Board of Directors Meeting

Agenda

April 19, 2018

1030 Southwood Drive
San Luis Obispo, CA, 93401
The Promise of Community Action

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

COMMUNITY ACTION PARTNERSHIP
VISION STATEMENT

Creating communities where all people have equal opportunities to achieve self sufficiency.

MISSION STATEMENT

Community Action Partnership of San Luis Obispo County is committed to eliminating the causes of poverty by empowering low-income individuals and families to achieve self-sufficiency through a wide array of community-based collaborations and programs.
A. Call To Order
   Dee Lacey

B. Roll Call
   Dee Lacey

C. Reciting of the Promise
   Dee Lacey

D. Public Comment
   Dee Lacey

E. Introductions/Presentations
   Kayla Wilburn, Health and Prevention

F. Liaison Reports

   1. Migrant and Seasonal Head Start
   2. Head Start/Early Head Start
   3. Friends of 40 Prado
   4. Program/Liaison Reports

G. Consent Agenda

   1. Approval of Minutes of Regular Board Meeting Minutes
      Action
      I. March 2018 minutes   Page 5
      II. MSHS Board Report Summary March   Page 10
      III. HS EHS Board Rpt for February 2018   Page 11

   2. Approval of Minutes of Finance Committee Meeting Minutes
      Action
      I. Finance Committee Meeting 3 14 2018 minutes   Page 12
II. Agencywide Income Statement  Page 14

III. Credit Card Summary Report-Feb 2018  Page 16

IV. Finance Committee Agenda Mar 2018  Page 17

V. Program Financial Updates  Page 18

VI. Agency Wide Balance Sheet  Page 21

3. Approval of Application to United Way Monterey County for building the professional capacity of friends, family, and neighbors as child care providers in Greenfield, CA not to exceed $75,000 Action/Ratify  Page 22

4. Approval of Proposal for up to $150,000 for two years to the California Department of Social Services’ (CDSS) Office of Child Abuse Prevention to provide the Economic Empowerment Program to clients in the Family and Community Support Services Division Action/Ratify  Page 23

5. Approval of Early Head Start Partnership Refunding Grant 09HP0025 for the 2018-19 Program Year Action  Page 24

H. Chief Executive Officer's Report
Biz Steinberg

1. Board approval for construction of a medication assisted withdrawal management (“detox”) facility at 40 Prado Action  Page 25

I. Board Action (detox) facility at 40 Prado  Page 25

2. Board Approval Renaming of the Cielito Center in Nipomo to the William “Bill” Castellanos Migrant and Seasonal Head Start Center Action  Page 26

I. Board Action Renaming of the Cielito Center  Page 26
3. Board Approval of New application requesting up to $70,000 to SLO County for 2018-2019 Emergency Solutions Grant funding for Coordinated Entry Services through Homeless Services

I. Board Action of New application to SLO County

4. Migrant and Seasonal Head Start (MSHS) Program Policy Council By-Laws changes and updates

I. Board Action approving the MSHS By-Laws changes and updates

II. MSHS By-laws Eng final 4.13.18

I. Committee Reports

1. Finance Committee

I. Approval of Community Action Partnership of San Luis Obispo Co. Inc.’s check signers

II. RESOLUTION Check Signers April 2018

2. Planning Committee

I. Strategic Plan Update

Grace McIntosh

3. Board Advocacy Committee

J. President’s Report

Dee Lacey

K. Board Discussion
Community Action Partnership of San Luis Obispo County, Inc.

Board of Directors Meeting
March 15, 2018

Members of the Board
Dee Lacey, President
Carlos Sosa, Vice President
Mical Bovee, Secy./Treas.
Chuck Cesena
Carlyn Christianson
Fran Coughlin
Rob Garcia
Steve Martin
Sandee Menge
Anneka Scranton
Lisa Sperow, Legal Consultant

Absent
Debbie Arnold
Margaret Cuzick
Gary Jordan
Caren Ray
Margie Perez-Sesser

Agenda

1. Call to Order 5:40 pm

2. Roll Call a quorum was present

3. Reciting of the Promise was led by Rob Garcia

4. Public Comment

5. Introductions/Presentation
   A. NMSHSA Awards/Scholarships. Viewed a video created from the conference honoring Bill Castellanos as well as staff that received scholarships.

6. Liaison Reports
   A. Migrant and Seasonal Head Start
      • Dee asked the Board to review the Meal and Attendance count report handed out.
      • Carlos reported CAPSLO Migrant parents and staff attended the NMSHSA Conference in Costa Mesa, where CYFS Director Bill Castellanos received the Plate of Bounty Award. Carlos stated there were great trainings.
      • Bill reported he attended the startup staff training in Salinas the past few days.
      • Working closely with Head Start on opening a preschool program in Shandon.
      • There are only a few counties open at this time. By April, they should all be open.

Staff
Bill Castellanos
Jim Famalette
Joan Limov
Grace McIntosh
Marci Sperlo
Biz Steinberg
Ron Torres
Debi Welch

Guests
Jen Caffee
B. Head Start/Early Head Start
   • Dee asked the Board to review the Meal and Attendance count report handed out.
   • Biz reported we received the Class Scores and we are very proud of the numbers. We believe our emotional support is some of the highest rated in the Country!
   • Debi Welch reported on the recent Federal Review, stating it all went very well.
   • There were additional supplemental funds left over and we received an award for $200,000.

C. Friends of 40 Prado
   • Jim reported he and Grace attended their Board meeting this month. They have added some new Board Members.
   • They are planning a Thank You event for the major donors of 40 Prado on April 29th at Biddle Ranch.
   • There is also an event planned at 40 Prado on July 15th.

D. Program/Liaison Updates
   • Adult Day received just under $10,000 from the City of Paso Robles in CDBG funding.

7. Consent Agenda
   A. Approval of Minutes of Regular Board Meeting of February 18, 2018 - Action
   B. Approval of Minutes of Finance Committee Meeting of February 21, 2018 – Action
   C. Approval of Minutes of Planning Committee Meeting of February 13, 2018 – Action
   D. Approval to Submit an Application from Health & Prevention Division’s Youth Programs for up to $40,000 to the San Luis Obispo County Community Foundation’s Women’s Legacy Fund for a girls’ empowerment project - Action
   E. Approval to Submit Renewal contracts to the Agency on Aging for Title IIIB for Energy Services’ Minor Home Repair and Adult Day Center in the amount of $134,000 – Action/Resolution
   F. Approval to Submit Applications for up to $2,656,106 to the San Luis Obispo County Department of Social Services (DSS) for renewal funding of the agency’s CCRC CalWORKs Outstation Resource and Referral and Stage One Childcare; Family Preservation; Services Affirming Family Empowerment (SAFE); Cal-Learn programs to support personnel and operating expenses; and a new contract for Youth Programs to provide sexual health education for foster youth – Action
   G. Approval of Budget revision for San Diego Head Start/Early Head Start Grant #09CH010460-01 for $283,900 for the contract year ending March 31, 2018 Action/Ratification

On a motion by Sandee Menge seconded by Carlyn Christianson, the consent agenda is approved as presented. (MSC Menge/Christianson). All in favor.

Item B will be removed from the agenda and we are adding item C.

8. Chief Executive Officer’s Report
   A. Approval to Submit an Application to the B. Wayne Hughes Jr. Foundation in the amount of $250,000 to support construction of a medication assisted withdrawal management (“detox”) facility at 40 Prado – Action

   Grace reported that next month staff will be coming back to the Board to formally ask for support of the construction of the Detox project. We received a verbal commitment from the Hughes Foundation for this funding, but need to submit a formal application. We are applying for $250,000 for
construction costs only. We would not be the operator of the facility. This will go back to the County Board of Supervisors for approval in July.

Monday the CCP will vote on giving $350,000. We have received confirmation of $50,000 from People Helping People and $50,000 from Roy and Linda Rawlings.

On a motion by Anneka Scranton seconded by Chuck Cesena the above action is approved as presented. (MSC Scranton/Cesena) All in favor.

B. Migrant and Seasonal Head Start (MSHS) Program Policy Council By-Laws changes and updates

REMOVED FROM THE AGENDA

C. Approval of a continuation grant for the fiscal year July 1, 2018 to June 30, 2019 in the amount of $830,000 for Teen Sexual Health Empowerment Program grant #TP1AH000109 awarded by Office of Adolescent Health (OAH) under the department of Health and Human Services.

This was originally a 5-year grant and we were recently notified that the Administration is looking at eliminating. There are entities that are suing the Federal Government. We were instructed to apply for the 4th year of funding.

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

D. Approval to submit a Non-Federal Share Waiver for Regional HS/EHS Grant #09CH9190/3 – Action

Debi reported that for the last three years we have come to the Board to ask for this reduction, more as an insurance policy in case we do not meet the numbers. We are still hopeful that we can reach the requirements.

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

- Biz reported that Grace will be receiving the Women of Distinction Award next Thursday.
- Biz and Dee Lacey will be attending the NCAF conference in DC Next week.
- Grace and Biz are going to Roanoke, VA to train another CAP agency on Pathways and Branding.
- Biz reported CAPSLO IT Director Jarrod Plavel will be leaving CAPSLO after 13 years of employment with the agency.

9. Committee Reports

A. Finance Committee

1. Approval of the Agency Wide Budget for Fiscal Year Ended March 31, 2019 – Action (to be handed out)

Mical asked the Board to look at the combined budget of Revenue and Expenses by Program. The committee has been watching Energy and they are doing well. Mical referred the board to the next handout of the Combined Budget of Revenue and Expenses by program. Mical went over the budget.
Health is showing the biggest decrease because of the loss of the Teen Sexual Health Empowerment Grant.
Joan reported that 40 Prado is not included in the budget.

Mical reported that the committee went over this at their meeting and are recommending approval.

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

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B. Planning Committee

1. Approval of Activities supporting CAPSLO’s participation in the national CSBG Advocacy Campaign – Action/Resolution

Dee reported that the Planning Committee discussed supporting the National Community Action in the CSBG Campaign. We believe it is important to support this campaign. It was questioned removing the wording “in 10 Counties” in the Resolution. The award is to this county, but some programs are supported by this in other counties. It was felt the wording should stay.

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

2. Approval of the Community Action Partnership Vision Statement – Action

Dee reported that the committee reviewed the current Vision Statement. The statement was too long and the committee is recommending the following statement:

“Creating communities where all have equal opportunities to achieve self-sufficiency.”

Lisa Sperow suggested adding “All People” have equal opportunities. All agreed to adding this wording.

On a motion by Carlyn Christianson seconded by Anneka Scranton the above action is approved as presented (MSC Christianson/Scranton) All in favor.
• Dee asked Anneka to give an update on the COPA Organization. Anneka reported COPA is an organization based in Santa Cruz that organizes to empower low-income individuals. They have trained a variety of groups on advocacy, such as faith groups, school groups etc. to allow them opportunities to express their concerns and act on their needs in their community.
• The Advocacy committee will begin working on this and will bring a formal proposal to the full board.
• They have been in touch with Debi and Head Start regarding doing a pilot program in Cambria and Paso Robles; to have Head Start parents be trained on empowerment techniques and COPA would be providing the training. It would be part of In-Kind time to have parents participate in the trainings. It will be up to the Policy Council if they want to participate.
• Biz reported on April 20th Biz, Donna and Bryn will attend the Policy Council meeting to discuss this to see if the parents would like to be involved.

C. Board Discussion
• Sandee Menge reported Kayla Wilburn in Health Services will be receiving a NFPRHA award in Washington DC.
• Sandee also reported tickets are on sale for the AED Fundraiser in June.

10. President’s Report
   A. Update
       Dee reported that the committees have been set. Dee went over the committee list. There is a need for one more member on the Finance Committee and Margie Perez Sesser will be asked to be on this committee.

11. Adjournment at 6:30 pm
BOARD OF DIRECTORS MEETING
MARCH 2018
MSHS REPORT SUMMARY

PERSONNEL REPORT
2 new hire(s)
6 termination(s)

ENROLLMENT REPORT
Base Grant
Funded Enrollment: 1,627
Cumulative Enrollment (since 9/1): 1,348
Current Enrollment: 102

MSEHS-Child Care Partnership Grant
Funded Enrollment: 348
Cumulative Enrollment (since 9/1): 171
Current Enrollment: 171

MSEHS-CC Partnership Expansion Grant
Funded Enrollment: 116
Cumulative Enrollment (since 9/1): 76
Current Enrollment: 51

Current Disabilities Enrollment
14 children

ATTENDANCE AND MEAL COUNTS
FOR THE MONTH OF FEBRUARY
Migrant and Seasonal Head Start
107 children
1,576 breakfasts
1,559 lunches
1,420 snacks

MSEHS-Child Care Partnerships
21 children
358 breakfasts
356 lunches
296 snacks
San Luis Obispo County

Head Start:
As of February 28, 2018 Head Start enrollment was 275, with 5 enrollment opportunities available for 30 days or less and a total funded enrollment of 280.

Early Head Start:
As of February 28, 2018 Early Head Start program enrollment was 252, with 2 enrollment opportunities available for less than 30 days and a total enrollment of 254.

Early Head Start Child Care Partnership:
As of February 28, 2018 Early Head Start Partnership program enrollment was 157, over-enrolled by one but not to exceed licensing capacities of total funded enrollment of 156. The 8 seasonal enrollment slots in Kern County which provided the previous 164 funded enrollment slots, have been excluded in the total enrollment for the EHS Partnership Program as these slots allotted for the Migrant camp children, have already served the required 1,380 hours of services for the calendar year.

San Diego County

Head Start
As of February 28, 2018 Head Start enrollment was 351; with 1 enrollment opportunity available for less than 30 days and total funded enrollment is 358.

Early Head Start
As of February 28, 2018 Early Head Start program enrollment was 64, with 0 enrollment opportunities available for less than 30 days for a total enrollment of 64.

San Luis Obispo County

As of February 28, 2018, we are currently serving 38 children in HS with IEPs and there are 45 additional children in the referral process. In EHS there are currently 42 children with an IFSP and an additional 24 children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities. We have already met the required 10% in both the HS and EHS Programs in San Luis Obispo County.

San Diego County

As of February 31, 2018, we are currently serving 47 children in HS with an IEP and there are an additional 16 children in the referral process. In EHS we are currently serving 10 children with an IFSP and an additional 7 children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities. We have met the required 10% in both the Head Start and Early Head Start Programs in San Diego County.

San Luis Obispo / Kern / San Diego Counties

As of February 28, 2018, we are currently serving 14 children with an IFSP and there are an additional 10 children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities. We have not yet met the required 10% in the EHS Partnership Programs.

San Luis Obispo County

HS Average Daily Attendance for the month of February, 2018 was 225. HS children received the following number of meals:
- 4,102 – breakfast
- 4,033 – lunch
- 2,164 – snack

Regional EHS Center Based Average Daily Attendance for the month of February, 2018 was 49 children. Regional EHS children received the following number of meals:
- 790 – breakfast
- 827 – lunch
- 609 – snack

EHS Partnership Average Daily Attendance for the month of February, 2018 was 73 children. EHS Partnership children received the following number of meals:
- 1,230 – breakfast
- 1,251 – lunch
- 1,049 – snack

San Diego County

HS Average Daily Attendance for the month of February, 2018 was 172 children. Children received the following number of meals:
- 2,547 – breakfast
- 2,837 – lunch
- 1,537 – snack

EHS Average Daily Attendance for the month of February, 2018 was 7 children. Children received the following number of meals:
- 102 – breakfast
- 103 – lunch
- 88 – snack
Finance Committee Meeting
March 14, 2018
11:30 a.m. – 1:00 p.m.
CAPSLO Board Room
1030 Southwood Drive
San Luis Obispo, CA 93401

Members Present:
Mical Bovee - Chair
Sandee Menge
Maggie Cuzick

Staff Present:
Joan Limov, C.F.O.
Biz Steinberg, C.E.O.
Jim Famalette, C.O.O.
Jim McNamara, Energy Director
Sheila Sanders, Recording Secretary
Andy White, Accounting Director
Joel Diestler, Accountant
Grace McIntosh, Deputy Director

Welcome, Lunch and Finance Update
Mical Bovee, Chair called the meeting to order at 11:35 a.m.
Brown Armstrong CPA’s will begin interim audit procedures April 2nd and will be here for one week. They will be reviewing children’s files, payroll, cash receipts, program compliance, in-kind and accounts Payable.
The Line of credit availability is at $1,000,000 and no advances have been made.
Mical reviewed the credit card charges with the committee and noted the detail support for these charges was brought to the meeting for review. Credit Card Charges for February 2018 are summarized as follows: Total American Express and Wells Fargo credit card charges were $62,562. Included in these charges were $15,170 in charges to the various Head Start Programs operated by CAPLSO. Other vendor credit charges totaled $102,175. A more detailed handout is included in the packet.

Review “Energy Conservation, Weatherization & Minor Home Repair Services”
Guests: Jim McNamara, Program Director, Grace McIntosh Division Director and Joel Diestler. Joel than began the review. Utility Weatherization Programs had income of $1,276,080 from PG&E and Southern California Gas Company with a net income of $24,444. For the 2017 year, weatherization services were provided to 2,551 low income households and 2 moderate income households. Services were as follows: Attic insulation; weather-stripping; Natural gas appliance testing; door and window replacement; water heater blankets and pipe insulation; water saving devices, and other minor home repairs needed to reduce energy costs.
The review continued with the CSD Funded Weatherization Programs. DOE Weatherization Assistance provided services to 18 households. LIHAP ECIP Heating, Cooling and Water Heater program provided services to 96 households. LIHAP Wx program provided weatherization services to 94 households. HEAP and Fast Track Utility Assistance Programs assisted 1,255 households with their energy bills ($361,541). ECIP provided 48 households with payments for propane.
Services include: basic weatherization services; combustion air safety testing; repair and replacement of furnaces, water heaters and evaporative coolers; utility bill assistance; and, propane payment assistance. Total Expenditures: $780,325
Minor Home Repair programs were reviewed. Funding in the amount of $281,842 was from Area Agency on Aging (AAA), Community Development Block Grants (CDBG) and City of Pismo Beach (PBHIP). AAA provided minor home repair to 572 low income senior households and CDBG funds provided minor home repair to 22 low income households. City of Pismo Beach provided minor home repair to 4 low income senior households.

Services include: Wheelchair Ramps and Wheelchair Lifts; repairing handrails, porches and steps; installing grab bars; other accessibility improvements; carpentry, plumbing and electrical repairs; repair or replace water heater/furnace. Total Expenditures: $281,842. Andy explained that when our Energy workers are in a client’s home, they can point out extra work that may be needed under other programs offered through CAPSLO.

The energy review was complete and Joel Diestler and Jim McNamara then left the meeting.

Board Action – 2019 Agency Budget
Joan distributed a packet containing the Board Action, the “Draft” Annual Combined Budget of Revenue and Expense by Program and an analysis of the budget comparing year over year for five years.
Discussion commenced, Mical stated he appreciated the five year comparison. For the year ended March 31, 2019, the annual projection is for $84,683,029 in revenues, including $6,258,471 of In-kind donations. Discussion was held and Mical said he appreciated the five year comparison. A motion was made by Sandee Menge to approve the agency-wide budget for FYE March 31, 2019 and seconded by Maggie Cuzick, the motion was carried by the Committee with votes of all ayes.

Program Financial Status Updates (See attached).
Program Financial Updates – Budget vs Actual by Program 1/31/2018.
All programs are operating within budget and some under. Northern San Diego Head Start/EHS is requesting a budget revision to fund capital improvements at 5 centers. Some of the projects were in progress and are being enhanced by the revision. The amount is estimated at $283,900, and is based on underspent salaries and fringe.

The Homeless Services Center is 43% completed.

Confirm next meeting date.
The next meeting is scheduled for April 18 from 11:30 a.m. to 1:00 p.m. The Annual Approval of CAPSLO’s Finance Policy and Procedures Manual will be reviewed.

Meeting was adjourned at 1:17 p.m.

Respectively submitted,

Sheila Sanders,
Recording Secretary
### Community Action Partnership of San Luis Obispo County, Inc.  
Agency Wide Revenue by Program

**FOR THE TEN MONTHS ENDED JANUARY 31, 2018**

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<th>Migrant and Seasonal Head Start</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,000,565</td>
</tr>
<tr>
<td>Bequeaths</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$50,000</td>
</tr>
<tr>
<td>Revenue In-Kind</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,163</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$42,968</td>
<td>$227,340</td>
<td>$11,874,028</td>
<td>$31,459,340</td>
<td>$5,178,187</td>
<td>$8,031,417</td>
<td>$1,974,738</td>
<td>$2,619,815</td>
<td>$4,494,710</td>
<td>$1,893,344</td>
<td>$1,257,679</td>
<td>$60,053,566</td>
</tr>
</tbody>
</table>

(1) Total spending for 10 months ended January 31, 2018 is up $549,286 from prior year.

(2) Funds deferred for use in the development of the new Homeless Service Center were recognized in full, construction is well on its way - 39% complete on General Construction Contract.

(3) Indirect Revenue at 8% is eliminated as it is in each program's revenue. At 1/31, $518,896 of indirect is deferred for use in the fiscal year. Job openings have caused underspending.

(4) Significant underspending is occurring in Head Start and State center based/FCC programs, primarily due to lack of staffing. Wage increases were given in an attempt to be more competitive.

(5) Health Services Clinics are operating at a surplus, consistent with the past several months. AED surplus of $56,573 was deferred to be used in the support of Health Programs.

(6) The $2,117, 323 in Capital Expenditures is due to the development of the Homeless Service Center at 40 Prado Road. JW Design is the General Contractor and the project is 40% complete at January 31, 2018.

(7) Energy operations in Salinas were cut back early in 2017 resulting in reduced billings and costs, however Energy is now stable with a slight surplus at 12/31 and breakeven at January.

**Overall** - Many of the programs in the Agency's operating budget of approximately 81 million at March 31, 2018 FYE are meeting their revenue goals. Head Start, Early Head Start and State Child Development are underspending, however, expenses in Head Start year will increase rapidly due to return of all staff from winter break.
## Community Action Partnership of San Luis Obispo County, Inc.
### Agency Wide Expenditures by Program

### FOR THE TEN MONTHS ENDED JANUARY 31, 2018

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>General Fund</th>
<th>CSBG &amp; Admin</th>
<th>Head Start &amp; Early Head Start</th>
<th>Migrant and Seasonal Head Start</th>
<th>State Child Development</th>
<th>CCRC AP and R&amp;R</th>
<th>Child Care Food Programs</th>
<th>Health &amp; Prevention Services</th>
<th>Housing Sheltering &amp; Veterans</th>
<th>Energy Conserv. Services</th>
<th>Family Support Services</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>-</td>
<td>2,351,383</td>
<td>5,358,400</td>
<td>10,242,087</td>
<td>2,670,947</td>
<td>938,152</td>
<td>134,170</td>
<td>1,180,891</td>
<td>964,579</td>
<td>713,736</td>
<td>655,417</td>
<td>25,209,762</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>697</td>
<td>673,735</td>
<td>2,192,225</td>
<td>4,459,628</td>
<td>1,179,906</td>
<td>295,974</td>
<td>45,253</td>
<td>363,922</td>
<td>357,592</td>
<td>310,771</td>
<td>221,477</td>
<td>10,101,179</td>
</tr>
<tr>
<td>Volunteer Services In-Kind</td>
<td>-</td>
<td>-</td>
<td>557,318</td>
<td>1,211,154</td>
<td>-</td>
<td>5,632</td>
<td>-</td>
<td>93,218</td>
<td>-</td>
<td>10,811</td>
<td>1,878,133</td>
<td></td>
</tr>
<tr>
<td>Service Provider Payments</td>
<td>57</td>
<td>-</td>
<td>640,345</td>
<td>4,190,596</td>
<td>235,921</td>
<td>5,863,280</td>
<td>653,347</td>
<td>12,232</td>
<td>445,618</td>
<td>12,752</td>
<td>51,471</td>
<td>12,105,619</td>
</tr>
<tr>
<td>Consultants, Legal and Audit</td>
<td>-</td>
<td>205,214</td>
<td>48,248</td>
<td>195,102</td>
<td>1,924</td>
<td>6,782</td>
<td>-</td>
<td>95,564</td>
<td>20,170</td>
<td>-</td>
<td>82,544</td>
<td>655,549</td>
</tr>
<tr>
<td>Contractors In-Kind</td>
<td>-</td>
<td>-</td>
<td>53,340</td>
<td>370,304</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Medical Expenses</td>
<td>-</td>
<td>-</td>
<td>31,136</td>
<td>77,091</td>
<td>3,171</td>
<td>-</td>
<td>714</td>
<td>262,249</td>
<td>919</td>
<td>-</td>
<td>-</td>
<td>375,280</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>5,650</td>
<td>116,323</td>
<td>546,317</td>
<td>1,078,658</td>
<td>175,094</td>
<td>113,269</td>
<td>982,296</td>
<td>105,723</td>
<td>97,385</td>
<td>479,892</td>
<td>42,858</td>
<td>3,743,466</td>
</tr>
<tr>
<td>Travel and Transportation</td>
<td>865</td>
<td>100,856</td>
<td>180,196</td>
<td>515,539</td>
<td>32,413</td>
<td>14,733</td>
<td>10,932</td>
<td>3,276</td>
<td>9,437</td>
<td>1,878,133</td>
<td>1,030,106</td>
<td></td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>8,336</td>
<td>88,662</td>
<td>174,168</td>
<td>495,572</td>
<td>136,886</td>
<td>22,194</td>
<td>17,235</td>
<td>40,717</td>
<td>20,448</td>
<td>8,453</td>
<td>6,160</td>
<td>1,018,829</td>
</tr>
<tr>
<td>Training and Seminars</td>
<td>955</td>
<td>40,525</td>
<td>90,888</td>
<td>156,001</td>
<td>10,933</td>
<td>28,587</td>
<td>15,261</td>
<td>9,838</td>
<td>1,878,133</td>
<td>354,038</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>-</td>
<td>143,846</td>
<td>465,410</td>
<td>519,165</td>
<td>121,000</td>
<td>86,106</td>
<td>15,770</td>
<td>47,775</td>
<td>34,719</td>
<td>23,268</td>
<td>27,657</td>
<td>1,484,715</td>
</tr>
<tr>
<td>Space In-Kind</td>
<td>-</td>
<td>-</td>
<td>129,953</td>
<td>304,560</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>9,912</td>
<td>444,426</td>
<td></td>
</tr>
<tr>
<td>Utilities and Telephone</td>
<td>-</td>
<td>33,416</td>
<td>146,450</td>
<td>326,250</td>
<td>101,411</td>
<td>18,709</td>
<td>4,720</td>
<td>38,997</td>
<td>48,793</td>
<td>12,653</td>
<td>13,328</td>
<td>744,728</td>
</tr>
<tr>
<td>Insurance</td>
<td>-</td>
<td>103,629</td>
<td>90,083</td>
<td>206,057</td>
<td>12,677</td>
<td>5,545</td>
<td>1,634</td>
<td>23,714</td>
<td>14,366</td>
<td>12,446</td>
<td>1,667</td>
<td>166,058</td>
</tr>
<tr>
<td>Postage and Printing</td>
<td>6,100</td>
<td>27,634</td>
<td>32,100</td>
<td>45,521</td>
<td>18,113</td>
<td>19,372</td>
<td>3,429</td>
<td>5,365</td>
<td>190,026</td>
<td>4,913</td>
<td>354,038</td>
<td></td>
</tr>
<tr>
<td>Capital Purchases</td>
<td>85</td>
<td>15,216</td>
<td>185,698</td>
<td>354,966</td>
<td>54,079</td>
<td>-</td>
<td>20,357</td>
<td>2,117,323</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,747,724</td>
</tr>
<tr>
<td>Human Resource Support Costs</td>
<td>2,791</td>
<td>74,049</td>
<td>65,108</td>
<td>125,727</td>
<td>40,639</td>
<td>17,903</td>
<td>13,717</td>
<td>8,843</td>
<td>37,690</td>
<td>7,737</td>
<td>4,421</td>
<td>386,279</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>68</td>
<td>-</td>
<td>16,859</td>
<td>74,181</td>
<td>3,869</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>94,977</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>92</td>
<td>4,988</td>
<td>609</td>
<td>716</td>
<td>479</td>
<td>135</td>
<td>793</td>
<td>20,866</td>
<td>11,610</td>
<td>22,514</td>
<td>325</td>
<td>63,126</td>
</tr>
<tr>
<td>Other In-Kind</td>
<td>-</td>
<td>-</td>
<td>62,896</td>
<td>114,546</td>
<td>-</td>
<td>531</td>
<td>-</td>
<td>16,984</td>
<td>-</td>
<td>6,385</td>
<td>201,342</td>
<td></td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>1,293</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25,737</td>
<td>-</td>
<td>2,479</td>
<td>-</td>
<td>29,509</td>
</tr>
<tr>
<td>Indirect Expense</td>
<td>(2,311)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Delegate Agency Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,579,288</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,579,288</td>
</tr>
<tr>
<td>Indirect Expense</td>
<td>2,049</td>
<td>(3,752,136)</td>
<td>806,283</td>
<td>1,816,631</td>
<td>379,564</td>
<td>594,463</td>
<td>97,881</td>
<td>181,883</td>
<td>167,856</td>
<td>133,271</td>
<td>91,153</td>
<td>518,898</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>26,727</strong></td>
<td><strong>227,339.66</strong></td>
<td><strong>11,874,028</strong></td>
<td><strong>31,459,340</strong></td>
<td><strong>5,178,187</strong></td>
<td><strong>8,031,417</strong></td>
<td><strong>1,974,738</strong></td>
<td><strong>2,508,892</strong></td>
<td><strong>4,494,710</strong></td>
<td><strong>1,860,242</strong></td>
<td><strong>1,257,679</strong></td>
<td><strong>68,893,301</strong></td>
</tr>
</tbody>
</table>

### CHANGE IN NET ASSETS

| $ 16,240 $ | - | - | - | - | - | - | - | - | - | - | - | **160,265** |

| Per Cent Spent of Agency Budget | 42% | 77% | 66% | 92% | 72% | 89% | 81% | 81% | 135% | 99% | 83% | 85% |

| **JANUARY 2017 EXPENSES** | **59,448** | **277,723** | **13,319,261** | **29,673,362** | **6,502,388** | **7,376,387** | **2,079,056** | **2,495,572** | **2,957,698** | **2,383,667** | **1,219,453** | **68,344,015** |

| Net Incr (decr) in 2017 Expense | (32,721) | (50,383) | (1,445,233) | 1,785,978 | (1,324,201) | 655,030 | (104,318) | 13,320 | 1,537,012 | (523,425) | 38,226 | **549,286** |

| % incr (decr) | -55.0% | -18.1% | -10.9% | 6.0% | -20.4% | 8.9% | -5.0% | 0.5% | 52.0% | -22.0% | 3.1% | 0.8% |

*As of March 9, 2018*
Community Action Partnership of San Luis Obispo County, Inc.

Summary of Vendor Credit Card Charges - February 2018

Presented to CAPSLO Policy Council, Finance Committee & Board of Directors

Credit accounts that CAPSLO employees are able charge program expenditures to and involve a line of credit issued through a card type instrument are listed below:

Las cuentas de crédito que los empleados de CAPSLO pueden usar para gastos de programa y usar como línea de crédito repartidos por un tipo de tarjeta están listados abajo:

<table>
<thead>
<tr>
<th>Vendor Name / Nombre de Vendedor</th>
<th>February Charges / cargos de febrero</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Advantage Card (Albertson's)</td>
<td>No Activity</td>
</tr>
<tr>
<td>2 Barnes &amp; Noble</td>
<td></td>
</tr>
<tr>
<td>3 Chevron - MSHS Vehicles - 743</td>
<td>349.10</td>
</tr>
<tr>
<td>4 Chevron - All Other Vehicles - 776</td>
<td>7,460.02</td>
</tr>
<tr>
<td>5 Home Depot 2499 - Energy &amp; Weatherization</td>
<td>9,691.89</td>
</tr>
<tr>
<td>6 Home Depot 3812 - Facilities Department</td>
<td>17,375.69</td>
</tr>
<tr>
<td>7 Home Depot 8403 - General</td>
<td>5,603.48</td>
</tr>
<tr>
<td>8 Home Depot 9770 - Kern MSHS</td>
<td>688.11</td>
</tr>
<tr>
<td>9 Home Depot 6340 - Orange MSHS</td>
<td>2,463.29</td>
</tr>
<tr>
<td>10 Home Depot 4624 - Monterey MSHS</td>
<td>(48.06)</td>
</tr>
<tr>
<td>11 Home Depot 8884 - Ventura MSHS</td>
<td>199.10</td>
</tr>
<tr>
<td>12 Home Depot 7584 - San Diego HS</td>
<td>1,759.13</td>
</tr>
<tr>
<td>13 Kroger - Food for Less, Foods Co</td>
<td>731.36</td>
</tr>
<tr>
<td>14 Kroger - Ralphs Groceries</td>
<td></td>
</tr>
<tr>
<td>15 Office Depot</td>
<td>22,317.47</td>
</tr>
<tr>
<td>16 Orchard Supply &amp; Hardware</td>
<td>No Activity</td>
</tr>
<tr>
<td>17 Robinson Oil - Diesel Fuel</td>
<td>No Activity</td>
</tr>
<tr>
<td>18 Save Mart Supermarkets</td>
<td>517.09</td>
</tr>
<tr>
<td>19 Sears</td>
<td>Waiting for Statement</td>
</tr>
<tr>
<td>20 Smart &amp; Final</td>
<td>772.73</td>
</tr>
<tr>
<td>21 Vons/Safeway/Albertsons - Acct# 162957</td>
<td>CYFS Acct.</td>
</tr>
<tr>
<td>22 Vons/Safeway/Albertsons - Acct# 75525</td>
<td>Non-CYFS Acct.</td>
</tr>
<tr>
<td>23 Walmart #1- Acct# 4470</td>
<td>18,872.67</td>
</tr>
<tr>
<td>24 Walmart #2 - Acct# 1361</td>
<td>Non-CYFS Acct.</td>
</tr>
</tbody>
</table>

**Total Vendor Credit Card Charges**

<table>
<thead>
<tr>
<th>Credit Card - Direct Charges</th>
<th>TOTAL CHARGES</th>
<th>SLO / SD</th>
<th>EHS</th>
<th>MSEHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Express - IT</td>
<td>48,713</td>
<td>3,886</td>
<td>797</td>
<td>3,257</td>
</tr>
<tr>
<td>American Express - Corporate</td>
<td>7,975</td>
<td>814</td>
<td>-</td>
<td>771</td>
</tr>
<tr>
<td>American Express - Purchasing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Wells Fargo IT Credit Card</td>
<td>1,116</td>
<td>492</td>
<td>-</td>
<td>431</td>
</tr>
<tr>
<td>Wells Fargo Corporate Card</td>
<td>4,249</td>
<td>635</td>
<td>-</td>
<td>1,067</td>
</tr>
<tr>
<td>Wells Fargo Purchasing Card</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total Direct Credit Card Charges**

$ 62,054 $ 5,827 $ 797 $ 5,526 $ 3,020

**Total Head Start Charges**

$ 15,170

See Details on Separate Handout
COMMUNITY ACTION PARTNERSHIP OF SLO Co. Inc.
FINANCE COMMITTEE MEETING
March 14, 2018

AGENDA

11:30 Welcome  Mical Bovee - Committee Chair
Finance Update
Independent Audit, 4/2 Interim Tests of Compliance, Eligibility and Internal Controls
Brown Armstrong CPAs will conduct audit
Line of Credit (LOC) -$1,000,000 authorized, nothing borrowed at this time
Summary of Credit Card Charges:
- Credit Card Charges February ’18  $ 62,562
- Head Start Credit Card Charges included above  $ 15,170
- Other Vendor Credit Charges  $ 102,175
See Handout for Details

11:45 Review of "Energy Conservation, Weatherization & Minor Home Repair Services"
Guests: Jim McNamara, Program Director, Grace McIntosh Division Director and Joel Deistler, Accountant

Revenues - Program Year Ended December 31, 2017
- Federal Grants - AAA, DOE & LIHEAP  $ 924,654
- Private Corporate Revenue 1,201,750
- County & City Income - CDBG and Gen'l 133,912
- Various Donations, Fees & Other 18,578
- CSBG support 59,354
Total Expenditures  $ 2,338,248
With In-Kind Contributions of $67,739  $ 2,405,987
Fund Balance at December 31, 2017 = $ 115,303; and small surplus at 12/31

12:05 BOARD ACTION - 2018 Agency-wide Budget
Review and approval of "Agency-wide Budget FYE March 31, 2018"
See Board Action and Budget Handout

12:40 PROGRAM FINANCIAL STATUS UPDATES - see handout
Program Financial Updates - Budget vs Actual 1/31/18
Combined Agency Wide Financial Statements by Division at 1/31/18

1:00 NEXT MEETING DATE - April 18th - Wednesday 11:30am
Annual Approval of CAPSLO's Finance Policy & Procedures Manual
Other Business

ADJOURN
Program Financial Status as of January 31, 2018

**Northern San Diego Head Start/EHS** - In March, Program is requesting a budget revision to fund capital improvements at 5 centers. Some of the projects were in progress and are being enhanced by the revision. The amount is estimated at $283,900, and is based on underspent salaries and fringe.

**SLO Head Start/Early Head Start** - Office of Head Start conducted their triennial review of the Regional Head Start Program. We will get the results within 90 days, but we did not hear anything negative when they visited. With 21 vacant positions in HS & EHS, it is challenging to stay fully enrolled. Provider enrollment is down compared to prior year. We have reduced required enrollment from 387 to 280 children. 3 hour slots were converted to 6 hour slots at 4 locations. Spending is under by approx $180,000. An inkind waiver is being requested.

**EHS Partnerships and Expansion Program** - Month 6 in it’s award year. Concern is with payroll allocation and access to reports. Payroll allocation is ongoing concern between EHS CCP and General Child Care grants, which will be posted once resolved. New Payroll system is still not producing acceptable reports. An additional $200k in supplemental funding was requested for LH improvements.

**State Child Care Programs** - 7 months into the year underspending is observed but without payroll reports it is difficult to determine source of concern. Staffing is also an ongoing issue for state programs. Earnings are on track for CSPP and Gen’l Childcare, there are concerns with State Migrant Earnings and we are trying to open early in San Joaquin. Spending is low in both Migrant contracts.

**Migrant Seasonal Head Start (MSHS)** - Most of the centers are closed for the season with Buena Ventura, Orange and Kerman being the only centers currently open. A Budget revision for new HVAC in San Joaquin was approved as well as a carryover for $229k for extended services. In month 5, we are 32% expended. Salary increases have been put in place for teaching staff as they return from furlough to begin the new season.

**CCRC** - We need approx $1,000,000 in augmentations from CDE-Stage 2, Stage 3 and Alternative Pay. CDE has told us that there are two amendments on the way totaling $560k and that more are coming. CRIS funds and Resource and referral continue to be underspent.

**Health Services Programs** - Clinic services show a net income of $89,000, however our ETC for 3/31 shows a possible surplus of $229,000. Payroll cost allocation between clinics is estimated. Staff continue to explore sustainability plans for teen empowerment programs as a result of the loss of OAH funding. Fundraising revenue is estimated at $69,345 this FY.
Program Financial Status as of January 31, 2018

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>BUDGET</th>
<th>EXPENDED at 1/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Programs</strong> 9/30 FYE Center Based and CCRC Provider Homes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCRC Food Program is challenged to keep homes and will be working with Peoples Self Help Housing to assist their families which will improve our caseload. The Center Based Food Program is operating with many of our centers in migrant closed, but serving Head Start and State. Both programs are under-earning, but only four months into their year.</td>
<td>$2,293,058</td>
<td>$665,332 29%</td>
</tr>
<tr>
<td><strong>Energy &amp; Weatherization</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After cuts to services and staff the program closed the year with a slight surplus. This includes making up the loss that was recognized at March 2017. 2018 year starts off with increased contracts in PG&amp;E, SoCal Gas and a promise of larger LIHEAP contracts for the year from CSD. Also of note is the utility contracts are changing the rules for 2018, making it easier to sign up clients.</td>
<td>$2,097,711</td>
<td>$202,365 10%</td>
</tr>
<tr>
<td><strong>CSBG-Community Services Block Grant</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides support to many CAPSLO programs. We closed out 2017 CSBG Contract 100% spent. The current contract budget is for $2,631 less than prior year and very few charges have been incurred the first month into the new year.</td>
<td>$293,460</td>
<td>$4,767 2%</td>
</tr>
<tr>
<td><strong>Adult Day Care Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 clients are enrolled. 7 months into the program year, and 72% of budgeted funds are collected. VA now requires we have an NPI # to bill for reimbursement for services to Vets. We applied and opur # is pending. We have $11,440 in A/R from VA, unpaid until a # is issued.</td>
<td>$265,849</td>
<td>$151,613 57%</td>
</tr>
<tr>
<td><strong>Homeless, Prado Day Center and Case Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless has expended 57% of its budget 7 months into the year; averaging 74 clients a night. SLO Mission has been the overflow shelter this month. (776 client nights -25 a day). Recuperative Care is 55% expended and served 5 clients. Prado Day center is 46% expended 7 months into the year, averaging 76 clients a day.</td>
<td>$1,945,760</td>
<td>$868,015 45%</td>
</tr>
<tr>
<td><strong>Supportive Services for Veterans &amp; Families</strong>-SSVF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A new contract is in effect that ends 9/30/18. The amount is $1,180,772. Brandy Bowser is the new Program Manager.</td>
<td>$1,094,113</td>
<td>$85,480 8%</td>
</tr>
<tr>
<td><strong>Homeless Service Center</strong> - &quot;40 Prado Road&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The General Contractor, JW Design, has submitted 8 billings for work performed through 1/31. We are 43% complete on the General Contractor contract. There is work that also needs to be completed outside of the JW Design contract.</td>
<td>$5,250,903</td>
<td>$2,123,614 40%</td>
</tr>
<tr>
<td><strong>Family Community Support Services</strong> - 7 months into the year spending is on budget and no concerns at this time. Direct Services is awaiting augmentation, $77,000 for a Family Services Advocate.</td>
<td>$1,274,181</td>
<td>733,247.00 58%</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET &amp; EXPENDITURES (various FYEs)</strong></td>
<td>$88,667,514</td>
<td>$40,646,670 46%</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>March 22-24</td>
<td>SSVF Accreditation visit - review of Program and Fiscal records</td>
<td></td>
</tr>
<tr>
<td>March 27-Apr 7</td>
<td>Brown Armstrong CPAs, internal control and systems testing, eligibility and program compliance; IT systems review</td>
<td></td>
</tr>
<tr>
<td>April 20</td>
<td>County of SLO Planning Dept, monitoring of Homeless Case Management contracts</td>
<td></td>
</tr>
<tr>
<td>June/July</td>
<td>Brown Armstrong CPAs, Year End Independent Audit Field work</td>
<td></td>
</tr>
<tr>
<td>June '17</td>
<td>Area Agency on Aging review of Energy's Minor Home repair Program and Adult Day Services Program</td>
<td></td>
</tr>
<tr>
<td>August 14-19th</td>
<td>Nutrition Services Division - CACFP Food Program Audit-Provider Day Care Homes</td>
<td></td>
</tr>
<tr>
<td>August 22-23rd</td>
<td>Brown Armstrong 403B Independent Audit commenced</td>
<td></td>
</tr>
<tr>
<td>August 23-24th</td>
<td>Visit from OAH Program Representative Nicole Bennet who will meet with Management and Teen Empowerment Program staff re termination of award in Year 3 of 5.</td>
<td></td>
</tr>
<tr>
<td>August 21-25th</td>
<td>California Department of Community Services &amp; Development - Energy &amp; Weatherization Monitoring</td>
<td></td>
</tr>
<tr>
<td>Sept 18-29th</td>
<td>Independent Audit of California Dept of Education Contracts for Year Ended June 30, 2017 - Brown Armstrong CPAs</td>
<td></td>
</tr>
<tr>
<td>September 20th</td>
<td>Annual Audit Exit with CAPSLO Board of Directors for FYE March 31, 2017</td>
<td></td>
</tr>
<tr>
<td>September 20-26</td>
<td>State of CA - CSD Desk Audit of CSBG Contract</td>
<td></td>
</tr>
<tr>
<td>October 12th</td>
<td>CAPSLO 2016 403B Plan Audit issued as well as Form 5500, annual return.</td>
<td></td>
</tr>
<tr>
<td>November 1-2nd</td>
<td>Annual Monitoring by CAPSLO Finance Team of Madera Community Action Partnership - Fresno County MSHS Delegate</td>
<td></td>
</tr>
<tr>
<td>November 15th</td>
<td>Annual Audit Report, June 30, 2017 issued to California Department of Education</td>
<td></td>
</tr>
<tr>
<td>January 22-26, 2018</td>
<td>California Department of Education Monitoring Visit, Alternative Payment and Center Based Contract review</td>
<td></td>
</tr>
<tr>
<td>February 12 - 16th</td>
<td>Office of Head Start (OHS) Federal Triennial Monitoring of Head Start Programs, San Luis Obispo Regional and Partnership Grants</td>
<td></td>
</tr>
<tr>
<td>April 2nd</td>
<td>Brown Armstrong, CPAs to initiate 2018 audit procedures - Tests of Eligibility, Compliance and Internal Controls</td>
<td></td>
</tr>
<tr>
<td>April 3rd</td>
<td>Consultant Visiting CAPSLO to discuss &quot;sustainability&quot; with Program Directors</td>
<td></td>
</tr>
<tr>
<td>May 2018</td>
<td>State of California, CSD On-Site Monitoring of CSBG Contract</td>
<td></td>
</tr>
</tbody>
</table>
### ASSETS

**CURRENT ASSETS**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$2,728,482</td>
<td>$1,909,648</td>
<td>$1,454,388</td>
</tr>
<tr>
<td>Grants and accounts receivable</td>
<td>5,888,825</td>
<td>5,034,683</td>
<td>4,806,945</td>
</tr>
<tr>
<td>Inventory</td>
<td>90,404</td>
<td>89,366</td>
<td>94,086</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>140,711</td>
<td>199,317</td>
<td>178,006</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td><strong>8,848,422</strong></td>
<td><strong>7,233,013</strong></td>
<td><strong>6,533,424</strong></td>
</tr>
</tbody>
</table>

**PROPERTY AND EQUIPMENT**

|                        | 12,728,969      | 11,156,983      | 10,383,421      |

**DEPOSITS**

|                        | 59,584          | 59,584          | 64,349          |

**TOTAL ASSETS**

|                        | $21,636,975     | $18,449,580     | $16,981,194     |

### LIABILITIES & NET ASSETS

**CURRENT LIABILITIES**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable and Accrued Expenses</td>
<td>$3,770,932</td>
<td>$3,318,053</td>
<td>$3,574,752</td>
</tr>
<tr>
<td>Line of Credit</td>
<td>-</td>
<td>350,000</td>
<td>324,000</td>
</tr>
<tr>
<td>Deferred Income</td>
<td>4,188,013</td>
<td>2,838,417</td>
<td>1,977,911</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
<td><strong>7,958,945</strong></td>
<td><strong>6,506,470</strong></td>
<td><strong>5,876,663</strong></td>
</tr>
</tbody>
</table>

**NOTES PAYABLE**

|                        | 963,074         | 989,915         | 1,045,266       |

**NET ASSETS**

|                        | 12,714,955      | 10,953,195      | 10,059,265      |

**TOTAL LIABILITIES AND NET ASSETS**

|                        | $21,636,975     | $18,449,580     | $16,981,194     |

**BEGINNING BALANCE**

|                        | $12,554,691     | $10,884,324     | $10,007,056     |

**NET SURPLUS / (DEFICIT)**

|                        | 160,265         | 68,871          | 52,209          |

**ENDING FUND BALANCE**

|                        | $12,714,955     | $10,953,195     | $10,059,265     |

**Current Ratio = 1.112**

As of March 9, 2018
ITEM: Application to United Way Monterey County for building the professional capacity of friends, family, and neighbors as child care providers in Greenfield, CA not to exceed $75,000

ACTION REQUIRED: Board approval

SUMMARY NARRATIVE:
United Way Monterey County is encouraging CAPSLO’s Migrant and Seasonal Head Start Program to apply for a grant opportunity to increase access to quality, affordable early care and education in Greenfield through capacity building of local, unlicensed friends, family, and neighbors (FFN) who currently serve as child care providers. Although there are 2,131 children 0-5 (12.5% of the city’s population), there are only 359 slots available in the community for quality early child care and education in existing preschools, transitional kindergartens, licensed home care providers, and centers.

With a goal to increase access to quality, affordable child care and improve kindergarten readiness in Greenfield, the implementing organization will develop a learning and support network of FFN child care providers through training and home visits that are embedded with early childhood education learning objectives. Topics will address early child development; improving the health and safety of environments; assessment to create individualized child development and education plans; a pathway to licensing; and more. Resource and referral information about community resources will be provided. A full-time, 10-month, bilingual FFN Promotora (community worker) with appropriate education and experience would be hired to implement the project.

BUDGET/FINANCIAL IMPACT:
Direct costs (personnel, materials, mileage, etc.): $69,444
Indirect cost: $5,556

POLICY COUNCIL RECOMMENDATION:
Recommend approval. The MSHS Policy Council reviewed and approved applying for this grant opportunity on March 28, 2018.

STAFF RECOMMENDATION:
Recommend approval. This grant application provides MSHS with an opportunity to: increase child care that supports the culture, language, and values of this community; provide quality early childhood education to existing FFN providers; and increase potential providers as part of the MSHS workforce for the future.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. This application presents CAPSLO with a timely opportunity to increase access to safe, nurturing, quality child care at the neighborhood level in Greenfield.

EXECUTIVE COMMITTEE:
This action was approved by email vote of the Executive Committee on March 29, 2018.

Dee Lacey, Board President
Date: 4/19/18
ITEM: Proposal for up to $150,000 for two years to the California Department of Social Services’ (CDSS) Office of Child Abuse Prevention to provide the Economic Empowerment Program to clients in the Family and Community Support Services Division.

ACTION REQUIRED: Board approval to submit proposal

SUMMARY NARRATIVE:
The CDSS’s Office of Child Abuse Prevention has released a Request for Applications for the Economic Empowerment Grant which will be funded for two years – September 1, 2018 through August 31, 2020. OCAP is committed to preventing child abuse and neglect and its lasting effects by strengthening families and the community that surround them. Studies, such as the recent National Incidence Study of Child Abuse and Neglect, demonstrate that poverty adds stress to families, and children whose families live in poverty have much higher rates of abuse and neglect. The Economic Empowerment grant will allow for agencies to fund staff to integrate the “Your Money, Your Goals” curriculum into their programs to ensure that low-income families are taught how to budget and manage their finances. This in turn will help stabilize families beyond the short-term and help reduce child abuse and neglect. In order to qualify for the grant, agency’s applying must be eligible to receive Community Services Block Grant funding.

CAPSLO’s Family and Community Support Services Division qualifies for and would like to apply for this funding in order to hire a full-time advocate who will solely provide the “Your Money, Your Goals” curriculum to families in need. The program currently has one staff person utilizing the curriculum with families and they feel that this is an essential piece to the families’ success. The Division currently receives OCAP funding through County DSS and already has a child abuse prevention focus. This funding will enhance the existing services provided. As part of the plan for the Economic Empowerment family advocate, they will train all other Division staff to utilize the curriculum with their families. This will ensure that the financial component is infused within the Division program services.

BUDGET/FINANCIAL IMPACT:
CAPSLO Family and Community Support Services Division will apply for $150,000 (for two years). Funding will be used to fund a full-time staff person, a portion of the San Luis Coastal family advocate, and administrative support. Other program costs that will be covered include: mileage, rent/utilities, communication, program supplies, training, and indirect.

STAFF RECOMMENDATION:
Recommend approval. This grant is an excellent fit for the Family and Community Support Services Division. The funding requires that we serve at-risk families with minor children in their home, which the Division currently provides through parent education and SAFE services. Support from County DSS has already been granted as they also see financial empowerment education as a key component for family growth and improvement. In addition, the Division has a staff person who already utilizes the curriculum and who will assist with this grant.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. The Economic Empowerment grant is a missing component of CAPSLO program services, and is an essential piece to helping families become and remain self-sufficient. This funding will allow Family and Community Support Services to integrate this service into their work.

EXECUTIVE COMMITTEE:
This action was approved by email vote of the Executive Committee on March 29, 2018.
BOARD ACTION REQUIRED
April 19, 2018

ITEM: Early Head Start Partnership Refunding Grant 09HP0025 for the 2018-19 Program Year

ACTION REQUIRED: Board approval for Early Head Start Partnership Refunding Grant 09HP0025 for the 2018-19 Program Year

SUMMARY NARRATIVE:
Basic Grant: The Community Action Partnership of San Luis Obispo County, Inc. proposes to serve a minimum of 164 Early Head Start children in San Luis Obispo, Kern and San Diego Counties during the fiscal year of August 1, 2018 through July 31, 2019. Ninety-two of the children, ages 0-3 years, will be served through center-based care and seventy-four children, ages 0-4 years, will be served in family child care homes.

BUDGET/FINANCIAL IMPACT:
CAPSLO is applying for funding in the amount of $2,488,291 to serve 164 infants and toddlers as follows:

- Early Head Start-Child Care Partnership Basic Grant: $2,429,225
- Early Head Start Training and Technical Assistance: $59,066
- Non-Federal Share (In-Kind): $622,073

The budget supports the employment of 88 staff and contributes to payment of indirect costs of approximately $184,318.

POLICY COUNCIL RECOMMENDATION:
The HS/EHS Policy Council will review and approve this item at their regularly scheduled meeting on April 17, 2018.

STAFF RECOMMENDATION:
Recommend approval.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval.

__________________________________________  April 19, 2018
Dee Lacey, CAPSLO Board President

__________________________________________
Date
ITEM: Board approval for construction of a medication assisted withdrawal management ("detox") facility at 40 Prado.

ACTION REQUIRED: Board approval.

SUMMARY NARRATIVE: There is currently no medication assisted residential withdrawal management center in the entire county for low-income residents. In 2017 CAPSLO obtained funding for a one-year feasibility study which concluded that with the establishment of the 40 Prado Homeless Services Center on a large plot of land with additional capacity that has already gone through community review, CAPSLO was well positioned to place a detox center on the site. Other comparable facilities in outside counties were toured and County staff developed a preliminary operational budget. CAPSLO would only be responsible for constructing the building; the County would be responsible for licensure, and an outside contractor would bid to provide services. CAPSLO is proposing a 2,880 square foot facility to serve 8-10 patients in a combination of 6 – 30 day stays.

BUDGET/FINANCIAL IMPACT:
Preliminary estimates for the structure are approximately $730,000. Current verbal commitments have been received from The Hughes Foundation ($250,000), Roy & Linda Rawlings ($50,000) and People Helping People ($50,000). On March 19, the CCP Board approved one-time funding for $350,000. The County will license the facility and sub-contract to a private contractor to operate the facility. Operations would be sustained with a combination of Drug-MedicCal dollars as well as funding from other County Departments that currently pay for individuals to be transported out-of-county.

STAFF RECOMMENDATION:
Recommend approval. Having a detox center at 40 Prado makes sense given the multiple services that will already be provided. This plan is the work of a local committee that was convened to provide expertise and community insight on the project components. Committee members included County Departments of Behavioral Health, Probation and Social Services; TMHA; CenCal Health; Dignity Health; the City of San Luis Obispo; and private citizens. The committee met several times to establish a plan of action, conduct site visits of other similar facilities in California, review options and make recommendations. The County Behavioral Health Director, Joel Diringer and Grace McIntosh spoke to the County Board of Supervisors in January to present the feasibility report and answer questions, and the supervisors asked County staff to come back “as soon as possible” with a full operational report.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. This is an important issue that must be addressed, and this is an opportune time to address it. There is a widespread community support and understanding of the need, and new funding streams are available to pay for the services.
BOARD ACTION REQUIRED  
April 19, 2018

ITEM: Renaming of the Cielito Center in Nipomo to the William “Bill” Castellanos Migrant and Seasonal Head Start Center

ACTION REQUIRED: Board Approval

SUMMARY NARRATIVE: Bill Castellanos will be retiring in the next few months. In recognition of his service to children and families Bill has provided for over 40 years, we propose renaming the current Cielito Center in Nipomo to the William “Bill” Castellanos Migrant and Seasonal Head Start Center. This center is local in SLO County so Bill can visit any time! He was the main developer of the center in collaboration with the Lucia Mar School District. Area Manager, Cheryl Hayes will coordinate the license change and coordinate any requirements of the High School. We will plan for an event to celebrate Bill and the renaming of the center; this would happen before his retirement – possibly during May, Community Action Month.

Bill’s contribution to MSHS and the field are too numerous to enumerate; however a few highlights include:

• Under Bill’s leadership, Head Start and MSHS have expanded into 10 California counties in order to serve more children and families in need of quality child care and education.

• In Bill’s commitment to maintain the highest quality program for children in agricultural families, the program achieved the National Head Start Association’s Quality Initiative Program of Achievement award in 2007 and Program of Excellence award in 2013 and 2016.

• Bill developed one of the first Head Start Family Child Care models, enabling thousands of children in the MSHS program to be served by this option and MSHS families to start their own business.

• Understanding the importance of the role of the father, Bill fostered the Father/Male Involvement Program, where fathers/other males come together to learn about child development and parenting, etc.

• As an officer and/or member of the National Migrant and Seasonal Head Start Association, National Head Start Association, California Head Start Association, and California Head Start State Collaboration Office, Bill helped develop important policies, such as establishing a new definition of the term "migrant" so that office of Head Start could increase the number of families served by MSHS; proposing changes to Head Start performance standards; and aligning regulations between the State Child Development Program, Head Start/Early Head Start, Family Child Care, and Community Care Licensing.

• In recognition of his leadership, Bill has received the Administrator of the Year Award in 2011 from the California Head Start Association; the Isabel P. Ruiz Humanitarian award for his life-long work to improve the lives of low-income, underserved children and families in 2013; the Pioneer Award from the National Head Start Association for his contribution to Head Start in 2014; and the Plate of Bounty award From the National Migrant And Seasonal Head Start Association in March 2018.

BUDGET/FINANCIAL IMPACT: A new sign would be developed by the Facilities Department and we would budget for a small celebration to commemorate the renaming.

STAFF RECOMMENDATION: CYFS staff approve of this action.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION: The CEO completely supports this action of recognition for Bill Castellanos.
ITEM: New application requesting up to $70,000 to SLO County for 2018-2019 Emergency Solutions Grant funding for Coordinated Entry Services through Homeless Services.

ACTION REQUIRED: Board approval to submit application.

SUMMARY NARRATIVE:
The County of San Luis Obispo (SLO) is requesting proposals for the Emergency Solutions Grant (ESG) Program Competition administered by the U.S. Department of Housing and Urban Development (HUD). CAPSLO is applying as part of a collaborative which includes the 5 Cities Homeless Coalition (5CHC), ECHO, and The Link. 5CHC will be the Lead Agency, with CAPSLO being a sub-contractor. Primary services to be funded through this grant are Rapid Re-housing and Eviction Prevention, Outreach, and Coordinated Entry. CAPSLO is seeking funding support to hire a part-time data services staff person who will help the CAPSLO Data Analyst in training 5CHC, ECHO and The Link on Client Track case management component of Coordinated Entry.

BUDGET/FINANCIAL IMPACT:
CAPSLO will apply for up to $70,000 to support a part-time data services staff person, supervision, other program costs, and indirect.

STAFF RECOMMENDATION:
Recommend approval. This funding will allow the agency to build further support for the Coordinated Entry collaborative with 5CHC, ECHO and The Link, enabling all agencies to improve client tracking and information sharing with one another.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. Streamlining efforts between CAPSLO, 5CHC and ECHO will allow for more efficiency in serving clients within the County.
ITEM: Migrant and Seasonal Head Start (MSHS) Program Policy Council By-Laws changes and updates.

ACTION REQUIRED: Board approval of By-Law changes and updates

SUMMARY NARRATIVE:
According to the Reauthorized Head Start Act of 2007, Section 642(c)(1)(E)(iii), the Governing Body (CAPSLO Board of Directors) shall be responsible for approving By-Laws submitted by the Policy Council in accordance with 642(c)(2)(D)(v) as well as the 2016 updated Head Start Federal Performance Standards of Migrant and Seasonal Head Start program year 2017-2018.

An update is needed to the Migrant and Seasonal Head Start By-Laws. The language has been updated to further expand on the “coordinated approach” of Head Start by streamlining vocabulary and terms as used in other content areas. The update incorporates appropriate representation of all new and existing program options at the county level of governance. The intention is to increase parent participation and create a larger pool of parents to draw from when there are vacancies for various reasons (migrating, transitions, etc.). Some of the proposed changes are more sensitive and beneficial to the program’s operating months and time line.

BUDGET/FINANCIAL IMPACT: NONE

POLICY COUNCIL’S RECOMMENDATION: Recommend approval. This item will be reviewed and approved by the MSHS Policy Council at the next scheduled meeting.

STAFF RECOMMENDATION: Recommend approval. A staff committee made major editing changes to clarify and define Policy Council representation of new and existing program options at the county level. As program requirements change, staff updates or develops documents to maintain program compliance.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION: Recommend approval. These proposed changes will improve parent participation and representation in program governance.

______________________________________________  April 19, 2018
Dee Lacey, Board President  Date
Migrant and Seasonal Head Start Program Policy Council By-Laws

Article I. NAME OF ORGANIZATION
This group shall be known as the Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO) Migrant Seasonal Head Start Program Policy Council (MSHS).

Article II. PURPOSE OF ORGANIZATION
The purpose of the Migrant and Seasonal Head Start Policy Council shall be to act as the policy body of the Community Action Partnership of San Luis Obispo County, Inc. MSHS Program and to ensure that the program delivers comprehensive child development services to meet the needs of the economically disadvantaged children, ages 0 to 5 years.

Article III. KEY TERMS
A. Program options: MSHS Program operates two (2) program options:
   a. Center based child care
   b. Family child care provider homes (FCC)
B. Delegate agency: Per the Head Start Performance Standards a delegate agency is defined as a public, private nonprofit (including a community based organization, as defined in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801), or for profit organization or agency to which a grantee has delegated all or part of the responsibility of the grantee for operating a Head Start program.
   a. Community Action Partnership of Madera County is the delegate agency of MSHS.
C. Unexcused absence: An elected parent or community member fails to communicate with staff to inform them that they will not be able to attend a schedule meeting; or subsequently provide a valid excuse.
D. Family Child Care at the local level: pertains to each coordinator’s case load of enrolled families.

Article IV. MEMBERSHIP
Section 1 Composition
A. Policy Council membership of the CAPSLO MSHS shall consist of Parent Representatives and Alternates from the two program options (Center, FCC) and the Delegate agency.
B. Board members from the CAPSLO shall be appointed by the CAPSLO Board of Directors as liaisons to the MSHS Policy Council.
C. A maximum of three (3) Community Representatives shall be elected by the MSHS Policy Council and from any interested community member. These Community Representatives could be past MSHS parents, Specialists and/or Professionals from the following child-related fields: Health, Nutrition, Education, Social Services, Parent and Family Engagement, Behavioral Health, Disabilities.
D. All members of the Policy Council should attend all regularly scheduled meetings, and report back to their County, Center, and FCC local level Parent Committee meetings on any items discussed and/or action taken by the Policy Council members.
Section 2  Selection of County Parent Committee members
Each local level Parent Committee shall elect parents to the County Parent Committee. The composition of the County Parent Committee shall consist of the following:

A.  Center:
   1.  Each Center-based program option parents will elect
       a)  Two (2) Parent Representatives
       b)  One to three (1-3) Parent Alternate(s)

B.  Family Child Care:
   2.  Each FCC based program option parents will elect
       a)  Two (2) Parent Representatives
       b)  One to three (1-3) Parent Alternate(s)

C.  In cases where there is only One (1) program option and One (1) site in the area no County Parent Committee is necessary.

Section 3  Selection of Policy Council members
Each County Parent Committee will elect four (4) Parent Representatives and an Alternate that will serve on the Policy Council. The composition of the Policy Council shall consist of:

A.  Center:
   a.  Two (2) Parent Representatives

B.  Family Child Care:
   a.  Two (2) Parent Representatives

C.  If there is only one Program Option and one site in the county:
   a.  Four (4) Parent Representatives will be elected to the Policy Council
        i.  Three (3) as the Policy Council Representatives
        ii. One (1) as an Alternate.

D.  Each County Parent Committee will elect one (1) Alternate from either of the MSHS program options (Center or FCC).
   a.  Alternates may not run for Policy Council Executive Committee.
   b.  Alternates will be required to participate at the annual Policy Council Training and attend all scheduled Policy Council Meetings.
   c.  Alternates will be the first to fill a vacancy of the Parent Representative to the Policy Council.

Section 4  Selection of Community Representatives
Any individual interested in becoming a Community Representative to the MSHS Policy Council shall submit a letter of interest.

1.  Those individuals will be asked to speak briefly at the next scheduled Policy Council meeting explaining why they want to be a Community Representative and their potential contributions.
2.  The Policy Council will then vote on their acceptance or denial of membership.

Section 5  Filling a Vacancy
Any vacancy in the Policy Council must be filled from the County Parent Committee from which the vacancy occurred at the meeting immediately following the notice of the vacancy.

1.  When a Policy Council representative leaves their position, the alternate will fill the vacancy left by the representative and another alternate will be elected.
2. The Parent Alternate elected to fill a vacancy shall complete the unexpired term of their predecessor.

3. The Parent Alternate will not assume the role of Executive Committee Officer, unless elected.

4. When there is no alternate to fill a vacancy, the County Parent committee will have to hold two (2) elections.
   a. An election to fill the Parent Representative vacancy
   b. An election to fill the Parent Alternate vacancy

Section 6 Voting Rights
A. Voting rights are restricted to the MSHS Policy Council Parent Representatives.
B. In the absence of the voting Parent Representative the Parent Alternate will vote.
C. The President of the MSHS Policy Council shall vote only in the case of a tie vote during full meetings.
D. The three (3) elected Community Representatives will have voting rights.
E. The liaisons appointed from the Board of Directors will not have voting rights.

Section 7 Terms of Office
A. The term of office for the MSHS Parent Representatives and Community Representatives shall be one year; commencing in June of the current year and ending in June the following year.
B. The Policy Council Parent Representatives or Policy Committee Representatives shall not serve more than a total of four years. Regulation of the Head Start Performance Standards 1301.3 (d)(3)

Section 8 Termination and Resignation of Members
A. Any MSHS parent or Community Representative that holds an office and then becomes employed by CAPSLO or our Delegate Agency must resign from their position held in the MSHS governing bodies.
B. If any member from the Policy Council is absent unexcused from two consecutive meetings, or more than two (2) meetings throughout the season, it will constitute an automatic termination from the Policy Council.
C. Resignation of members shall be made in writing, in person, or via electronic method (i.e. text, phone, or email) to the MSHS Policy Council President and Parent Engagement Coordinator.

Section 9 Conflict of Interest & Compensation
A. In accordance with the Department of Health and Human Services directive 45 CFR Part 74: No person can serve as a member of the MSHS Policy Council while any member of his/her immediate family is employed for the CAPSLO or work at one of the MSHS program options.
B. Members of the Policy Council shall not receive compensation for serving on the policy council or for providing services to the Head Start agency. Head Start Act (as amended December 12th, 2007) 642 C 2 C ii: Policy Council Conflict of Interest.

Article V. DIRECTORS LIAISONS
Section 1 CAPSLO Board Members as Liaisons to the MSHS Policy Council
A. Board Members of the CAPSLO shall be appointed by the Board of Directors as liaisons to the MSHS Policy Council.
B. The Board liaisons appointed from the Board will not have voting rights.

Article VI. OFFICERS

Section 1 Name of Officers
The officers from the Policy Council shall consist of:
- President
- Vice President
- Secretary
- Treasurer
- Sergeant at Arms

Section 2 Election of Officers
A. Election of the new MSHS Policy Council Officers shall be held in June.
   1. Only MSHS Parent Representatives and Community Representatives may run for an Executive office.
   2. Candidates for MSHS Policy Council Officers may be nominated from the floor or self-nominated.
   3. Each candidate will be asked to address the MSHS Policy Council at that time and their potential contributions for that position.
   4. Only MSHS Policy Council Parent and Community Representatives may vote to elect officers.
   5. A minimum of one (1) Executive officer shall be from the FCC program option.
   6. Each officer must represent a different county in order to maintain accurate service representation for the program, as well as maintain reflective Quorum in Executive meetings.
      i. *If an officer resigns or is terminated from their position throughout the program year another Officer will be elected and may represent any area.
   7. Simple majority vote is necessary to elect officers.

Section 3 Duties of Officers
A. Duties of President:
   It shall be the responsibility of the President to
   1. Provide direction and leadership at regular and special meetings of the MSHS Policy Council.
   2. Prepare all MSHS Policy Council regular meetings and special meetings, including planning of the agenda.
   3. Request agenda items from the general membership prior to any MSHS Policy Council meeting for the purpose of preparation of agenda or related items.
   4. Establish committees as needed.
   5. Sign all official acts, and correspondence as necessary.
   6. May act as a representative to the National Migrant and Seasonal Head Start Parents Affiliate.
   7. May act as a liaison, or appoint a liaison, to the CAPSLO Board of Directors.
   8. May act as a representative of the CAPSLO MSHS Programs in the community.
   9. May act as a member of the By-Laws Standing Committee
   10. Vote, only in the case of a tie vote for full group Policy Council meetings
       i. Vote will be allowed at an executive or a special meeting.
B. **Duties of Vice President:**
It shall be the responsibility of the Vice President to:
1. Assume the duties of the President in his/her absence.
2. Aid the President in the performance of duties when necessary or at the request of the President.
3. May act as a member of the Personnel / Human Resources Standing Committee

C. **Duties of the Secretary**
It shall be the responsibility of the Secretary to:
1. Act as the recording officer for meetings.
2. Maintain a record of all meetings and committee reports.
3. Maintain the roster of MSHS Policy Council members and alternates.
4. Call the roll at meetings and verify quorum.
5. Have available at all meetings the following documents for reference: MSHS Policy Council By-Laws; Robert's Rules of Order; list of Committees and their members; current agenda; past minutes, meeting notices, information and documentation distributed at meetings.
6. May act as a member of the Education Standing Committee

D. **Duties of the Treasurer**
It shall be the responsibility of the Treasurer to:
1. Report to the MSHS Policy Council on the financial status of the MSHS Program.
2. May act as a member of the Budget Standing Committee.
3. Monitor expenditures of the Parent Activity Fund(s).
6. Attends CAPSLO Finance Committee meetings as necessary.
7. Report on In-kind earning of the CAPSLO MSHS Program.

E. **Duties of the Sergeant at Arms**
It shall be the responsibility of the Sergeant at Arms to:
1. Know and understand the Brown Act
2. Ensure that the MSHS Policy Council meets requirements mandated by the Brown Act in conducting the meetings.
3. Maintain order at all the MSHS Policy Council meetings.
4. May act as member of the ERSEA Standing Committee
5. Be a member of the MSHS Policy Council Executive Committee
6. Report the CAPSLO MSHS program monthly enrollment and attendance, USDA Meals/Snacks.
7. Support other officers as needed.

**Article VII. COMMITTEES**
Section 1  Standing Committees
A. Each member of the Migrant and Seasonal Head Start Policy Council should serve on at least one Standing Committee or appoint an alternate to serve on a Standing Committee.
B. The Standing Committees for the Policy Council shall consist of:

1. Personnel / Human Resources Committee
2. By-Laws Committee
3. ERSEA Committee
4. Health Advisory Committee
5. Parent Engagement Committee
6. Education Committee
7. Budget Committee
8. Executive Committee

Section 2  Ad Hoc Committee (Specific Purpose Committee)
A. Ad Hoc Committees may be appointed by the President for a specific purpose. The Ad Hoc Committee shall serve as long as is necessary to complete the assigned task or purpose.

Section 3  Executive Committee
A. The Executive Committee shall consist of the MSHS Policy Council Officers. The responsibilities of the Executive Committee include:
1. Acting on immediate concerns, making decisions, and/or taking action on business that must be completed for the MSHS Policy Council meetings.
2. Any business approved by the Executive Committee will be presented at the first annual meeting of the newly elected Policy Council.

Article VIII.  MEETING FUNCTIONS
Section 1  Dates of Meetings
A. The Full MSHS Policy Council will meet monthly from June through October possibly November depending on the season during the program year.
1. Newly elected MSHS Policy Council members will select the meeting day of monthly meetings at the annual Migrant Seasonal Head Start Policy Council Training.
2. MSHS Policy Council members and the community will be informed of regularly scheduled monthly meetings ten (10) calendar days before the meeting.
B. From November to May, the Executive Committee of the Policy Council will conduct all businesses as needed
1. Simple majority will constitute quorum
2. Members will be notified at least 7 days before an executive meeting.

Section 2  Open Meetings
A. All Migrant and Seasonal Head Start Policy Council regular and special meetings shall be open to the public for attendance and must be announced publicly in advance as per the Brown Act.
1. A closed session may be held only for reasons pertaining to Personnel or Litigation that is in progress.

Section 3  Special Meetings
A. Special Migrant and Seasonal Head Start Policy Council meetings may be called by the President with the consent of at least one other Executive Committee member. The Migrant and Seasonal Head Start Policy Council must have at least 48 hours advance notice.

Section 4 Telephone / Video Conference or Electronic Meetings
A. Unless otherwise specified by any State or Federal Law, any or all Policy Council members may participate in a meeting of the MSHS Policy Council or a Committee of the MSHS Policy Council, as applicable, by telephone conference or by other means of electronic communication so long as all MSHS Policy Council members who are participating in the meeting can hear all other members on the call.

Section 5 Quorum
A. A quorum shall be constituted when any Six out of the Ten (6/10) elected County Representatives/Alternates are present:

1. Orange
2. Ventura
3. Santa Barbara
4. San Luis Obispo
5. Monterey
6. San Benito
7. Kern
8. Fresno (CAPSLO Grantee)
9. Fresno Delegate Policy Committee
10. San Joaquin

B. A quorum will be constituted when three of the five (3/5) elected Executive Committee officers are present.

Section 6 Rules of Procedure
A. Robert’s Rules of Order (revised) shall be the method by which all meetings are governed.

Article IX. MSHS POLICY COUNCIL BY-LAWS
Section 1 Amendment(s) to the By-Laws
A. These By-laws may be amended by the MSHS Policy Council members at any meeting of the MSHS Policy Council provided that the amendment(s) have been submitted in writing to the members of the MSHS Policy Council with a postmark date at least 2 weeks/14 calendar days prior to them meeting where change(s) are to be considered.

1. Special circumstance: Due to the nature and timing of the MSHS program year and various start dates, changes may be submitted for approval that is different than the stated timeline if council or executive committee vote to override this timeline.

B. Any changes to the by-laws will require the presence of a quorum.

Section 2 Implementation of By-Laws
A. The MSHS Policy Council By-laws are in compliance with the Federal Office of Head Start Performance Standards and Federal Regulations.

Article X. FISCAL YEAR
The fiscal year of the MSHS Program shall begin on September 1 and extend through the end of August of the following year.
Article XI. PROHIBITION AGAINST POLITICAL ACTIVITIES AND LIMITATIONS ON LOBBYING

The members of the MSHS Policy Council shall not participate or intervene in publishing or distributing of statements on any political campaign on behalf of any candidate for public office, nor make any attempts to influence or legislate except to the extent permitted by law for nonprofit, tax exempt organizations.

Article XII. ARBITRATION PROCEDURES WITH GRANTEE AGENCY

Section 1: Definition of Impasse

An impasse occurs when a decision making process breaks down irreconcilably. An impasse comes about when a plan, policy, procedure or decision (Please refer to the Governance Matrix that requires approval by both PC and the Board) has been proposed by the Migrant and Seasonal Policy Council, but not concurred in by the Grantee Board within fifteen (15) days of the recommendation. If no resolution has occurred please adhere to Section 2 Arbitration Procedures.

Section 2: Arbitration Procedures:

A. Panel Composition: The Arbitration Committee will be made up of three people, all of whom must be from outside the Grantee Agency and the Migrant and Seasonal Program (disinterested parties).
   1. One will be selected by the Grantee Board to represent them.
   2. A second party will be selected by the Migrant and Seasonal Policy Council to represent them.
   3. Those two representatives will mutually agree upon the selection of a third party mediator, who will serve as the Chairperson.

B. Failure to select a Chairperson: If the first two Arbitration Panel members are unable to agree upon a third member within ten (10) days after the designation of the second panel member
   1. both will request that a retired local judge who practices as an arbitrator, or an Administrative Law Judge, name one of its’ members or appoint a disinterested community leader who would be willing to serve as Chairperson.
   2. If, after fifteen (15) days, a chairperson has not been selected, the Administration for Children, Youth and Families Regional Office will be empowered to appoint a qualified and disinterested arbitrator obtained through the American Arbitration Association.
   3. In the event there should be any deliberate non-cooperation on the part of a Grantee Agency by refusing to establish an Arbitration Committee, or by the Grantee Board or Policy Council refusing to participate in the arbitration process, again the Regional Office will be empowered to appoint qualified and disinterested arbitrators to settle the dispute.

C. None of the above Arbitration panel members shall be relatives of any employee of the Community Action Partnership of San Luis Obispo County, Inc. Board of Directors or the Migrant and Seasonal Policy Council.
Section 3: Final Decision of the Arbitration Committee:

A. The findings and decisions of the Arbitration Committee will be binding on all parties who are a part of the dispute. The Grantee Board, Migrant and Seasonal Policy Council and Regional office each will be notified of the Arbitration Committee’s decision with five (5) days after the decision is rendered. Copies shall be sent promptly to the Community Action Partnership of San Luis Obispo County, Inc. Board of Directors, Migrant and Seasonal Policy Council, and the National Migrant and Seasonal Branch Office.

B. The final decision shall be binding on both parties and there shall be no appeal.

First presentation of By-Laws to MSHS Policy Council Executive Committee on February 16, 2018 (14 days to revise)

Second presentation of By-Laws to MSHS Policy Council Executive Committee on:

By-Laws approved by MSHS Policy Council Executive Committee on (14 days to revise): February 26, 2018

By-Laws were reapproved by MSHS Policy Council Executive Committee on:

CAPSLO Board of Directors Approval Date:
ITEM: Approval of Community Action Partnership of San Luis Obispo Co. Inc.’s check signers.

ACTION REQUIRED: Board approval of the revised check signer list for our payroll and general checking bank accounts as well as currently established accounts at Bank of the Sierra Branch located in San Luis Obispo.

SUMMARY NARRATIVE:
With recent changes in Board leadership, a new HR Director, and anticipated retirements of our CYFS Division Director and Migrant Deputy Director in the near future, it is important to update our approved check signer list with our banking institution.

The proposed signers are all Managers or Directors of CAPSLO. We also include the Board President and the CEO as signers. Signers do not have direct access to the financial records or check stock of CAPSLO nor are they employed in the Finance Department of CAPSLO. Our policy requires two signers on all checks. Signatures are electronic and only released upon written permission from the signer.

Due to the limited availability of management team members, there are 16 proposed signers.

Dee Lacey, Board President
Mika Buchanan, Eligibility Services Manager
Vickie Farley, Head Start Manager
Raye Fleming, Health and Prevention Director
Jason Lal, Facilities Director
Grace McIntosh, Deputy Director
James McNamara, Energy & Weatherization
Melinda Sokolowski, Family Support Services

Elizabeth Steinberg, CEO
Debra Welch, Head Start/EHS/State Director
Sheri Wilson, Child Care Resource Connection
Ron Torres, Human Resources (HR) Director
Brendan McMahon, HR Manager
Marcelle Sperlo, Executive Administrator
Brandy Bowser, SSVF Manager
Tim Lloyd, Facilities Manager

BUDGET/FINANCIAL IMPACT:
Updating and approving the check signers within the agency is an important internal control and Board approval of the signers is required by the Bank of the Sierra.

STAFF COMMENTS:
Recommend approval. Approval by the Board of Directors is an important part of their fiscal oversight responsibilities.

CHIEF EXECUTIVE OFFICERS RECOMMENDATION:
Recommend Approval. Approval of our check signer list keeps our information current will enable the agency to process disbursements in a timely, efficient and responsible manner.
RESOLUTION NO. R-2018-3

A RESOLUTION OF THE BOARD OF DIRECTORS OF
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC.
TO APPROVE THE LIST OF AUTHORIZED CHECK SIGNERS
FOR THE GENERAL AND OTHER BANK ACCOUNTS OF THE AGENCY
THROUGH BANK OF THE SIERRA

WHEREAS, in an effort to keep our authorized check signers list current; and

WHEREAS, by keeping said list current, will enable the agency to process disbursements in a
timely, efficient and responsible manner; and

WHEREAS, replacement of signers who have terminated their relationship with the agency is an
important internal control,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Community Action
Partnership of San Luis Obispo County, Inc, hereby approves the following list of authorized check
signers:

Dolores “Dee” Lacey, Board President
Mika Buchanan, Eligibility Services Manager
Vickie Farley, Head Start Manager
Raye Fleming, Health and Prevention Director
Jason Lal, Facilities Director
Grace McIntosh, Deputy Director
James McNamara, Energy & Weatherization
Melinda Sokolowski, Family Support Services
Elizabeth “Biz” Steinberg, CEO
Debra Welch, Head Start/EHS/State Director
Sheri Wilson, Child Care Resource Connection Director
Ron Torres, Human Resources (HR) Director
Brendan McMahon, HR Manager
Marcella “Marci” Sperlo, Executive Administrator
Brandy Bowser, SSVF Manager
Tim Lloyd, Facilities Manager

UPON MOTION OF ____________________ seconded by ____________________, the
foregoing Resolution is hereby passed and adopted at the regular meeting of the CAPSLO Board of
Directors this 19th day of April, 2018 on a roll call vote, to wit:

Ayes:__________
Noes:_________
Abstained:______
Absent:_________
Attest: ___________________________
Marci Sperlo, Recording Secretary

Dee Lacey, Board President     Elizabeth “Biz” Steinberg, CEO