	411.16	4,189.39	3,778.23	1,050.00	398.99%	0.00	4,189.39	3,139.39
6130 PROGRAM SUPPLIES	6E 37,966.00	3,099.78	52,696.75	49,596.97	34,886.00	138.80%	2,222.76	54,919.51	16,953.51
6134 INSTRUCTIONAL SUPPLIES	6E 4,400.00	0.00	228.91	228.91	4,400.00	5.20%	3,280.03	3,508.94	(891.06)
6140 CUSTODIAL SUPPLIES	6E 38,285.00	0.00	22,364.16	22,364.16	38,285.00	58.41%	0.00	22,364.16	(15,920.84)
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 1,500.00	20.42	669.37	648.95	1,500.00	44.62%	0.00	669.37	(830.63)
6132 MEDICAL & DENTAL SUPPLIES	6H 140.00	0.00	0.00	0.00	140.00	0.00%	0.00	0.00	(140.00)
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 21,984.00	2,678.46	25,985.82	23,307.36	21,984.00	118.20%	0.00	25,985.82	4,001.82
6181 EQUIPMENT MAINTENANCE	6H 18,120.00	2,846.42	29,694.01	26,847.59	18,120.00	163.87%	950.00	30,644.01	12,524.01
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	0.00	3,114.61	3,114.61	7,000.00	44.49%	0.00	3,114.61	(3,885.39)
6312 ADVERTISING & PROMOTION	6H 250.00	0.00	0.00	0.00	250.00	0.00%	0.00	0.00	(250.00)
6320 TELEPHONE	6H 73,782.00	15,309.66	88,874.92	73,565.26	73,782.00	120.46%	0.00	88,874.92	15,092.92
6410 RENT	6H 80,036.00	7,233.94	93,157.90	85,923.96	77,036.00	116.39%	0.00	93,157.90	13,121.90
6420 UTILITIES/ DISPOSAL	6H 53,136.00	9,709.68	81,587.65	71,877.97	53,136.00	153.54%	0.00	81,587.65	28,451.65
6432 BUILDING REPAIRS/ MAINT	6H 57,000.00	11,738.38	112,054.04	100,315.66	57,000.00	196.59%	53.04	112,107.08	55,107.08
6433 GROUNDS MAINTENANCE	6H 17,940.00	2,005.01	37,135.27	35,130.26	17,940.00	207.00%	0.00	37,135.27	19,195.27
6436 PEST CONTROL	6H 6,600.00	625.52	11,208.89	10,583.37	6,600.00	169.83%	0.00	11,208.89	4,608.89
6437 BURGLAR & FIRE ALARM	6H 2,155.00	344.02	7,531.90	7,187.88	2,155.00	349.51%	0.00	7,531.90	5,376.90
6440 PROPERTY INSURANCE	6H 12,048.00	1,631.13	14,129.00	12,497.87	12,048.00	117.27%	0.00	14,129.00	2,081.00
6520 CONSULTANTS	6H 18,590.00	4,260.00	12,644.92	8,384.92	3,590.00	68.02%	23,905.48	36,550.40	17,960.40

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Aug-22**

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	800.00	393.00	1,480.45	1,087.45	800.00	185.06%	0.00	1,480.45	680.45
6524 CONTRACTS	6H	24,912.00	0.00	490.00	490.00	24,912.00	1.97%	0.00	490.00	(24,422.00)
6530 LEGAL	6H	9,000.00	0.00	87.50	87.50	9,000.00	0.97%	0.00	87.50	(8,912.50)
6540 CUSTODIAL SERVICES	6H	4,776.00	0.00	4,776.00	4,776.00	4,776.00	100.00%	0.00	4,776.00	0.00
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	0.00	0.00	(1,000.00)
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	10,000.00	1,207.22	12,505.34	11,298.12	10,000.00	125.05%	0.00	12,505.34	2,505.34
6620 VEHICLE INSURANCE	6H	12,000.00	1,650.29	19,800.54	18,150.25	12,000.00	165.00%	0.00	19,800.54	7,800.54
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	430.00	430.00	0.00	0.00%	0.00	430.00	430.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	15,000.00	322.55	21,055.86	20,733.31	15,000.00	140.37%	106.27	21,162.13	6,162.13
6712 STAFF TRAVEL-LOCAL	6H	28,395.00	1,118.70	10,672.00	9,553.30	3,294.00	37.58%	0.00	10,672.00	(17,723.00)
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	5,315.79	5,315.79	5,315.79
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	10,200.00	18,997.95	51,290.11	32,292.16	0.00	502.84%	15,461.56	66,751.67	56,551.67
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	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
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	0.00	363.60	363.60	504.00	72.14%	0.00	363.60	(140.40)
6834 STUDENT ACTIVITY INSURAN	6H	1,175.00	190.76	1,333.58	1,142.82	1,175.00	113.50%	0.00	1,333.58	158.58
6840 PROPERTY TAXES	6H	5,260.00	0.00	5,170.26	5,170.26	5,260.00	98.29%	0.00	5,170.26	(89.74)
6850 FEES & LICENSES	6H	17,850.00	7.00	21,210.68	21,203.68	18,090.00	118.83%	0.00	21,210.68	3,360.68
6851 CPR FEES	6H	240.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	(240.00)
6852 FINGER PRINTING	6H	75.00	1,336.25	3,837.73	2,501.48	75.00	5116.97%	0.00	3,837.73	3,762.73
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	8,475.00	773.49	7,722.19	6,948.70	8,475.00	91.12%	1,166.89	8,889.08	414.08
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	700.00	0.00	0.00	0.00	700.00	0.00%	0.00	0.00	(700.00)
7111- PARENT MILEAGE	6H	750.00	0.00	0.00	0.00	750.00	0.00%	0.00	0.00	(750.00)
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	0.00	420.00	1,680.00	1,260.00	0.00	0.00%	0.00	1,680.00	1,680.00
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		560,230.00	83,418.26	446,422.30	363,004.04	560,230.00	79.69%	0.00	446,422.30	(113,807.70)
8120 INKIND RENT		83,944.00	14,907.75	178,893.00	163,985.25	83,944.00	213.11%	0.00	178,893.00	94,949.00
8130 INKIND OTHER		1,530.00	0.00	0.00	0.00	1,530.00	0.00%	0.00	0.00	(1,530.00)
9010 INDIRECT EXPENSE	6J	394,959.00	64,262.57	397,976.25	333,713.68	388,062.00	100.76%	4,964.34	402,940.59	7,981.59
TOTAL EXPENSES		5,380,865.00	868,770.69	5,396,657.00	4,527,886.31	5,298,175.00	100.29%	59,519.28	5,456,176.28	75,311.28
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Contract 101%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 7/31/2022

	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	82,690.00	531.97	38,969.61	0.00	(0.47)	0.00	38,969.61	43,720.39
Total Revenues	82,690.00	531.97	38,969.61	0.00	(0.47)	0.00	38,969.61	43,720.39
Expenses								
6121- FOOD	0.00	0.00	845.23	0.00	0.00	0.00	845.23	(845.23)
6122- KITCHEN SUPPLIES	0.00	0.00	21.90	0.00	0.00	0.00	21.90	(21.90)
6130- PROGRAM SUPPLIES	3,080.00	0.00	0.00	0.00	0.00	0.00	0.00	3,080.00
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	3,280.03	3,280.03	(3,280.03)
6170- POSTAGE & SHIPPING	0.00	0.00	99.70	0.00	0.00	0.00	99.70	(99.70)
6310- PRINTING & PUBLICATIONS	0.00	0.00	503.18	0.00	0.00	0.00	503.18	(503.18)
6410- RENT	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6520- CONSULTANTS	15,000.00	0.00	1,800.00	0.00	0.12	0.00	1,800.00	13,200.00
6712- STAFF TRAVEL-LOCAL	25,101.00	0.00	0.00	0.00	0.00	0.00	0.00	25,101.00
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	487.60	487.60	0.00	0.03	0.00	487.60	14,462.40
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	0.00	27,672.17	0.00	2.71	17,059.85	44,732.02	(34,532.02)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	4,289.39	0.00	0.00	359.31	4,648.70	(4,648.70)
9010- INDIRECT COST ALLOCATION	6,897.00	44.37	3,250.44	0.00	0.47	0.00	3,250.44	3,646.56
Total Expenses	82,690.00	531.97	38,969.61	0.00	0.47	20,699.19	59,668.80	23,021.20
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(20,699.19)	(20,699.19)	20,699.19
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	(20,699.19)	(20,699.19)	20,699.19

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 7/31/2022

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,652,471.00	457,308.97	3,959,677.41	3,904,979.00	(0.85)	0.00	3,959,677.41	692,793.59
4220- IN KIND CONTRIBUTIONS	645,704.00	0.00	418,442.03	516,897.00	(0.65)	0.00	418,442.03	227,261.97
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,298,175.00</u>	<u>457,308.97</u>	<u>4,380,369.44</u>	<u>4,421,876.00</u>	<u>(0.83)</u>	<u>0.00</u>	<u>4,380,369.44</u>	<u>917,805.56</u>
Expenses								
5010- SALARIES & WAGES	2,781,656.00	272,754.32	2,219,703.59	2,290,359.00	0.80	0.00	2,219,703.59	561,952.41
5020- ACCRUED VACATION PAY	169,703.00	16,678.56	135,548.07	139,627.00	0.80	0.00	135,548.07	34,154.93
5112- HEALTH INSURANCE	180,114.00	23,870.70	148,904.49	158,129.00	0.83	0.00	148,904.49	31,209.51
5114- WORKER'S COMPENSATION	111,323.00	9,125.55	67,293.83	91,658.00	0.60	0.00	67,293.83	44,029.17
5116- PENSION	158,842.00	17,685.22	134,846.11	130,478.00	0.85	0.00	134,846.11	23,995.89
5122- FICA	209,737.00	21,223.87	182,136.71	172,688.00	0.87	0.00	182,136.71	27,600.29
5124- SUI	41,926.00	1,219.01	33,861.00	41,926.00	0.81	0.00	33,861.00	8,065.00
5130- ACCRUED VACATION FICA	12,795.00	1,275.40	10,367.48	10,528.00	0.81	0.00	10,367.48	2,427.52
6110- OFFICE SUPPLIES	20,000.00	48.90	12,513.14	17,412.00	0.63	423.58	12,936.72	7,063.28
6112- DATA PROCESSING SUPPLIES	27,000.00	1,615.00	45,445.12	23,934.00	1.68	35.58	45,480.70	(18,480.70)
6121- FOOD	4,000.00	0.00	2,288.71	4,000.00	0.57	0.00	2,288.71	1,711.29
6122- KITCHEN SUPPLIES	1,050.00	157.97	3,756.33	1,050.00	3.58	0.00	3,756.33	(2,706.33)
6130- PROGRAM SUPPLIES	34,886.00	3,487.47	49,093.79	29,296.00	1.41	2,897.92	51,991.71	(17,105.71)
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	140.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	3,653.00	0.05	0.00	228.91	4,171.09
6140- CUSTODIAL SUPPLIES	38,285.00	1,533.84	22,364.16	33,096.00	0.58	0.00	22,364.16	15,920.84
6170- POSTAGE & SHIPPING	1,500.00	34.94	648.95	1,350.00	0.43	0.00	648.95	851.05
6180- EQUIPMENT RENTAL	21,984.00	0.00	23,307.36	20,152.00	1.06	0.00	23,307.36	(1,323.36)
6181- EQUIPMENT MAINTENANCE	18,120.00	2,319.39	26,847.59	16,610.00	1.48	0.00	26,847.59	(8,727.59)
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	3,114.61	7,000.00	0.44	0.00	3,114.61	3,885.39
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	15,141.56	73,565.26	67,639.00	1.00	0.00	73,565.26	216.74
6410- RENT	77,036.00	7,233.56	85,923.96	70,616.00	1.12	0.00	85,923.96	(8,887.96)
6420- UTILITIES/ DISPOSAL	53,136.00	1,910.50	71,877.97	48,708.00	1.35	0.00	71,877.97	(18,741.97)
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	3,250.00	100,315.66	52,272.00	1.76	12,345.33	112,660.99	(55,660.99)
6433- GROUNDS MAINTENANCE	17,940.00	200.00	35,130.26	16,445.00	1.96	0.00	35,130.26	(17,190.26)
6436- PEST CONTROL	6,600.00	908.42	10,583.37	6,050.00	1.60	0.00	10,583.37	(3,983.37)
6437- BURGLAR & FIRE ALARM	2,155.00	2,120.96	7,187.88	1,975.00	3.34	0.00	7,187.88	(5,032.88)
6440- PROPERTY INSURANCE	12,048.00	1,136.17	12,497.87	11,033.00	1.04	0.00	12,497.87	(449.87)
6520- CONSULTANTS	3,590.00	4,177.48	6,584.92	3,590.00	1.83	23,905.48	30,490.40	(26,900.40)
6522- CONSULTANT EXPENSES	800.00	612.82	1,087.45	800.00	1.36	0.00	1,087.45	(287.45)
6524- CONTRACTS	24,912.00	0.00	490.00	22,836.00	0.02	0.00	490.00	24,422.00
6530- LEGAL	9,000.00	0.00	87.50	8,250.00	0.01	0.00	87.50	8,912.50
6540- CUSTODIAL SERVICES	4,776.00	796.00	4,776.00	4,378.00	1.00	0.00	4,776.00	0.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	797.09	11,298.12	9,163.00	1.13	0.00	11,298.12	(1,298.12)
6620- VEHICLE INSURANCE	12,000.00	1,650.02	18,150.25	11,000.00	1.51	0.00	18,150.25	(6,150.25)
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 7/31/2022

	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	126.55	20,733.31	13,750.00	1.38	0.00	20,733.31	(5,733.31)
6712- STAFF TRAVEL-LOCAL	3,294.00	2,018.65	9,553.30	2,745.00	2.90	0.00	9,553.30	(6,259.30)
6742- TRAINING - STAFF	0.00	0.00	4,619.99	0.00	0.00	0.00	4,619.99	(4,619.99)
6832- LIABILITY INSURANCE	504.00	0.00	363.60	462.00	0.72	0.00	363.60	140.40
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.47	1,142.82	1,007.00	0.97	0.00	1,142.82	32.18
6840- PROPERTY TAXES	5,260.00	3,804.57	5,170.26	5,260.00	0.98	0.00	5,170.26	89.74
6850- FEES & LICENSES	17,850.00	0.00	21,203.68	16,670.00	1.19	0.00	21,203.68	(3,353.68)
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	2,501.48	75.00	33.35	0.00	2,501.48	(2,426.48)
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	2,659.31	8,475.00	0.31	1,524.37	4,183.68	4,291.32
7110- PARENT ACTIVITIES	700.00	0.00	0.00	581.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	600.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	60.00	1,260.00	0.00	0.00	0.00	1,260.00	(1,260.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	550.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	0.00	269,364.53	448,472.00	0.48	0.00	269,364.53	290,865.47
8120- IN KIND RENT	83,944.00	0.00	149,077.50	67,200.00	1.78	0.00	149,077.50	(65,133.50)
8130- IN KIND - OTHER	1,530.00	0.00	0.00	1,225.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	388,062.00	38,144.01	330,463.24	325,713.00	0.85	0.00	330,463.24	57,598.76
Total Expenses	<u>5,298,175.00</u>	<u>457,308.97</u>	<u>4,380,369.44</u>	<u>4,421,876.00</u>	<u>0.83</u>	<u>41,132.26</u>	<u>4,421,501.70</u>	<u>876,673.30</u>
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(41,132.26)	(41,132.26)	41,132.26
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	(41,132.26)	(41,132.26)	41,132.26

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 7/31/2022

	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
Revenues								
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
Total Revenues	<u>116,800.00</u>	<u>0.00</u>	<u>112,410.74</u>	<u>0.00</u>	<u>(0.96)</u>	<u>0.00</u>	<u>112,410.74</u>	<u>4,389.26</u>
Expenses								
6110- OFFICE SUPPLIES	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6130- PROGRAM SUPPLIES	92,058.00	0.00	0.00	0.00	0.00	0.00	0.00	92,058.00
9010- INDIRECT COST ALLOCATION	9,742.00	0.00	0.00	0.00	0.00	0.00	0.00	9,742.00
Total Expenses	<u>116,800.00</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>116,800.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>112,410.74</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>112,410.74</u>	<u>(112,410.74)</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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>56,112.32</u>	<u>168,523.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>168,523.06</u>	<u>(168,523.06)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 7/31/2022

	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	64,578.00	596.11	58,022.16	0.00	(0.90)	0.00	58,022.16	6,555.84
Total Revenues	<u>64,578.00</u>	<u>596.11</u>	<u>58,022.16</u>	<u>0.00</u>	<u>(0.90)</u>	<u>0.00</u>	<u>58,022.16</u>	<u>6,555.84</u>
Expenses								
5114- WORKER'S COMPENSATION	0.00	0.00	0.92	0.00	0.00	0.00	0.92	(0.92)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	4,656.41	0.00	0.00	0.00	4,656.41	(4,656.41)
6130- PROGRAM SUPPLIES	59,192.00	0.00	13,061.84	0.00	0.22	0.00	13,061.84	46,130.16
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	1,672.58	0.00	0.00	0.00	1,672.58	(1,672.58)
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,250.05	0.00	0.00	0.00	1,250.05	(1,250.05)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,274.34	0.00	0.00	0.00	1,274.34	(1,274.34)
6520- CONSULTANTS	0.00	0.00	28,620.00	0.00	0.00	0.00	28,620.00	(28,620.00)
6742- TRAINING - STAFF	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	(2,100.00)
6850- FEES & LICENSES	0.00	0.00	0.02	0.00	0.00	0.00	0.02	(0.02)
9010- INDIRECT COST ALLOCATION	5,386.00	596.11	5,386.00	0.00	1.00	0.00	5,386.00	0.00
Total Expenses	<u>64,578.00</u>	<u>596.11</u>	<u>58,022.16</u>	<u>0.00</u>	<u>0.90</u>	<u>0.00</u>	<u>58,022.16</u>	<u>6,555.84</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 9/01/2021 to 7/31/2022

	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
838 0 COVID-19 ARP - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	335,513.00	121,949.36	491,651.59	0.00	(1.47)	0.00	491,651.59	(156,138.59)
Total Revenues	<u>335,513.00</u>	<u>121,949.36</u>	<u>491,651.59</u>	<u>0.00</u>	<u>(1.47)</u>	<u>0.00</u>	<u>491,651.59</u>	<u>(156,138.59)</u>
Expenses								
5010- SALARIES & WAGES	229,961.00	3,577.51	259,086.47	0.00	1.13	0.00	259,086.47	(29,125.47)
5020- ACCRUED VACATION PAY	15,478.00	201.64	6,042.42	0.00	0.39	0.00	6,042.42	9,435.58
5112- HEALTH INSURANCE	20,511.00	649.74	21,977.44	0.00	1.07	0.00	21,977.44	(1,466.44)
5114- WORKER'S COMPENSATION	9,150.00	125.41	9,425.65	0.00	1.03	0.00	9,425.65	(275.65)
5116- PENSION	13,923.00	200.03	18,844.49	0.00	1.35	0.00	18,844.49	(4,921.49)
5122- FICA	18,506.00	274.27	20,270.14	0.00	1.10	0.00	20,270.14	(1,764.14)
5124- SUI	0.00	19.55	3,774.58	0.00	0.00	0.00	3,774.58	(3,774.58)
5130- ACCRUED VACATION FICA	0.00	15.45	462.21	0.00	0.00	0.00	462.21	(462.21)
6130- PROGRAM SUPPLIES	0.00	0.00	3,308.91	0.00	0.00	0.00	3,308.91	(3,308.91)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	106,714.00	107,419.65	0.00	0.00	0.00	107,419.65	(107,419.65)
6850- FEES & LICENSES	0.00	0.00	31.11	0.00	0.00	0.00	31.11	(31.11)
9010- INDIRECT COST ALLOCATION	27,984.00	10,171.76	41,008.52	0.00	1.47	0.00	41,008.52	(13,024.52)
Total Expenses	<u>335,513.00</u>	<u>121,949.36</u>	<u>491,651.59</u>	<u>0.00</u>	<u>1.47</u>	<u>0.00</u>	<u>491,651.59</u>	<u>(156,138.59)</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 9/01/2021 to 7/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,135,252.00	580,386.41	4,548,320.77	3,904,979.00	(0.89)	0.00	4,548,320.77	586,931.23
4120- GRANT INCOME-STATE	116,800.00	0.00	112,410.74	0.00	(0.96)	0.00	112,410.74	4,389.26
4220- IN KIND CONTRIBUTIONS	645,704.00	0.00	418,442.03	516,897.00	(0.65)	0.00	418,442.03	227,261.97
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,897,756.00</u>	<u>580,386.41</u>	<u>5,081,423.54</u>	<u>4,421,876.00</u>	<u>(0.86)</u>	<u>0.00</u>	<u>5,081,423.54</u>	<u>816,332.46</u>
Expenses								
5010- SALARIES & WAGES	3,011,617.00	276,331.83	2,478,790.06	2,290,359.00	0.82	0.00	2,478,790.06	532,826.94
5020- ACCRUED VACATION PAY	185,181.00	16,880.20	141,590.49	139,627.00	0.76	0.00	141,590.49	43,590.51
5112- HEALTH INSURANCE	200,625.00	24,520.44	170,881.93	158,129.00	0.85	0.00	170,881.93	29,743.07
5114- WORKER'S COMPENSATION	120,473.00	9,250.96	76,720.40	91,658.00	0.64	0.00	76,720.40	43,752.60
5116- PENSION	172,765.00	17,885.25	153,690.60	130,478.00	0.89	0.00	153,690.60	19,074.40
5122- FICA	228,243.00	21,498.14	202,406.85	172,688.00	0.89	0.00	202,406.85	25,836.15
5124- SUI	41,926.00	1,238.56	37,635.58	41,926.00	0.90	0.00	37,635.58	4,290.42
5130- ACCRUED VACATION FICA	12,795.00	1,290.85	10,829.69	10,528.00	0.85	0.00	10,829.69	1,965.31
6110- OFFICE SUPPLIES	35,000.00	48.90	12,513.14	17,412.00	0.36	423.58	12,936.72	22,063.28
6112- DATA PROCESSING SUPPLIES	27,000.00	1,615.00	50,101.53	23,934.00	1.86	35.58	50,137.11	(23,137.11)
6121- FOOD	4,000.00	0.00	3,133.94	4,000.00	0.78	0.00	3,133.94	866.06
6122- KITCHEN SUPPLIES	1,050.00	157.97	3,778.23	1,050.00	3.60	0.00	3,778.23	(2,728.23)
6130- PROGRAM SUPPLIES	189,216.00	3,487.47	65,464.54	29,296.00	0.35	2,897.92	68,362.46	120,853.54
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	1,672.58	140.00	11.95	0.00	1,672.58	(1,532.58)
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	3,653.00	0.05	3,280.03	3,508.94	891.06
6140- CUSTODIAL SUPPLIES	38,285.00	1,533.84	23,614.21	33,096.00	0.62	0.00	23,614.21	14,670.79
6170- POSTAGE & SHIPPING	1,500.00	34.94	748.65	1,350.00	0.50	0.00	748.65	751.35
6180- EQUIPMENT RENTAL	21,984.00	0.00	23,307.36	20,152.00	1.06	0.00	23,307.36	(1,323.36)
6181- EQUIPMENT MAINTENANCE	18,120.00	2,319.39	26,847.59	16,610.00	1.48	0.00	26,847.59	(8,727.59)
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	3,617.79	7,000.00	0.52	0.00	3,617.79	3,382.21
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	15,141.56	73,565.26	67,639.00	1.00	0.00	73,565.26	216.74
6410- RENT	80,036.00	7,233.56	85,923.96	70,616.00	1.07	0.00	85,923.96	(5,887.96)
6420- UTILITIES/ DISPOSAL	53,136.00	1,910.50	71,877.97	48,708.00	1.35	0.00	71,877.97	(18,741.97)
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	109,964.00	209,009.65	52,272.00	3.67	12,345.33	221,354.98	(164,354.98)
6433- GROUNDS MAINTENANCE	17,940.00	200.00	35,130.26	16,445.00	1.96	0.00	35,130.26	(17,190.26)
6436- PEST CONTROL	6,600.00	908.42	10,583.37	6,050.00	1.60	0.00	10,583.37	(3,983.37)
6437- BURGLAR & FIRE ALARM	2,155.00	2,120.96	7,187.88	1,975.00	3.34	0.00	7,187.88	(5,032.88)
6440- PROPERTY INSURANCE	12,048.00	1,136.17	12,497.87	11,033.00	1.04	0.00	12,497.87	(449.87)
6520- CONSULTANTS	18,590.00	4,177.48	37,004.92	3,590.00	1.99	23,905.48	60,910.40	(42,320.40)
6522- CONSULTANT EXPENSES	800.00	612.82	1,087.45	800.00	1.36	0.00	1,087.45	(287.45)
6524- CONTRACTS	24,912.00	0.00	490.00	22,836.00	0.02	0.00	490.00	24,422.00
6530- LEGAL	9,000.00	0.00	87.50	8,250.00	0.01	0.00	87.50	8,912.50
6540- CUSTODIAL SERVICES	4,776.00	796.00	4,776.00	4,378.00	1.00	0.00	4,776.00	0.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	797.09	11,298.12	9,163.00	1.13	0.00	11,298.12	(1,298.12)
6620- VEHICLE INSURANCE	12,000.00	1,650.02	18,150.25	11,000.00	1.51	0.00	18,150.25	(6,150.25)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 7/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual July 31, 2022	YTD Budget July 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	126.55	20,733.31	13,750.00	1.38	0.00	20,733.31	(5,733.31)
6712- STAFF TRAVEL-LOCAL	28,395.00	2,018.65	9,553.30	2,745.00	0.34	0.00	9,553.30	18,841.70
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	487.60	487.60	0.00	0.03	0.00	487.60	14,462.40
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	0.00	34,392.16	0.00	3.37	17,059.85	51,452.01	(41,252.01)
6832- LIABILITY INSURANCE	504.00	0.00	363.60	462.00	0.72	0.00	363.60	140.40
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.47	1,142.82	1,007.00	0.97	0.00	1,142.82	32.18
6840- PROPERTY TAXES	5,260.00	3,804.57	5,170.26	5,260.00	0.98	0.00	5,170.26	89.74
6850- FEES & LICENSES	17,850.00	0.00	21,234.81	16,670.00	1.19	0.00	21,234.81	(3,384.81)
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	0.00	2,501.48	75.00	33.35	0.00	2,501.48	(2,426.48)
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	6,948.70	8,475.00	0.82	1,883.68	8,832.38	(357.38)
7110- PARENT ACTIVITIES	700.00	0.00	0.00	581.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	600.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	60.00	1,260.00	0.00	0.00	0.00	1,260.00	(1,260.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	550.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	560,230.00	0.00	269,364.53	448,472.00	0.48	0.00	269,364.53	290,865.47
8120- IN KIND RENT	83,944.00	0.00	149,077.50	67,200.00	1.78	0.00	149,077.50	(65,133.50)
8130- IN KIND - OTHER	1,530.00	0.00	0.00	1,225.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	438,071.00	48,956.25	380,108.20	325,713.00	0.87	0.00	380,108.20	57,962.80
Total Expenses	5,897,756.00	580,386.41	4,969,012.80	4,421,876.00	0.84	61,831.45	5,030,844.25	866,911.75
Excess Revenue Over (Under) Expenditures	0.00	0.00	112,410.74	0.00	0.00	(61,831.45)	50,579.29	(50,579.29)
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	56,112.32	168,523.06	0.00	0.00	(61,831.45)	106,691.61	(106,691.61)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	82,690.00	22,023.96	60,970.01	0.00	(0.74)	0.00	60,970.01	21,719.99
Total Revenues	82,690.00	22,023.96	60,970.01	0.00	(0.74)	0.00	60,970.01	21,719.99
Expenses								
6121- FOOD	0.00	102.03	947.26	0.00	0.00	0.00	947.26	(947.26)
6122- KITCHEN SUPPLIES	0.00	0.00	21.90	0.00	0.00	0.00	21.90	(21.90)
6130- PROGRAM SUPPLIES	3,080.00	0.00	0.00	0.00	0.00	0.00	0.00	3,080.00
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	3,280.03	3,280.03	(3,280.03)
6170- POSTAGE & SHIPPING	0.00	0.00	99.70	0.00	0.00	0.00	99.70	(99.70)
6310- PRINTING & PUBLICATIONS	0.00	0.00	503.18	0.00	0.00	0.00	503.18	(503.18)
6410- RENT	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6520- CONSULTANTS	15,000.00	0.00	1,800.00	0.00	0.12	0.00	1,800.00	13,200.00
6712- STAFF TRAVEL-LOCAL	25,101.00	244.38	291.88	0.00	0.01	0.00	291.88	24,809.12
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	487.60	0.00	0.03	0.00	487.60	14,462.40
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	13,997.95	46,670.12	0.00	4.58	15,461.56	62,131.68	(51,931.68)
6875- EMPLOYEE HEALTH & WELFARE	0.00	437.48	5,062.88	0.00	0.00	1,166.89	6,229.77	(6,229.77)
9010- INDIRECT COST ALLOCATION	6,897.00	1,837.01	5,085.49	0.00	0.74	0.00	5,085.49	1,811.51
Total Expenses	82,690.00	16,618.85	60,970.01	0.00	0.74	19,908.48	80,878.49	1,811.51
Excess Revenue Over (Under) Expenditures	0.00	5,405.11	0.00	0.00	0.00	(19,908.48)	(19,908.48)	19,908.48
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	5,405.11	0.00	0.00	0.00	(19,908.48)	(19,908.48)	19,908.48

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 8/31/2022

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,652,471.00	747,334.29	4,708,121.69	4,652,471.00	(1.01)	0.00	4,708,121.69	(55,650.69)
4220- IN KIND CONTRIBUTIONS	645,704.00	98,326.01	625,315.30	645,704.00	(0.97)	0.00	625,315.30	20,388.70
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	<u>5,298,175.00</u>	<u>845,660.30</u>	<u>5,335,686.99</u>	<u>5,298,175.00</u>	<u>(1.01)</u>	<u>0.00</u>	<u>5,335,686.99</u>	<u>(37,511.99)</u>
Expenses								
5010- SALARIES & WAGES	2,781,656.00	476,524.29	2,696,227.88	2,781,656.00	0.97	0.00	2,696,227.88	85,428.12
5020- ACCRUED VACATION PAY	169,703.00	29,615.33	165,163.40	169,703.00	0.97	0.00	165,163.40	4,539.60
5112- HEALTH INSURANCE	180,114.00	26,392.43	175,849.88	180,114.00	0.98	0.00	175,849.88	4,264.12
5114- WORKER'S COMPENSATION	111,323.00	16,133.44	83,427.27	111,323.00	0.75	0.00	83,427.27	27,895.73
5116- PENSION	158,842.00	28,146.07	162,992.18	158,842.00	1.03	0.00	162,992.18	(4,150.18)
5122- FICA	209,737.00	37,781.16	219,917.87	209,736.00	1.05	0.00	219,917.87	(10,180.87)
5124- SUI	41,926.00	1,678.27	35,539.27	41,926.00	0.85	0.00	35,539.27	6,386.73
5130- ACCRUED VACATION FICA	12,795.00	2,265.82	12,633.30	12,796.00	0.99	0.00	12,633.30	161.70
6110- OFFICE SUPPLIES	20,000.00	58.75	12,997.73	20,000.00	0.65	1,314.19	14,311.92	5,688.08
6112- DATA PROCESSING SUPPLIES	27,000.00	0.00	43,393.58	27,000.00	1.61	778.93	44,172.51	(17,172.51)
6121- FOOD	4,000.00	0.00	2,515.18	4,000.00	0.63	0.00	2,515.18	1,484.82
6122- KITCHEN SUPPLIES	1,050.00	383.58	4,167.49	1,050.00	3.97	0.00	4,167.49	(3,117.49)
6130- PROGRAM SUPPLIES	34,886.00	720.33	52,193.57	34,886.00	1.50	2,222.76	54,416.33	(19,530.33)
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	140.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	4,400.00	0.05	0.00	228.91	4,171.09
6140- CUSTODIAL SUPPLIES	38,285.00	0.00	22,364.16	38,285.00	0.58	0.00	22,364.16	15,920.84
6170- POSTAGE & SHIPPING	1,500.00	20.42	669.37	1,500.00	0.45	0.00	669.37	830.63
6180- EQUIPMENT RENTAL	21,984.00	762.64	25,985.82	21,984.00	1.18	0.00	25,985.82	(4,001.82)
6181- EQUIPMENT MAINTENANCE	18,120.00	2,846.42	29,694.01	18,120.00	1.64	950.00	30,644.01	(12,524.01)
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	3,114.61	7,000.00	0.44	0.00	3,114.61	3,885.39
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	15,309.66	88,874.92	73,782.00	1.20	0.00	88,874.92	(15,092.92)
6410- RENT	77,036.00	7,233.56	93,157.90	77,036.00	1.21	0.00	93,157.90	(16,121.90)
6420- UTILITIES/ DISPOSAL	53,136.00	1,754.09	81,587.65	53,136.00	1.54	0.00	81,587.65	(28,451.65)
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	12,228.63	112,054.04	57,000.00	1.97	53.04	112,107.08	(55,107.08)
6433- GROUNDS MAINTENANCE	17,940.00	2,005.01	37,135.27	17,940.00	2.07	0.00	37,135.27	(19,195.27)
6436- PEST CONTROL	6,600.00	625.52	11,208.89	6,600.00	1.70	0.00	11,208.89	(4,608.89)
6437- BURGLAR & FIRE ALARM	2,155.00	344.02	7,531.90	2,155.00	3.50	0.00	7,531.90	(5,376.90)
6440- PROPERTY INSURANCE	12,048.00	1,631.13	14,129.00	12,048.00	1.17	0.00	14,129.00	(2,081.00)
6520- CONSULTANTS	3,590.00	4,260.00	10,844.92	3,590.00	3.02	23,905.48	34,750.40	(31,160.40)
6522- CONSULTANT EXPENSES	800.00	393.00	1,480.45	800.00	1.85	0.00	1,480.45	(680.45)
6524- CONTRACTS	24,912.00	0.00	490.00	24,912.00	0.02	0.00	490.00	24,422.00
6530- LEGAL	9,000.00	0.00	87.50	9,000.00	0.01	0.00	87.50	8,912.50
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	0.00	1,000.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	154.30	12,505.34	10,000.00	1.25	0.00	12,505.34	(2,505.34)
6620- VEHICLE INSURANCE	12,000.00	1,650.29	19,800.54	12,000.00	1.65	0.00	19,800.54	(7,800.54)
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 8/31/2022

	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	322.55	21,055.86	15,000.00	1.40	106.27	21,162.13	(6,162.13)
6712- STAFF TRAVEL-LOCAL	3,294.00	819.82	10,380.12	3,294.00	3.15	0.00	10,380.12	(7,086.12)
6742- TRAINING - STAFF	0.00	0.00	4,619.99	0.00	0.00	5,315.79	9,935.78	(9,935.78)
6832- LIABILITY INSURANCE	504.00	0.00	363.60	504.00	0.72	0.00	363.60	140.40
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.76	1,333.58	1,175.00	1.13	0.00	1,333.58	(158.58)
6840- PROPERTY TAXES	5,260.00	0.00	5,170.26	5,260.00	0.98	0.00	5,170.26	89.74
6850- FEES & LICENSES	17,850.00	7.00	21,210.68	18,090.00	1.19	0.00	21,210.68	(3,360.68)
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	1,336.25	3,837.73	75.00	51.17	0.00	3,837.73	(3,762.73)
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	0.00	2,659.31	8,475.00	0.31	0.00	2,659.31	5,815.69
7110- PARENT ACTIVITIES	700.00	0.00	0.00	700.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	120.00	1,680.00	0.00	0.00	0.00	1,680.00	(1,680.00)
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	560,230.00	83,418.26	446,422.30	560,230.00	0.80	0.00	446,422.30	113,807.70
8120- IN KIND RENT	83,944.00	14,907.75	178,893.00	83,944.00	2.13	0.00	178,893.00	(94,949.00)
8130- IN KIND - OTHER	1,530.00	0.00	0.00	1,530.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	388,062.00	62,334.94	392,890.76	388,062.00	1.01	0.00	392,890.76	(4,828.76)
Total Expenses	<u>5,298,175.00</u>	<u>834,773.49</u>	<u>5,335,686.99</u>	<u>5,298,175.00</u>	<u>1.01</u>	<u>34,646.46</u>	<u>5,370,333.45</u>	<u>(72,158.45)</u>
Excess Revenue Over (Under) Expenditures	0.00	10,886.81	0.00	0.00	0.00	(34,646.46)	(34,646.46)	34,646.46
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	10,886.81	0.00	0.00	0.00	(34,646.46)	(34,646.46)	34,646.46

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 8/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,735,161.00	769,358.25	4,769,091.70	4,652,471.00	(1.01)	0.00	4,769,091.70	(33,930.70)
4220- IN KIND CONTRIBUTIONS	645,704.00	98,326.01	625,315.30	645,704.00	(0.97)	0.00	625,315.30	20,388.70
4330- SALE OF ASSETS	0.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	(2,250.00)
Total Revenues	5,380,865.00	867,684.26	5,396,657.00	5,298,175.00	(1.00)	0.00	5,396,657.00	(15,792.00)
Expenses								
5010- SALARIES & WAGES	2,781,656.00	476,524.29	2,696,227.88	2,781,656.00	0.97	0.00	2,696,227.88	85,428.12
5020- ACCRUED VACATION PAY	169,703.00	29,615.33	165,163.40	169,703.00	0.97	0.00	165,163.40	4,539.60
5112- HEALTH INSURANCE	180,114.00	26,392.43	175,849.88	180,114.00	0.98	0.00	175,849.88	4,264.12
5114- WORKER'S COMPENSATION	111,323.00	16,133.44	83,427.27	111,323.00	0.75	0.00	83,427.27	27,895.73
5116- PENSION	158,842.00	28,146.07	162,992.18	158,842.00	1.03	0.00	162,992.18	(4,150.18)
5122- FICA	209,737.00	37,781.16	219,917.87	209,736.00	1.05	0.00	219,917.87	(10,180.87)
5124- SUI	41,926.00	1,678.27	35,539.27	41,926.00	0.85	0.00	35,539.27	6,386.73
5130- ACCRUED VACATION FICA	12,795.00	2,265.82	12,633.30	12,796.00	0.99	0.00	12,633.30	161.70
6110- OFFICE SUPPLIES	20,000.00	58.75	12,997.73	20,000.00	0.65	1,314.19	14,311.92	5,688.08
6112- DATA PROCESSING SUPPLIES	27,000.00	0.00	43,393.58	27,000.00	1.61	778.93	44,172.51	(17,172.51)
6121- FOOD	4,000.00	102.03	3,462.44	4,000.00	0.87	0.00	3,462.44	537.56
6122- KITCHEN SUPPLIES	1,050.00	383.58	4,189.39	1,050.00	3.99	0.00	4,189.39	(3,139.39)
6130- PROGRAM SUPPLIES	37,966.00	720.33	52,193.57	34,886.00	1.37	2,222.76	54,416.33	(16,450.33)
6132- MEDICAL & DENTAL SUPPLIES	140.00	0.00	0.00	140.00	0.00	0.00	0.00	140.00
6134- INSTRUCTIONAL SUPPLIES	4,400.00	0.00	228.91	4,400.00	0.05	3,280.03	3,508.94	891.06
6140- CUSTODIAL SUPPLIES	38,285.00	0.00	22,364.16	38,285.00	0.58	0.00	22,364.16	15,920.84
6170- POSTAGE & SHIPPING	1,500.00	20.42	769.07	1,500.00	0.51	0.00	769.07	730.93
6180- EQUIPMENT RENTAL	21,984.00	762.64	25,985.82	21,984.00	1.18	0.00	25,985.82	(4,001.82)
6181- EQUIPMENT MAINTENANCE	18,120.00	2,846.42	29,694.01	18,120.00	1.64	950.00	30,644.01	(12,524.01)
6310- PRINTING & PUBLICATIONS	7,000.00	0.00	3,617.79	7,000.00	0.52	0.00	3,617.79	3,382.21
6312- ADVERTISING & PROMOTION	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6320- TELEPHONE	73,782.00	15,309.66	88,874.92	73,782.00	1.20	0.00	88,874.92	(15,092.92)
6410- RENT	80,036.00	7,233.56	93,157.90	77,036.00	1.16	0.00	93,157.90	(13,121.90)
6420- UTILITIES/ DISPOSAL	53,136.00	1,754.09	81,587.65	53,136.00	1.54	0.00	81,587.65	(28,451.65)
6432- BUILDING REPAIRS/ MAINTENANCE	57,000.00	12,228.63	112,054.04	57,000.00	1.97	53.04	112,107.08	(55,107.08)
6433- GROUNDS MAINTENANCE	17,940.00	2,005.01	37,135.27	17,940.00	2.07	0.00	37,135.27	(19,195.27)
6436- PEST CONTROL	6,600.00	625.52	11,208.89	6,600.00	1.70	0.00	11,208.89	(4,608.89)
6437- BURGLAR & FIRE ALARM	2,155.00	344.02	7,531.90	2,155.00	3.50	0.00	7,531.90	(5,376.90)
6440- PROPERTY INSURANCE	12,048.00	1,631.13	14,129.00	12,048.00	1.17	0.00	14,129.00	(2,081.00)
6520- CONSULTANTS	18,590.00	4,260.00	12,644.92	3,590.00	0.68	23,905.48	36,550.40	(17,960.40)
6522- CONSULTANT EXPENSES	800.00	393.00	1,480.45	800.00	1.85	0.00	1,480.45	(680.45)
6524- CONTRACTS	24,912.00	0.00	490.00	24,912.00	0.02	0.00	490.00	24,422.00
6530- LEGAL	9,000.00	0.00	87.50	9,000.00	0.01	0.00	87.50	8,912.50
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	0.00	1,000.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	10,000.00	154.30	12,505.34	10,000.00	1.25	0.00	12,505.34	(2,505.34)
6620- VEHICLE INSURANCE	12,000.00	1,650.29	19,800.54	12,000.00	1.65	0.00	19,800.54	(7,800.54)
6630- VEHICLE LICENSE & FEES	0.00	0.00	430.00	0.00	0.00	0.00	430.00	(430.00)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 8/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6640- VEHICLE REPAIR & MAINTENANCE	15,000.00	322.55	21,055.86	15,000.00	1.40	106.27	21,162.13	(6,162.13)
6712- STAFF TRAVEL-LOCAL	28,395.00	1,064.20	10,672.00	3,294.00	0.38	0.00	10,672.00	17,723.00
6714- STAFF TRAVEL-OUT OF AREA	14,950.00	0.00	487.60	0.00	0.03	0.00	487.60	14,462.40
6722- PER DIEM - STAFF	4,462.00	0.00	0.00	0.00	0.00	0.00	0.00	4,462.00
6742- TRAINING - STAFF	10,200.00	13,997.95	51,290.11	0.00	5.03	20,777.35	72,067.46	(61,867.46)
6832- LIABILITY INSURANCE	504.00	0.00	363.60	504.00	0.72	0.00	363.60	140.40
6834- STUDENT ACTIVITY INSURANCE	1,175.00	190.76	1,333.58	1,175.00	1.13	0.00	1,333.58	(158.58)
6840- PROPERTY TAXES	5,260.00	0.00	5,170.26	5,260.00	0.98	0.00	5,170.26	89.74
6850- FEES & LICENSES	17,850.00	7.00	21,210.68	18,090.00	1.19	0.00	21,210.68	(3,360.68)
6851- CPR FEES	240.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00
6852- FINGERPRINT	75.00	1,336.25	3,837.73	75.00	51.17	0.00	3,837.73	(3,762.73)
6875- EMPLOYEE HEALTH & WELFARE	8,475.00	437.48	7,722.19	8,475.00	0.91	1,166.89	8,889.08	(414.08)
7110- PARENT ACTIVITIES	700.00	0.00	0.00	700.00	0.00	0.00	0.00	700.00
7111- PARENT MILEAGE	750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00
7114- PC ALLOWANCE	0.00	120.00	1,680.00	0.00	0.00	0.00	1,680.00	(1,680.00)
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	560,230.00	83,418.26	446,422.30	560,230.00	0.80	0.00	446,422.30	113,807.70
8120- IN KIND RENT	83,944.00	14,907.75	178,893.00	83,944.00	2.13	0.00	178,893.00	(94,949.00)
8130- IN KIND - OTHER	1,530.00	0.00	0.00	1,530.00	0.00	0.00	0.00	1,530.00
9010- INDIRECT COST ALLOCATION	394,959.00	64,171.95	397,976.25	388,062.00	1.01	0.00	397,976.25	(3,017.25)
Total Expenses	5,380,865.00	851,392.34	5,396,657.00	5,298,175.00	1.00	54,554.94	5,451,211.94	(70,346.94)
Excess Revenue Over (Under) Expenditures	0.00	16,291.92	0.00	0.00	0.00	(54,554.94)	(54,554.94)	54,554.94
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	16,291.92	0.00	0.00	0.00	(54,554.94)	(54,554.94)	54,554.94

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2021 to 8/31/2022

831 0 COVID-19 CARES - FRESNO MHS	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	64,578.00	6,555.84	64,578.00	0.00	(1.00)	0.00	64,578.00	0.00
Total Revenues	<u>64,578.00</u>	<u>6,555.84</u>	<u>64,578.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>64,578.00</u>	<u>0.00</u>
Expenses								
5114- WORKER'S COMPENSATION	0.00	0.00	0.92	0.00	0.00	0.00	0.92	(0.92)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	4,656.41	0.00	0.00	0.00	4,656.41	(4,656.41)
6130- PROGRAM SUPPLIES	59,192.00	6,555.84	19,617.68	0.00	0.33	0.00	19,617.68	39,574.32
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	1,672.58	0.00	0.00	0.00	1,672.58	(1,672.58)
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,250.05	0.00	0.00	0.00	1,250.05	(1,250.05)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,274.34	0.00	0.00	0.00	1,274.34	(1,274.34)
6520- CONSULTANTS	0.00	0.00	28,620.00	0.00	0.00	0.00	28,620.00	(28,620.00)
6742- TRAINING - STAFF	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	(2,100.00)
6850- FEES & LICENSES	0.00	0.00	0.02	0.00	0.00	0.00	0.02	(0.02)
9010- INDIRECT COST ALLOCATION	5,386.00	0.00	5,386.00	0.00	1.00	0.00	5,386.00	0.00
Total Expenses	<u>64,578.00</u>	<u>6,555.84</u>	<u>64,578.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>	<u>64,578.00</u>	<u>0.00</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 9/01/2021 to 8/31/2022

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2022	YTD Budget August 31, 2022	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	64,578.00	6,555.84	64,578.00	0.00	(1.00)	0.00	64,578.00	0.00
Total Revenues	<u>64,578.00</u>	<u>6,555.84</u>	<u>64,578.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>64,578.00</u>	<u>0.00</u>
Expenses								
5114- WORKER'S COMPENSATION	0.00	0.00	0.92	0.00	0.00	0.00	0.92	(0.92)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	4,656.41	0.00	0.00	0.00	4,656.41	(4,656.41)
6130- PROGRAM SUPPLIES	59,192.00	6,555.84	19,617.68	0.00	0.33	0.00	19,617.68	39,574.32
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	1,672.58	0.00	0.00	0.00	1,672.58	(1,672.58)
6140- CUSTODIAL SUPPLIES	0.00	0.00	1,250.05	0.00	0.00	0.00	1,250.05	(1,250.05)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,274.34	0.00	0.00	0.00	1,274.34	(1,274.34)
6520- CONSULTANTS	0.00	0.00	28,620.00	0.00	0.00	0.00	28,620.00	(28,620.00)
6742- TRAINING - STAFF	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	(2,100.00)
6850- FEES & LICENSES	0.00	0.00	0.02	0.00	0.00	0.00	0.02	(0.02)
9010- INDIRECT COST ALLOCATION	5,386.00	0.00	5,386.00	0.00	1.00	0.00	5,386.00	0.00
Total Expenses	<u>64,578.00</u>	<u>6,555.84</u>	<u>64,578.00</u>	<u>0.00</u>	<u>1.00</u>	<u>0.00</u>	<u>64,578.00</u>	<u>0.00</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>

CAPMC
Work Related Injuries Report - August 2022
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Associate Teacher	Pomona	Strain	8/4/2022	10:50AM	EE was prepping the classroom furniture to be moved for nap time. As EE was lifting the furniture she felt a pop in her right shoulder and upper arm.	40	8/4/22: EE went to Concentra to seek treatment. EE was released on modified duties. The Agency is unable to accommodate. Therefore, EE was placed on workers' comp leave. 09/06/22: EE went to follow up appointment and modified duties have changed. The Agency is able to accommodate. However, EE declined to return to work and will be reevaluated at Concentra.
Teacher	Sierra Vista	Inflammation	8/5/2022	12:30PM	EE was lifting a child to change the diaper when EE felt pain in left hand/wrist area.	22	8/9/22: EE went to concentra to seek treatment. EE was placed on modified duties. The Agency is unable to accommodate. Therefore, EE was placed on workers' comp leave. 9/8/22: EE was released to full duties.
Associate Teacher	Sierra Vista	Fall	8/9/2022	7:18AM	EE tripped on a child's foot and landed on both knees.	0	8/9/22: EE declined to seek treatment.
Food Service Worker I	Inez C. Rodriguez	Laceration	8/12/2022	6:40AM	EE was sharpening knife to cut the fruit. While sharpening the knife, EE lost precision and cut her left hand.	0	8/12/22: EE declined 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 2022 to December 2022

(3) Hand Injuries	(1) Feet Injuries	() Chest Injuries					
(1) Back Injuries	(3) Eye Injuries	() Neck Injuries	(1) Bottom				
(3) Knee Injuries	(5) Leg Injuries	() Head Injuries	() Hip				
(6) Arm Injuries	(3) Wrist Injuries	(4) Ankle Injuries	(1) Psyche				
(2) Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
(4) Shoulder Injuries	() Abdomen Injuries	() Face Injuries					

DOI: DATE OF INJURY
TOI: TIME OF INJURY

CAPMC
Work Related Injuries Report - September 2022
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Instructional Aide II/ Janitor	Inez C. Rodriguez	Contusion	9/12/2022	8:38AM	EE bent down to redirect a child away from the air purifier and as she stood up, she hit the back of her head on a wall cabinet.	0	9/12/22: EE declined to seek medical treatment.
Instructional Aide I/ Janitor	Mariposa	Contusion	9/15/2022	9:00AM	EE was sitting with children, eating breakfast when she turned to talk to a child and hit her left elbow on the back of the chair.	0	9/15/22: EE declined to seek medical treatment.
Master Teacher	Casa Castellanos	Contusion	9/16/2022	11:15AM	EE was sitting with children during meal time. A child was about to spill his milk and the EE reached over to grab his milk to avoid the spill; then when EE sat back down the chair slipped from under her and EE fell. She injured her left temple, shoulders, and back.	0	9/16/22: EE declined to see 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 2022 to December 2022

(3) Hand Injuries	(1) Feet Injuries	() Chest Injuries					
(2) Back Injuries	(3) Eye Injuries	() Neck Injuries	(1) Bottom				
(3) Knee Injuries	(5) Leg Injuries	(2) Head Injuries	() Hip				
(6) Arm Injuries	(3) Wrist Injuries	(4) Ankle Injuries	(1) Psyche				
(3) Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
(5) Shoulder Injuries	() Abdomen Injuries	() Face Injuries					

DOI: DATE OF INJURY

TOI: TIME OF INJURY



BOARD OF DIRECTORS 2022 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December	
Public Officials														
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P	P	A	P	P	P	P					
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P	P	P	X	P					
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P	P	P	X	P					
Steve Montes A: Artemio Villegas	Madera City Council	P	P	P	X	P	P	P	P					
Diana Palmer A: Kelly Smith	Chowchilla City Council	P	P	X	P	P	P	X	P					
Private Sector Officials														
Debi Bray	Madera Chamber of Commerce	P	P	P	X	P	P	P	P					
Alma Hernandez	Head Start Policy Council	X	X	P	X	P	P	X	P					
Donald Holley	Community Affairs	P	P	P	P	P	P	P	P					
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	X	P	P	X	P	P	P	X	CANCELLED				
Vicki Bandy	Early Childhood Education & Development	X	X	P	X	X	P	X	X					
Low-Income Target Area Officials														
Martha Garcia A: Joann Lorange	Central Madera/Alpha	X	P	P	P	P	X	P	P	MEETING				
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	P	P	P	P	P	X	P					
Richard Gutierrez	Eastside/Parksdale	P	P	P	P	X	P	P	P					
Molly Hernandez	Fairmead/Chowchilla	P	P	X	P	X	P	X	P					
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	X	X	P	X	P	P	P					
<i>Total Directors</i>		11/15	12/15	12/15	10/15	11/15	14/15	8/15	13/15					

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
August 2, 2022 - September 30, 2022
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61369	Housing Case Worker	Gill - Community Services	8/8/2022	80	Open Position
61370	Housing Case Worker	Gill - Community Services	8/8/2022	80	Open Position
61372	Human Resources Assistant	Gill - Human Resources	8/15/2022	80	Open Position
61373	Homeless Outreach Worker	Gill - Community Services	8/29/2022	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61318	Advocate III	Yosemite - Victim Services	8/18/2022	80	Resignation
61300	Program Assistant / Clerk Typist II	Gill - Human Resources	8/22/2022	40	Resignation
61328	Housing Case Worker	Gill - Community Services	9/7/2022	80	Resignation
61359	Transitional Housing Case Worker	Yosemite - Victim Services	9/21/2022	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
HEAD START DEPARTMENTS					
NEW HIRES					
Identification Number	Position	Location	Effective Date	Hours	Justification
61368	Food Service Cook	Inez Rodriguez - Fresno Migrant Head Start	8/8/2022	80	Open Position
61371	Advocate III	Sierra Vista - Madera Migrant Head Start	8/8/2022	80	Open Position
61325	Program Technician	Pine - Madera Regional Head Start	9/1/2022	80	Open Position
61009	Instructional Aide II/Janitor	Inez Rodriguez - Fresno Migrant Head Start	9/1/2022	80	Open Position
60056	Teacher	Five Points - Fresno Migrant Head Start	9/2/2022	80	Open Position
61374	Associate Teacher	Chowchilla - Madera Regional Head Start	9/6/2022	80	Open Position
61375	Teacher	Mariposa - Madera Regional Head Start	9/12/2022	80	Open Position
61376	Instructional Aide I/Janitor	Cottonwood - Madera Regional Head Start	9/20/2022	80	Open Position
61377	Instructional Aide II/Janitor	Fairmead - Madera Regional Head Start	9/20/2022	80	Open Position
61387	Associate Teacher	Mariposa - Madera Regional Head Start	9/20/2022	80	Open Position
SUBSTITUTES					
Identification Number	Position	Location	Effective Date	Hours	Justification
VOLUNTARY RESIGNATIONS					
Identification Number	Position	Location	Effective Date	Hours	Justification
61367	Advocate II	Eastin Arcola - Madera Migrant Head Start	8/10/2022	80	Resignation
61311	Advocate III	Pomona - Madera Migrant Head Start	8/11/2022	80	Resignation
60118	Human Resource Assistant	Jacquelyn - Fresno Migrant Head Start	8/19/2022	80	Resignation
61344	Advocate III	Mis Tesoros - Madera Regional Head Start	8/22/2022	80	Resignation
61368	Food Service Cook	Inez Rodriguez - Fresno Migrant Head Start	9/9/2022	80	Resignation
61354	Teacher	Sierra Vista - Madera Migrant Head Start	9/13/2022	80	Resignation
61154	Nutrition Services Content Specialist	Jacquelyn - Fresno Migrant Head Start	9/23/2022	80	Resignation
61252	Maintenance Worker I	Pine - Madera Regional Head Start	9/23/2022	80	Resignation
TERMINATION					
Identification Number	Position	Location	Effective Date	Hours	Justification
60846	Maintenance Worker II	Jacquelyn - Fresno Migrant Head Start	8/5/2022	80	Termination - Policy 810.03 Employee Conduct and Work Rules
61343	Program Technician	Pine - Madera Regional Head Start	9/23/2022	80	Termination - Policy 310.06 Rejection of Probationary Employee
61360	Advocate III	Pomona - Madera Migrant Head Start	9/23/2022	80	Termination - Policy 310.06 Rejection of Probationary Employee

WEAR PURPLE

October 20, 2022

Domestic Violence Awareness Day



Addressing the Needs of our Community Since 1965

Helping People, Changing Lives.

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Action**TM
PARTNERSHIP

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-05	2. Issuance Date: 08/29/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2022; COVID-19	

INFORMATION MEMORANDUM

TO: Head Start American Rescue Plan (ARP) Act Grant Recipients

SUBJECT: Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2); Accompaniment to ACF-IOAS-DCL-22-01

INSTRUCTION:

The purpose of this Information Memorandum (IM) is to provide an overview and guidance on funds made available through the ARP.

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs.

All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2 billion in additional funding to support staff, children, and families during this unprecedented time.

ARP funds must be obligated by September 30, 2022, including for federal administrative expenses.

Guidance

Grant recipients have flexibility to determine which one-time investments best supports the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grant recipients should consider how the use of the one-time funds

could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Uses of funding include, but are not limited to, the following, as specified in [ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs](#):

Reach More Families

Enrollment and recruitment. Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that, as a program, you are able to enroll the eligible children and families in your community.

Additional weeks of Head Start or Early Head Start programming. Extending the program year or offering summer programming to increase the time children and families receive services.

Family supports. Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.

Mental health support for children and families. Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.

Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture, including purchasing kitchen equipment and supplies to support in-person meal service.

Transportation. Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.

Partnerships to increase the inclusion of children with disabilities. Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.

Partnerships to increase the enrollment of children experiencing homelessness. Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.

Addressing unique needs within their communities, such as providing internet access to support extended learning.

Get Facilities Ready for In-person Comprehensive Services

Ventilation to reduce risk of indoor transmission and make facilities safer. Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.

Outdoor learning and play. Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and “loose parts” (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.

Cleaning supplies and services. Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.

Renovations or other space modification. Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.

Additional space. Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.

Other locally determined facility, staff, and equipment or partnership actions that are necessary to safely resume and maintain full in-person program operations.

Support Head Start Employees

Planning sessions for staff. Preparing for a return to in-person comprehensive services starts by ensuring that everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.

Staff wellness and mental health support. Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members. Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunities for self-reflection.

Additional staff. Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.

Professional learning and development for staff. Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.

Other personnel costs. Offering fringe benefits and expanding sick leave.

Vaccine support. Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Additional Resources

- [Staff Development](#)
- [OHS COVID-19 Updates](#)
- [American Rescue Plan](#)

Relevant Resources

- [Enrollment Forward Campaign](#)
- [Prioritizing Staff Wellness](#)
- [Performance Progress Reporting](#)
- [Earned Income Tax Credits, Child Tax Credit, and Free Tax Help FAQs](#)
- [Investing in Families: The American Rescue Plan](#)
- [Emergency Rental Assistance and Housing Vouchers FAQs](#)
- [Resources to Support Families Experiencing Housing Instability](#)
- [Know Your American Rescue Plan Benefits Checklist](#)
- [Chatathon Live Series: American Rescue Plan Benefits](#)
- [Investing with Families Initiative](#)
 - [Social Media Toolkits](#)
- [The American Rescue Plan Benefits for Families Social Media Toolkit](#)
- [Partnering with Families to Access Benefits Through the American Rescue Plan](#)

Information Memoranda

- [ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program](#)
- [ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce](#)

Program Instructions

- [ACF-PI-HS-21-04 Office of Head Start \(OHS\) Expectations for Head Start Programs in Program Year \(PY\) 2021–2022](#)
- [ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs](#)

Please direct any questions regarding this IM to your Regional Office.

Thank you for your work on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-07	2. Issuance Date: 09/27/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Child Incidents; Reporting; Health and Safety	

INFORMATION MEMORANDUM

TO: All Head Start Agencies and Delegate Agencies

SUBJECT: Reporting Child Health and Safety Incidents

INFORMATION:

The Head Start Program Performance Standards (HSPPS) at [45 CFR §1302.102\(d\)\(1\)\(ii\)](#) require programs to “submit reports, as appropriate, to the responsible U.S. Department of Health and Human Services (HHS) official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants.” This includes any incident regarding staff or volunteer compliance with laws addressing child abuse and neglect.

This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii), including the responsible HHS official to whom programs must report and the reporting timeframe. It also outlines the consequences for failure to report during the given timeframe, explains the obligation to report child incidents in blended classrooms, and offers examples of incident types that must be reported. This IM applies to all Office of Head Start (OHS) programs, including Head Start, Early Head Start, Migrant and Seasonal Head Start, and American Indian and Alaska Native Head Start programs.

“Responsible HHS Official” to Whom Programs Send Reports

For reporting significant incidents regarding the health and safety of children in Head Start programs, the responsible HHS official is the program specialist assigned to your grant or the regional program manager. This is in addition to reporting to local, state, or tribal entities as required by applicable laws.

Reporting Timeframe

HSPPS 45 CFR §1302.102(d)(1)(ii) requires programs to submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable. OHS interprets “immediately or as soon as practicable” to mean without delay, but no later than seven calendar days following an incident. Head Start programs should not wait for adjudication through local or state officials. Incidents must be reported to OHS staff within seven days of the incident, regardless of investigations by relevant local, state, tribal, or federal law enforcement.

Consequences for Failure to Report Incidents “Immediately or as Soon as Practicable”

To make sure programs report significant incidents to their assigned program specialist or regional program manager, OHS reviews publicly available information and reports from the grant period to identify any child health and safety incidents. If OHS discovers a program failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.

It is important to report all incidents involving Head Start staff that affect the health and safety of young children in early childhood settings, including those not funded by Head Start dollars. These actions have broader implications for all children served in the program. For this reason, the requirement to report applies to incidents involving Head Start staff, contractors, and volunteers in all settings, including blended classrooms.

Types of Reportable Incidents

A program must report all significant incidents affecting the health and safety of children. OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at [45 CFR §1302.90\(c\)](#), or results in a child being left alone, unsupervised, or released to an unauthorized adult.

It is not possible to provide an exhaustive list of incidents that threaten children’s health and safety. However, OHS is providing a thorough list of the types of incidents that should be reported. Some examples of significant incidents include, but are not limited to:

- **Child injuries that require either hospitalization or emergency room medical treatment**, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.
- **Inappropriate discipline**, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.
- **Potential child abuse and maltreatment**, such as grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.
- **Lack of supervision** while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion.
- **Unauthorized release** where a child is released from a Head Start facility, bus, or other

approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Next Steps

OHS places the utmost priority on child health and safety. Research shows the impact of child abuse and child maltreatment is associated with adverse health and mental health outcomes in children and families, and those negative effects can last a lifetime. Preventing significant incidents that affect children's health and safety in Head Start programs is everyone's responsibility. We encourage program staff to complete the [iLookOut](#) training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.

OHS is committed to continuous quality improvement and will continue to provide support and guidance in preventing incidents that jeopardize children's safety. If you have any questions regarding this IM, please contact your Regional Office.

By working together to swiftly identify, report, and correct health and safety incidents, we can better support child health and well-being in Head Start programs. Thank you for your work on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start