Board of Directors Meeting

Agenda

March 21, 2019

Community Action Partnership of San Luis Obispo Co Inc.

1030 Southwood Drive

San Luis Obispo CA, 93401

5:15 PM
Board of Directors Agenda

Call To Order
Dee Lacey

Roll Call
Dee Lacey

Reciting of the Promise
Dee Lacey

Promise

Public Comment
Dee Lacey

Introductions/Presentations

Liaison Reports

Migrant and Seasonal Head Start

Head Start/Early Head Start

Friends of 40 Prado

Program/Liaison Reports

Consent Agenda

Approval of Meeting Minutes

Approval of February 21, 2019 BOD Meeting Minutes  
Action  
Page 6

A. MSHS Board Report Summary for January 2019  
Page 12

B. HS EHS Board Rpt for January 2019  
Page 13

Approval of Finance Comm Mtg Minutes 2-20-19  
Action  
Page 14

A. Agenda Fin Com Feb 2019 MSHS-EHS 403B  
Page 19

C. Migrant Seasonal Head start 2018 Expenditures-All awards  
Page 20
Approval of Board Actions

1. Approval to accept $1,378,146 from the U.S. Department of Veterans Affairs Supportive Services for Veteran Families Program Grant to extend the Supportive Services for Veteran Families program for 1 year.

2. Approval to Renew contracts from Agency on Aging for Title IIIB for Energy Services' Minor Home Repair and Adult Day Center in the amount of up to $334,709

2.1 Board Resolution AAA Energy and Adult Day

3. Approval to Submit an Application from Family and Community Services Division to the San Luis Obispo County Community Foundation's Women's Legacy Fund for a “Dads with Daughters” program in the amount of $20,000

Chief Executive Officer's Report
Biz Steinberg

4. Approval of MSHS Self-Assessment

4.1 MSHS Self-Assessment Report

5. Approval of Migrant and Seasonal Head Start In-Kind Waiver Request for 2019 Partnership Expansion Grant

6. Approval of Migrant and Seasonal Head Start budget revision for $9,923 for replacement of an HVAC unit at Las Flores Center in Lompoc

7. Approval of agreement with Guadalupe Union School District and Migrant and Seasonal Head Start for California State Preschool Program Expansion

8. Approval to submit an application for $350,000 to the County of San Luis Obispo for a Homeless Emergency Aid Program
(HEAP) grant to support the construction of a Medically Assisted Withdrawal Treatment Program (detox)

9.0 Approval of Proposal for $540,695 over two years to County of San Luis Obispo Department of Planning and Building for the 2019 California Emergency Solutions and Housing (CESH) Grant for Homeless Services

Committee Reports

Finance Committee

10. Approval of the 2020 Agency Wide Budget

Planning Committee

President's Report
Dee Lacey

Board Assignments

Receipt and Signature of the Conflict of Interest Form

Conflict of interest 2019

Board By Laws - Verification of Receipt

By Laws Revised 8-16-18

Board Discussion
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.

La Promesa de Community Action

Community action cambia las vidas de la gente, encarna el espíritu de esperanza, mejora comunidades, y hace américa un mejor lugar para vivir. nos preocupamos por la comunidad entera, y estamos dedicados a ayudar a la gente para que se ayuden así mismos y unos a otros.
Call to Order at 5:25 pm

Roll Call – A quorum was present

Reciting of the Promise was led by Lisa Sperow

Public Comment

Introductions/Presentation

Seating of Incoming Board Members
  Fran Coughlin, Low Income Rep. North County
  Anneka Scranton, Private Rep.
  Lisa Sperow, Low Income Rep South County
  Erica A. Stewart, City of San Luis Obispo
  Lan George, City of Arroyo Grande

On a motion by Rob Garcia seconded by Gary Jordan all in favor of seating the new Board Members. (MSC Garcia/Jordan) All in favor.
Biz introduced Loren Leidinger, CAPSLO Outreach and Development Director. Loren stated she is excited to be here. Her mission aligns with the organization.

Marci introduced Laura Mountain-Tuller, AmeriCorp VIP working with CAPSLO. Laura is busy helping in Branding as well as working with the Volunteer Coordinator.

CeCe Vehady, Education Coordinator shared the Education Outcomes for SLO and San Diego. The outcomes are based off the DRDP assessment tool. They complete it 3 times a year. This is the initial snapshot from the beginning of the year. They do not have the results of the 2\textsuperscript{nd} period yet and have not gone to the 3\textsuperscript{rd} assessment. In October they will have all three assessments complete.

Cece went over the results from the different domains reporting the following for San Luis Obispo:

Areas of strength based on the DRDP Domains for Infant and toddlers include:

- Social and Emotional Development:
  - 66\% of Infants Rated Exploring Earlier or Higher in ATL-REG2: Self-Comforting.
  - 46\% of Toddlers Rated Exploring Later or Higher in ATL-REG 4: Curiosity and Initiative in Learning
- Physical Development-Health:
  - 58\% of Infants Rated Responding Later or Higher in PD-HLTH2: Gross Locomotor Movement Skills
  - 46\% of Toddlers Rated Exploring Later or Higher in PD-HLTH5: Safety

Overall, the measures that showed the least gains in 2018-2019, and therefore would benefit from additional focus, training, and/or materials are as follows:

Areas to Strengthen based on the DRDP Domains for Infant and toddlers include:

- Language and Literacy Development:
  - Responsiveness to Language
  - Reciprocal Communication and Conversation
- Cognition, Including Math and Science:
  - Number Sense of quantity

The results for San Diego are as follows:

Areas of strength based on the DRDP Domains for preschool include:

- Cognition, Including Math and Science
- Physical Development-Health

Areas to strengthen based on the DRDP Domains for preschool age children include:

- Social and Emotional Support
  - Symbolic and Sociodramatic Play
  - Social and Emotional Understanding
- Approaches to learning-Self-Regulation
  - Self-Control of Feelings and behavior
  - Curiosity and Initiative in Learning
  - Engagement and Persistence

We have 174 HS preschool age children, however, 64 were reflected on Assessment Cycle 1 from San Diego County.

Liaison Reports
Migrant and Seasonal Head Start
- Dee asked the Board to review the meal and attendance report handed out (attached).
Carlos reported they did not have a Policy Council (PC) meeting this month. Some PC members as well as the PC President attended the NSMSHA Conference in Washington DC.

Federico reported it was an amazing opportunity and experience. He never imagined DC would be such a memorable trip for him. He learned more than he thought he would.

For him the trainings were great, some were so dynamic and hit home as a parent, father and spouse. One topic in particular was about the toxic stress. Parents are the first line of defense for children and how to identify this in your child. He is excited and motivated to share with other parents.

It was also impactful to see the reach the Migrant program has across the country and how the children grow up to be successful. It showed him the dream that his children can have and he can be a driving force of that.

He is also now the Treasure for the Parent Affiliate of the NSMSHA

He is thankful and is embedded in the program.

Biz reported Yvette arranged a meeting with the Assistant Secretary Lynn Johnson with the parents. The Assistant Secretary was very impressed with the parents.

Head Start/Early Head Start

Dee asked the Board to review the meal and attendance report handed out (attached).

Debi reported San Diego will have their CLASS Review the first week of March and the Focus Area 2 review will be the first week of April.

Friends of 40 Prado

Mary reported they appreciate the support they are receiving at 40 Prado.

Grace did a presentation for them of what a homeless person looks like in the community for the Board.

People Helping People gave them a check for $20,000 from the holiday event.

They are developing a fundraising plan.

They will have a 1 Year Birthday celebration in September.

She met with the Students from Cal Poly and they will have two meal collections. Joe, the cook at 40 Prado can handle 250 meals. They are creating a club called SLOme.

Program/Liaison Updates

Dee reported there is a local winery in Paso Robles that will have a Crawfish Boil to benefit Adult Day.

Steve Martin is beginning to look at the homeless situation in Paso Robles.

Consent Agenda

Approval of Minutes of Regular Board Meeting of January 17, 2019 - Action
Approval of Minutes of Finance Committee Meeting of January 16, 2019 - Action

Board Action Approval

1. Approving submission of CBO Applications - Action
2. Approval to Submit GBHI SAMSHSA 2019 Grant - Action
3. Approval to Submit the DSS 2019 Contract Renewal - Action

On a motion by Carlos Sosa seconded by Gary Jordan the consent agenda is approved as presented. (MSC Sosa/Jordan) All in favor.

Chief Executive Officer’s Report

4. Approval of updates to the Human Resources Policy Manual

Biz thanked the HR Committee that reviewed the manual and gave suggestions.
Ron reported he incorporated Carlyn Christianson and Lisa Sperow’s comments into the update of the manual.
Ron went over the major changes.

Erica questioned if we were giving the arbitration agreement separately from the manual. Ron will look into having it given separately.

Legal Counsel Gary Bethel has also reviewed the changes.

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

5. Approval to Sign a Contract with Garcia architecture + design for design of the proposed design of a Detox Center – Action
Biz reported this is the first step at beginning to look at building a detox center at 40 Prado.
Grace reported the Co of SLO has offered us a contract of $500,000, which is approximately half of the total construction cost to build. We are contracting with an architect to create the design of the detox. Garcia architecture designed 40 Prado.

Private funds will pay for the soft costs. This has not gone before the Board of Supervisors for approval. The City told us because this building is already on the footprint of 40 Prado it would need minimal architectural review and no additional required reviews are expected.

We would not be operating the facility, just the owner of the building.

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

Biz reported Head Start has approved a 1.7% COLA. As an agency, we are giving a 2% increase agency wide.

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

Biz reported this is a COLA for the San Diego program.

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

8. Approval to submit an application to the Bank of America Foundation for 40 Prado Homeless Services Center - Action
Grace reported we have been collaborating with Echo and 5 Cities Homeless Coalition. We are working to bring the three organizations together to provide more efficient and coordinated services. The bank is encouraging entities to come together to apply to reduce the amount of applications. The three agencies will be looking to provide volunteer support to BofA employees countywide. Hopefully bringing them in to do financial literacy and financial empowerment training as volunteers to 40 Prado Clients.
On a motion by Carlos Sosa seconded by Mical Bovee the above action is approved as presented. (MSC Sosa/Bovee) All in favor.

Biz reported we will work with the new Board Members to have an orientation in March to go over the agencies structure and services.

Committee Reports
Finance Committee
- Mical reported they met to review the MSHS and Early MSHS Partnership grant.
- We have increased the number of children served. We were mandated to serve 2,200 and we served 2,393. The cost per child has decreased.
- Early Head Start Partnership Grant served 539 children and the delegate agency served 31 children.

The credit card charges were handed out with the following:

The line of credit:
Corporate $140,000.
40 Prado LOC $600,000.
Pacific Premier Bank $962,263.

Credit Card charges:
Mical reported vendor credit card charges total $83,193.52
Direct credit card charges totaled $83,809. Including $38,261. for Head Start

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<thead>
<tr>
<th></th>
<th>Amount</th>
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<td>SLO/SD HS &amp; EHS</td>
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<td>EHS Partnerships</td>
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<td>MSHS</td>
<td>15,520.</td>
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<td>MSEHS Partnerships</td>
<td>2,522.</td>
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<tr>
<td>Total Head Start Credit Card Charges</td>
<td>38,261</td>
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</table>

They reviewed the budget planning process for Migrant and Seasonal Head Start.

9. Approval of a 403B Match increase for 2018 year - Action

Mical reported this is a onetime use of funds. We have some funds available and felt this was a good way to spend them. Bonuses are not allowed.

Joan stated we have one time-unexpended funds and they need to stay within the administrative purposes. It was felt it was good to invest in the employees. 740 employees will receive this. Dee stated as part of the Strategic Plan the Board felt the cost of living and salary increases was very important. They want CAPSLO employees to stay and not move on. Rob and Dee are on the 403B committee and were on a call regarding this, and agree with the proposal.

The Finance Committee recommends approval.

On a motion by Mical Bovee seconded by Carlos Sosa the above action is approved as presented. (MSC Bovee/Sosa) All in favor.
President’s Report
Update

Board Discussion
Jen reported they are continuing to work on housing initiatives such as Tiny Homes. Continuing to have updates on the Cannabis Ordinance. Working through the budget process.

Chuck is struggling with warming shelter users and locations. They are seeing 5 or 6 participants a night. Still working on getting a portable shower in Los Osos.

Erica reported housing is where they decided to fit homeless into the goals.

Lan George reported they have the 5 Cities Homeless Collation Warming Center which has been almost everyday. They have been buying out stores for clothes for the clients coming in.

Adjournment 6:50 pm.
PERSONNEL REPORT
1 new hire(s)
8 termination(s)

ENROLLMENT REPORT
Base Grant
Funded Enrollment: 1,627
Cumulative Enrollment (since 9/1): 1,285
Current Enrollment: 145

MSEHS-Child Care Partnership Grant
Funded Enrollment: 348
Cumulative Enrollment (since 9/1): 312
Current Enrollment: 84

MSEHS-CC Partnership Expansion Grant
Funded Enrollment: 86
Cumulative Enrollment (since 9/1): 78
Current Enrollment: 10

Current Disabilities Enrollment
97 children

ATTENDANCE AND MEAL COUNTS
FOR THE MONTH OF January
Migrant and Seasonal Head Start
1267 children
1224 breakfasts
1255 lunches
1151 snacks

MSEHS-Child Care Partnerships
72 children
71 breakfasts
69 lunches
49 snacks
**HS/EHS PERSONNEL REPORT**

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<th>Kern County</th>
<th>San Luis Obispo County</th>
<th>San Diego County</th>
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<tr>
<td>0 New Hires</td>
<td>3 New Hires</td>
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</tr>
<tr>
<td>0 Terminations</td>
<td>0 Terminations</td>
<td>0 Termination</td>
</tr>
</tbody>
</table>

**HS/EHS ENROLLMENT REPORT**

**San Luis Obispo County**

**Head Start:**
As of January 31, 2019 Head Start enrollment was 277 of 280, with 3 enrollment opportunities available for less than 30 days, resulting in total funded enrollment of 280 for the month of January, 2019.

**Early Head Start:**
As of January 31, 2019 Early Head Start program enrollment was 257 of 254, over-enrolled by 3 but not to exceed licensing capacities and resulting in total funded enrollment of 254 for the month of January 2019.

**Early Head Start Child Care Partnership:**
As of January 31, 2019 Early Head Start Partnership program enrollment was 161 of 164 with 3 enrollment opportunities available for less than 30 days resulting in total funded enrollment of 164 for the month of January, 2019.

**San Diego County**

**Head Start**
As of January 31, 2019 Head Start enrollment was 312, with 2 enrollment opportunities available for less than 30 days resulting in total funded of 314 for the month of January, 2019.

**Early Head Start**
As of January 31, 2019 Early Head Start program enrollment was 93 with 1 enrollment opportunity available for less than 30 days resulting in total funded enrollment of 94 for the month of January, 2019.

**HS/EHS DISABILITIES REPORT**

**San Luis Obispo County**
As of January 31, 2019, we are currently serving 57 children in HS with IEPs and there are 21 children in the referral process. In EHS there are currently 48 children with an IFSP and 13 additional 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 HS and EHS Programs in San Luis Obispo County.

**San Diego County**
As of January 31, 2019, we are currently serving 50 children in HS with an IEP and there are 17 children in the referral process. In EHS we are currently serving 12 children with an IFSP and 9 additional children are 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 January 31, 2019, we are currently serving 10 children with an IFSP and there are 15 additional 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 yet to meet the required 10% in the EHS Partnership Programs.

**HS/EHS AVERAGE DAILY ATTENDANCE AND MEAL COUNTS**

**San Luis Obispo County**

HS Average Daily Attendance for the month of January 2019 was 226. HS children received the following number of meals:

- 3,100 – breakfast
- 3,062 – lunch
- 1,792 – snack

Regional EHS Center Based Average Daily Attendance for the month of January 2019 was 41 children. Regional EHS children received the following number of meals:

- 511 – breakfast
- 574 – lunch
- 498 – snack

EHS Partnership Average Daily Attendance for the month of January 2019 was 63 children. EHS Partnership children received the following number of meals:

- 1,007 – breakfast
- 1,034 – lunch
- 832 – snack

**San Diego County**

HS Average Daily Attendance for the month of January 2019 was 158 children. Children received the following number of meals:

- 2,628 – breakfast
- 2,735 – lunch
- 1,467 – snack

EHS Average Daily Attendance for the month of January 2019 was 23 children. Children received the following number of meals:

- 371 – breakfast
- 374 – lunch
- 334 – snack
Committee Chair Mical Bovee called the meeting to order at 11:30 a.m. Joan distributed the meeting agenda with associated handout materials.

Credit Card Charges
Mical proceeded with review of credit card charges. Total vendor charges $83,196, total direct charges $83,809 including $38,261 for Head Start programs. Joan commented that charges are lower due to closure of our seasonal programs during December and January.

Lines of Credit
Joan noted upcoming OHS CLASS monitoring scheduled for San Diego HS March 4th and another OHS monitoring scheduled for April 1st at Southwood and San Diego to review Fiscal, Governance and Program operations. Additionally, Annual Audit Compliance work will take place the week of April 1st at which time Auditors will be looking at Program files, internal controls and eligibility.

Joan commented that we utilized the maximum amount on the Line of Credit for construction of the Homeless Services Center. Joan put together a repayment plan that they will be reviewing this week to pay off 100% over 6 months to Pacific Premier Bank. We may need to request an extension on the due date as a result of construction delays.

Joan introduced Yvette and Flora and opened this portion of the meeting stating that Gillian would give overview on Migrant and Seasonal Head Start Program, and Cesar will present on MSEHS 1st and 2nd Early Head Start Partnerships.
Migrant and Seasonal Head Start Base

Map of Migrant Counties
- Serving 9 counties
- 2,610 funded enrollment
- 2,962 cumulative enrollment for prior year
- 352 above our funded enrollment for the year

Summary of Grants Served
- MSHS/MSEHS base and the MSEHSP Partnership grants are for 12 months while the MSEHS Partnership grant 2 is for an 18 month period.
- Base grant’s 5 yr cycle ends 2020. 1st partnership grant 4.5 yr cycle ends in 2019 and the 2nd Partnership 4.5 year cycle ends in 2021.
- Budget and spending is $34M for all 3 grants with $11,347 cost per child.
- Enrollment has changed over the past 5 years... 2014 served 2,200 children, 2018 served 2,962 children, a 34% increase over the past 5 years.

Mical inquired about cost per child as compared to other agencies. Joan commented that the data needs to be reviewed by age group rather than an average. For example, base grant serves 0-5 year-olds and Partnerships serve 0-3 year-olds. Overall, cost per child looks good and is down due to partnering and collaborating with other programs. Another factor is that HS is serving 6.5-8 hours per day and MSHS serving 10-12 hours per day. Yvette commented that as compared to other agencies across the country that serve mainly Migrant, our cost per child is relatively low. Andy commented that combining FCC care also drives down cost per child.

FYE 8/31 MSEHS Base Operating Grant

Summary of Operations
- 0-2 year-olds represent 53% and 3-5 year-olds represent 47% of enrollment
- Revenue and expenditures for the year: operating grant spent $26.4M including personnel and fringe at 52%. Concern with this grant is staff vacancies and staff retention.

Flora commented that that one of the priorities that Yvette has emphasized for the program is to look at our ratios in the classrooms and work with staff to look at patterns and redistribute highly qualified staff to other centers that may need teaching staff. Also looking at job descriptions so we can maximize the staff that we do have in place to bring them up to a different position so we can cover more classrooms. Doing much with staff development and growing some of the parents from within to get them involved in parent policy council and bringing them into some of the trainings needed to become an FCC provider. Yvette commented on low wages and the need to raise salaries to help minimize turnover which is being discussed agency wide to develop a plan. Joan commented on how partnering has reduced cost per child from $13,000 to $11,000 and how the difference could go toward staffing.
- Program Operations $26.4M, Training & Technical Assistance $363K
- In-Kind $3M or 10.2%
• Cost savings contributors included Center/State collaborations, First 5, QRIS, United Way funds to extend for San Jerardo FCC into November, Guadalupe School District
• $229k carryover from prior year was used to extend services in Monterey and Kern Counties to November.

Yvette working with Finance on reducing furlough time in order to increase staff development.

Expenses and In-Kind by Service County
• Delegate is significant portion of spending at 15% including $599k In-Kind
• Seeing largest vacancies in other areas such as Monterey, San Luis Obispo and Santa Barbara
• Largest variances are salaries and fringe, in August had 44 open positions
• $125K variance on Provider Payments
• SLO/SB, S. Kern, Fresno are areas of concern on enrollment. During the recent National Conference, it was noted that every agency across the country has vacancy issues
• 528 children were provided with transportation

Gillian closed by referring the Committee to the consolidated financials and In-Kind statements.

FYE 8/31 MSEHS 2nd Partnership
Cesar referred the Committee to handout materials.
• Serving in Kern, Monterey and Fresno Counties, partnered with Madera County Delegate.
• Enrollment: 51 children under 1 year, 44 children 1 year old, 45 children 2 years old, 3 children 3 years old. Total of 145 children served against the 116 children that were budgeted. 18 month award due to start-up year, but will be a 12 month award in the new year.
• Program Operations $1,881,858, Training & Technical Assistance $78,179
• Start-up $279,464 (helped with new Providers)
• In-Kind $138,593
• 118 families served including 40 single parents equating of which 110 families below $25,100 poverty level.
• Child home languages: 123 Spanish, 17 Indigenous, 5 English.

FYE 8/31/18 MSEHS 1st Partnership
• Program serves families with newborns up to age 3.
• Serving 8 Migrant counties except Ventura.
• Budgeted to enroll 348 children, served 424 children
• 137 children under 1 year, 145 children 1 year, 118 children 2 years, 24 children 3 years old.

At times, this partnership program is used as a pilot program. Example, on T&TA we developed the training with the providers. We have our PTI conference annually where we are pleased to train 20-30 providers on child care development. We have begun to better utilize our funds this year over previous year with 100% utilization goal for next year.
• Total grant revenue $4,873,387; T&TA 121,247
• Total In-Kind revenue $1,008,287
  - Last year 11.94% of total revenue, this year 17.14% for a $1,008,287 total
  - Cost savings from State $614k
  - Generated by staff last year was $248k, increased by $145k in 1 year.

Families Served
• 349 Families; 106 Single Parents; 34 Homeless Families

Primary Child Home Languages
• 382 Spanish; 25 Indigenous; 17 English

YTD Actuals by Categories
• Budget: $5,107,815
• Total Expenses: $4,873,387
• 95% Spent

Cesar closed his presentation by reviewing the Budget Process and Budget by Region handout material consisting of 3 Grants and 3 Budgets. Joan elaborated on how Area Managers are held accountable for their budgets, commenting that they meet monthly with accountants to identify any areas of concern, review balances and plan for future spending.

This concluded the review of the Migrant Head Start Programs. Program and accounting staff left the meeting and the committee continued with their agenda.

Board Action
Joan brought forward to the Committee the action for a one-time 403B increase in the matching contribution for 2018. Rob noted that the 403B Committee had met and approved and this action was also included in the Board packet for this month’s meeting. Round table discussion took place between Committee and Staff. Mical motioned to accept this action, Rob seconded the motion and all were in favor.

Program Financial Status Update
Agency-wide Financial Statements
• Current Ratio: 1.081
• LOC’s for Homeless Service Center: $1,567,721, Current on interest payment
• Substantial receivables at this time
• Various City, County and State entities are behind in issuing contracts so we have large receivables; County funds should arrive in March.
• Net operating deficit: $327,227 (due to Homeless Service Center shortfall) Deficit will shrink as pledges are collected.
Program Financial notes:

- On spending for the 9 months ending December, up $5.2M over prior year, primarily with state child care and migrant programs.
- General Contractor on Homeless Services has been paid in full.
- Energy/Weatherization: Showing small loss, $12,000 write-off on a receivable that was booked that could not be collected. No impact from PG&E bankruptcy. Received $22,459 from PG&E for reimbursement of billing fees.
- Homeless Service Center: Approximately $290,000 needs to be raised in addition to $300,000 in outstanding pledges. Additional $10,000 incurred for Center repairs and adjustment. Jim informed Committee that Loren Leidinger, Outreach/Development Director, is onboard. Part of her initial plan is to raise awareness and funds. Jim stated that operationally for the first year we had budget of $1,263M and it is felt that we may need $200K as a result of a one-time unanticipated operational start-up cost that the agency may need to cover.

Jim proposed that we have Bolton attend a future Finance Committee meeting to provide an overview of our insurance and trends in industry. Committee agreed that this is a good idea.

Mical called meeting to an end at 1:05 p.m. Next Finance Committee Meeting March 20, 2019, review of Energy and Weatherization Program and approval of Agency-wide Budget for FYE March 31, 2020.
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:

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<th>Vendor Name / Nombre de Vendedor</th>
<th>January Charges / cargos de enero</th>
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<tbody>
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<td>1 Barnes &amp; Noble</td>
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<td>2 Chevron - MSHS Vehicles</td>
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<td>7 Home Depot 9770 - Kern MSHS</td>
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<tr>
<td>8 Home Depot 4624 - Monterey MSHS</td>
<td>(499.25)</td>
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<td>9 Home Depot 8884 - Ventura MSHS</td>
<td>712.84</td>
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<tr>
<td>10 Home Depot 7584 - San Diego HS</td>
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<td>3,115.76</td>
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<tr>
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<td>CYFS Acct.</td>
</tr>
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<td>Non-CYFS Acct.</td>
</tr>
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<td>7,212.56</td>
</tr>
<tr>
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<td>3,068.14</td>
</tr>
</tbody>
</table>

**Total Vendor Credit Card Charges**: $83,196.52

**Total Head Start Charges**: $38,261

<table>
<thead>
<tr>
<th>Credit Card - Direct Charges</th>
<th>SLO / SD</th>
<th>EHS</th>
<th>MSEHS</th>
</tr>
</thead>
<tbody>
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<td>64,922</td>
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<td>1,837</td>
<td>-</td>
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</tr>
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<td>Wells Fargo Corporate Card</td>
<td>2,829</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total Direct Credit Card Charge**: $83,809

<table>
<thead>
<tr>
<th>SLO / SD</th>
<th>EHS</th>
<th>MSEHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,156</td>
<td>$2,063</td>
<td>$15,520</td>
</tr>
<tr>
<td>$2,522</td>
<td>$38,261</td>
<td></td>
</tr>
</tbody>
</table>

See Details on Separate Handout
## Summary of Expenditures

**Fiscal Year End August 31, 2018**

<table>
<thead>
<tr>
<th></th>
<th>MSHS/MSEHS #90CM8211-03</th>
<th>MSEHSP #90HM0003-03</th>
<th>MSEHSP2 #90HM00010-01</th>
<th>TOTALS</th>
</tr>
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<td><strong>BUDGET</strong></td>
<td>26,951,027</td>
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<td>34,700,806</td>
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<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel &amp; Fringe</td>
<td>13,831,625</td>
<td>2,035,475</td>
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<tr>
<td>Total Expenses</td>
<td>26,775,207</td>
<td>4,873,387</td>
<td>2,239,501</td>
<td>33,888,095</td>
</tr>
<tr>
<td>Under (Over) Budget</td>
<td>175,820</td>
<td>234,428</td>
<td>402,463</td>
<td>812,711</td>
</tr>
<tr>
<td><strong>COST PER CHILD</strong></td>
<td>11,189</td>
<td>11,494</td>
<td>15,445</td>
<td>12,588</td>
</tr>
</tbody>
</table>

### Children Served

![Graph showing children served over years](#)
Community Action Partnership of San Luis Obispo County, Inc.
Summary of Vendor Credit Card Charges - JANUARY 2019

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>January Charges / cargos de enero</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Barnes &amp; Noble</td>
<td>678.56</td>
</tr>
<tr>
<td>2 Chevron - MSHS Vehicles - 743</td>
<td>7,138.65</td>
</tr>
<tr>
<td>3 Chevron - All Other Vehicles - 776</td>
<td>7,607.83</td>
</tr>
<tr>
<td>4 Home Depot 2617 - Energy &amp; Weatherization</td>
<td>16,630.14</td>
</tr>
<tr>
<td>5 Home Depot 3812 - Facilities Department</td>
<td>6,913.82</td>
</tr>
<tr>
<td>6 Home Depot 8403 - General</td>
<td>1,311.57</td>
</tr>
<tr>
<td>7 Home Depot 9770 - Kern MSHS</td>
<td>732.03</td>
</tr>
<tr>
<td>8 Home Depot 4624 - Monterey MSHS</td>
<td>(499.25)</td>
</tr>
<tr>
<td>9 Home Depot 8884 - Ventura MSHS</td>
<td>712.84</td>
</tr>
<tr>
<td>10 Home Depot 7584 - San Diego HS</td>
<td>3,181.64</td>
</tr>
<tr>
<td>11 Kroger - Food for Less, Foods Co</td>
<td>804.47</td>
</tr>
<tr>
<td>12 Office Depot</td>
<td>13,697.62</td>
</tr>
<tr>
<td>13 Save Mart Supermarkets</td>
<td>525.76</td>
</tr>
<tr>
<td>14 Sears</td>
<td>605.97</td>
</tr>
<tr>
<td>15 Smart &amp; Final</td>
<td>3,115.76</td>
</tr>
<tr>
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Total Vendor Credit Card Charges $83,196.52

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Total Direct Credit Card Charge $83,809

Total Head Start Charges $38,261

See Details on Separate Handout
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC.

MIGRANT AND SEASONAL HEAD START PROGRAM

Summary of Expenditures

Fiscal Year End August 31, 2018

<table>
<thead>
<tr>
<th></th>
<th>MSHS/MSEHS #90CM8821-03</th>
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<td>12,588</td>
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**CHILDREN SERVED**

![Graph showing the number of children served from 2014 to 2018](image)
Program Financial Status as of December 31, 2018

Northern San Diego Head Start/EHS - There is a concern for underspending as we work on Leasehold improvements at two sites. ($308K) We received a $200k budget revision for shade structures. OHS CLASS Monitoring starts 3/1/19 and on 4/1 the rest of the program/fiscal components will be monitored.

SLO Head Start/Early Head Start In the 9th month of contract, we are projecting to be underspent at YE. We are meeting the in-kind requirement. COLA was announced of 1.77%, $117,173 effective 4-1-19. We are replacing the tricycle path at Five Cities, and replacing the siding and doors at the Paso Robles center. **Inkind is on track.**

EHS CCP is in month 4 of its award year. A carryover was received for paving in Cambria and plumbing repair in Paso Robles for $123,000. Work will commence in spring or early summer. A 1.77% cola will be awarded upon renewal of award 8-1-19 for $44,115.

State Child Care Programs - At 12/31, 6th months into year, we have significant underspending. Earnings through 6/30 are projected between 95 and 123% on the 4 program awards. We received significant increases in prior year to all 4 contracts that contribute to program quality. Staffing is the challenge in serving and sending our funds. We continue to meet and strategize.

Migrant Seasonal Head Start (MSHS/EHS) We're 29% spent in month 4 of the program year. Flora Chacon, the new MSHS Director, has obtained an office in Fresno. While most sites are closed for winter furlough, Ventura has opened to serve 74 children. Awarded 1.77% COLA eff 9/1.

Four months into the year, the program is working on recruitment concerns in all counties. Office of Head Start confirmed a 1.77% COLA. Sites are primarily opening in April.

**Health Services Programs** - Clinic Revenues remain healthy. Title X funds are spent at 48%. YTD Clinic surplus is at $167k for SLO and $42k for Arroyo Grande. **Teen Program** is recruiting for the "Teen Monologues" that will debut for the community on May 14, 2019. **New clinic in Paso Robles** is being explored.
Program Financial Status as of December 31, 2018

<table>
<thead>
<tr>
<th>Program Financial Status as of December 31, 2018</th>
<th>PROGRAM EXPENDED at 12/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Programs</strong> 9/30 FYE - Home Based Food Program is struggling to enroll homes and underspent in admin. A budget revision was submitted in December. The kitchen serving State and Head Start continues to operate at 40 Prado Road. On 1/22 we had a center based monitoring visit from CDE, all went well.</td>
<td>$ 2,422,424 $ 516,236 21%</td>
</tr>
<tr>
<td><strong>Energy &amp; Weatherization</strong> Energy's year end is 12/31, but not all billings are in. PGE reimbursement for billing fees was $22,459. Energy closeout will be reviewed at March finance committee meeting.</td>
<td>$ 2,097,711 $ 2,222,418 106%</td>
</tr>
<tr>
<td><strong>CSBG</strong> - In the final month of the Contract YE we are 100% spent into the year we are on track to spend 100% of our award. Phone system for Southwood for approx. $30,000 was installed in December and operating smoothly.</td>
<td>$ 335,949 $ 335,949 100%</td>
</tr>
<tr>
<td><strong>Adult Day Care Program</strong> - In December, 22 clients are enrolled, down 6 from prior month. YTD we had 115 volunteers with 671 hours donated to the program. Client contributions are $64,635 &amp; VA revenue $19,440. Fundraising and Donations to date are $9,650.</td>
<td>$ 247,247 $ 121,369 49%</td>
</tr>
<tr>
<td><strong>Homeless, Prado Day Center and Case Management</strong> - We're averaging 102 clients (18 children) a night, 106 day center clients (10 children). Recuperative Care (RCP) served 6 clients and received additional $70,000 from Dignity Health. Warming and Safe Parking are operating. Approx 2,839 lunches were served by Peoples Kitchen and 2,242 breakfasts. SAMHSA's budget of $400k is only 11% spent in month 3. We have both partners up and running and TMHA has finalized their budget and will start billing on a monthly basis.</td>
<td>$ 1,688,807 $ 1,013,380 60%</td>
</tr>
<tr>
<td><strong>Supportive Services for Veterans &amp; Families-SSVF</strong> - 3 months into year, 65 veterans have been served, 46 for rapid re-housing and 19 for homeless prevention. In January SSVF office moved from Los Osos to SLO on South Street. The new location will help SSVF staff connect participant to vital resources in the community. Temporary financial assistance expended YTD is $79,383.</td>
<td>$ 1,351,066 $ 279,918 21%</td>
</tr>
<tr>
<td><strong>Homeless Service Center Construction</strong> - &quot;40 Prado Road&quot; Minor spending continues outside of the JW Design contract for some repairs. Total adjusted Contract $5,044,412. On Feb 14th, $124k final retention check was issued. Expenses shown to the right are all inclusive since inception in 2010 when feasibility studies were conducted. Approx. $290,000 needs to be raised in addition to the $300,000 in pledges o/s. An additional $10,000 was incurred for repairs and adjustments at Center.</td>
<td>$ 6,764,220 $ 7,060,385 104%</td>
</tr>
<tr>
<td><strong>Family Community Support Services</strong> - 6 months into year there are no concerns with Family Support Services. County contracts arrived late causing a concern for cash flow. The Family Preservation Program (FPP) is averaging 45 new referrals per month and 270 referrals have been closed as of December 2018. The programs have provided parent education to 129 families with children ages 0-5.</td>
<td>$ 1,197,665 $ 657,974 55%</td>
</tr>
</tbody>
</table>

**TOTAL BUDGET & EXPENDITURES (various FYEs)**

$93,119,508 $47,847,562 51%
Community Action Partnership of San Luis Obispo Co. Inc.
Summary of Independent Audits, Monitorings and Reviews
As of February 15, 2019

Recent and Planned Audits, Monitorings and Reviews

**February 2018**

**April 2018**
- 4/2 Brown Armstrong, CPAs to initiate 2018 audit procedures - Tests of Eligibility, Compliance and Internal Controls
- 4/3 Consultant Visited CAPSLO to discuss "sustainability" with Program Directors & Leadership

**May 2018**
- Followup visit regarding Sustainability with all of Senior Management
- HUD/County of SLO Planning Dept, monitoring of Homeless Case Management contracts

**June 2018**
- 6/23 Office of Head Start Federal on-site Monitoring of MSHS Programs

**July 2018**
- 7/9 - 2018 Fiscal Year End Audit Fieldwork commences with Brown Armstrong, CPAs

**August 2018**
- 8/21 SSVF Monitoring
- 8/22 State of California, CSD On-Site Monitoring of CSBG Contract

**September 2018**
- Annual Independent Audit Exit - FYE March 31, 2018, 9/19 Audit Committee/Finance
- Annual Independent Audit Exit, 9/20 - FYE March 31, 2018, with Full Board
- Annual Independent Audit of CDE Conracts as of June 30, 2018, 9/18-21
- Brown Armstrong 403B Independent Audit FYE December 31, 2017

**October 2018**
- CAPSLO 403 B Audit Issued for FYE December 31, 2017
- Federal Form 5500 and State Form 8955 issued for 403B Plan
- Monitoring of Delegate Agency by CAPSLO on 10/29-10/30
- St of Ca, Dept of Education Annual Audit issued FYE 6/30/18

**November 2018**
- Annual Review of Agencywide Audit with MSHS Policy Council on November 3rd

**January 2019**
- 1/22-25 Child and Adult Care Food Program monitoring - Center Based program

**March 2019**
- Week of 3-4-19, Office of Head Start - "CLASS" Monitorig

**April 2019**
- Week of 4-1-19, Brown Armstrong CPAs - Interim Audit - Tests of Compliance, Internal Controls and Eligibility
- Week of 4-1-19, OHS Monitoring - Focus Area 2 - Governance, Finance, Facilities, HR & Program

**June 2019**
- 2019 Annual Independent Audit commences with Brown Armstrong, CPAs
Community Action Partnership of San Luis Obispo County, Inc.
Finance Committee Meeting Schedule
Through December 2019

January 16
Review 2019 Contract listing and establish 2019 Meeting Schedule
Board Action-Approval of March 31, 2018 Form 990, Return of Organization Exempt from Income Tax

February 20
Migrant Seasonal Head Start Program, FYE 8/31/18
8 counties, plus 9 Centers in Fresno County with Delegate Agency
2019 Combined MSHS Budget and 2020 MSHS Budget Committee Plan
Office of Head Start -Federal Monitoring of SD-EHS/Head Start Programs

March 20
Board Actions: 2020 Agency-Wide Budget Review and Approval & Procurement Policy Change
Energy, Weatherization and Minor Home Repair Services, FYE 12/31/18

April 17
Annual Audit: Internal Control, Compliance and Eligibility procedures commence 4/1
Office of Head Start on-site monitoring of SDHS Program
Approve other changes to CAPSLO’s Finance Policy & Procedures Manual

May 15
No Meeting, Audit Preparation

June 19
SLO & San Diego Head Start, Early Head Start Program Review FYE 3/31/18
State Budget Concerns, Updates, Cash Flow, Line of Credit

July 17
No Finance Meeting - No Board Meeting this month
Annual Audit, Year-end Fieldwork commences June 24, 2018

August 21
Homeless Services - Shelter & Prado 6/30/19 YE
CSBG and Administration, Indirect review for FYE 3/31/19

September 18
Annual Audit Exit with Independent CPA Firm
11:30am Health Services Program Review as of 6/30/19 YE
12:15 am Joint Meeting Audit & Finance Committee with Audit Firm

September 19
5:00pm Annual Audit Exit with Board of Directors and Management Team
June 30th, Independent Audit of State of California, Dept of Education Contracts, Brown Armstrong September 17

October 16
State Migrant, Preschool and Infant Toddler Programs as of 6/30/19 YE
Child Care Resource Connection Programs as of 6/30/19 YE

November 20
Child Care Food Programs - Center & Home Based at 9/30/19 YE
Review of Supportive Services for Veterans and Families Services at 9/30/19 YE
EHS Partnerships Review - 7/31/19 YE

December 18
CAPSLO Year End Finance Meeting, Luncheon - 11:30
Adult Day Services 6/30/19, 2019 Year in Review

Note: Meetings are on the 3rd Wednesday of the month at 11:30 am; no meeting in May and July.

As of February 15, 2019
# Community Action Partnership of San Luis Obispo County
## Agency Wide Combined Balance Sheet
### As of December 31, 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>12/31/2018</th>
<th>3/31/2018</th>
<th>3/31/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$3,416,374</td>
<td>$2,158,948</td>
<td>$1,909,648</td>
</tr>
<tr>
<td>Grants and accounts receivable</td>
<td>6,797,920</td>
<td>6,532,481</td>
<td>5,034,683</td>
</tr>
<tr>
<td>Inventory</td>
<td>73,113</td>
<td>77,739</td>
<td>89,366</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>164,127</td>
<td>209,766</td>
<td>199,317</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td>10,451,534</td>
<td>8,978,935</td>
<td>7,233,013</td>
</tr>
<tr>
<td><strong>PROPERTY AND EQUIPMENT</strong></td>
<td>15,880,187</td>
<td>14,483,672</td>
<td>11,156,983</td>
</tr>
<tr>
<td><strong>DEPOSITS</strong></td>
<td>66,184</td>
<td>59,584</td>
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</tr>
<tr>
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<td>$26,397,906</td>
<td>$23,522,192</td>
<td>$18,449,580</td>
</tr>
<tr>
<td><strong>LIABILITIES &amp; NET ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable and Accrued Expenses</td>
<td>3,135,444</td>
<td>5,276,823</td>
<td>3,318,053</td>
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<td>Line of Credit - operating</td>
<td>140,000</td>
<td>-</td>
<td>350,000</td>
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<tr>
<td>Line Of Credit - HSC</td>
<td>1,567,741</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Deferred Income</td>
<td>4,821,721</td>
<td>2,589,733</td>
<td>2,838,417</td>
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<td><strong>TOTAL CURRENT LIABILITIES</strong></td>
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<td>7,866,556</td>
<td>6,506,470</td>
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<td>906,705</td>
<td>927,705</td>
<td>989,915</td>
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<td><strong>NET ASSETS</strong></td>
<td>15,826,294</td>
<td>14,727,931</td>
<td>10,953,195</td>
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<tr>
<td><strong>TOTAL LIABILITIES AND NET ASSETS</strong></td>
<td>$26,397,906</td>
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<td>$16,153,521</td>
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<td>$10,884,324</td>
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<td>(327,227)</td>
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<td>68,871</td>
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<td><strong>ENDING FUND BALANCE</strong></td>
<td>$15,826,294</td>
<td>$14,727,931</td>
<td>$10,953,195</td>
</tr>
</tbody>
</table>

Current Ratio = 1.081

*As of February 15, 2019*
<table>
<thead>
<tr>
<th>REVENUE</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 Services</th>
<th>Energy Conserv. Services</th>
<th>Family Support Services</th>
<th>TOTAL (1)</th>
</tr>
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<tbody>
<tr>
<td>Federal Revenue (2)</td>
<td>$ -</td>
<td>$ 268,082</td>
<td>$ 9,924,462</td>
<td>$ 29,935,261</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,834,624</td>
<td>$ 580,800</td>
<td>$ 917,299</td>
<td>$ 928,342</td>
<td>$ 32,032</td>
<td>$44,420,902</td>
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<td>-</td>
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<td>-</td>
<td>25</td>
<td>234</td>
<td>-</td>
<td>-</td>
<td>1,349</td>
<td>13,004</td>
<td>-</td>
<td>131</td>
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<td>2,065</td>
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<td>-</td>
<td>-</td>
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<td>20,176</td>
<td>-</td>
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<td>93,237</td>
<td>335,234</td>
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<td>-</td>
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<td>13,531</td>
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<td>179,042</td>
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<td>20,294</td>
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<td>-</td>
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<td>-</td>
<td>4,456,339</td>
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<td>Indirect Revenue Recognized (3)</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>4,456,339</td>
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<tr>
<td>Eliminate Indirect earned (3)</td>
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<td>(4,456,339)</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>(4,456,339)</td>
<td>-</td>
</tr>
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<td>Community Fundraising (2)</td>
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<td>-</td>
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<td>-</td>
<td>496,937</td>
<td>-</td>
</tr>
<tr>
<td>Revenue In-Kind</td>
<td>-</td>
<td>526,092</td>
<td>2,320,713</td>
<td>8,458,188</td>
<td>1,834,624</td>
<td>2,529,900</td>
<td>3,923,908</td>
<td>1,630,849</td>
<td>1,151,881</td>
<td>23,962</td>
<td>2,067,210</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>$ 36,846</td>
<td>$ 268,082</td>
<td>$ 10,500,032</td>
<td>$ 32,317,966</td>
<td>$ 7,421,938</td>
<td>$ 8,458,188</td>
<td>$ 1,834,624</td>
<td>$ 2,529,900</td>
<td>$ 3,923,908</td>
<td>$ 1,630,849</td>
<td>$ 1,151,881</td>
<td>$70,074,214</td>
</tr>
</tbody>
</table>

(1) Total spending for the 9 months ended December 31, 2018 is up $5,240,614 from prior year, attributed to State Childcare spending as well as Migrant Seasonal Head Start programs.

(2) Funds drawn on the lines of Credit for 40 Prado in August through December total $1,567,741. Revenue at November includes $720,000 for a grant we received from the Federal Home Loan Bank for 40 Prado and EHAP funds due from the State of California for $250,049, the remainder due on the award we received for 40 Prado of $999,995.

(3) Indirect Revenue at 8% is eliminated as it is in each program's revenue. At December 31st, $680,527 of indirect is deferred to cover Administrative costs later in the fiscal year.

(4) Underspending is occurring due to staff vacancies and turnover for Head Start and State center based programs. Recent months have seen an improvement.

(5) Health Clinics are operating at a surplus, consistent with the past. AED funds are being used to support Health Programs.

(6) Capital Purchases of $2,467,089 is primarily due to the development of the Homeless Center at 40 Prado Road. The General Contractor has been paid in full.

(7) Energy and Weatherization program is currently showing a small loss at December 31st. Year end accruals and billings are pending as well as a writeoff for $12,000 in A/R.

Overall - Agency spending has increased 8% over prior year. At December we were completing loose ends at "40 Prado" and focusing on the collection of the balance of funds due on the project with a focus on repayment of debt.

As of February 15, 2019
## FOR THE NINE MONTHS ENDED DECEMBER 31, 2018

<table>
<thead>
<tr>
<th>EXPENSE</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>(1) TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>$544</td>
<td>$2,157,067</td>
<td>$4,725,773</td>
<td>$10,323,387</td>
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<td>$911,393</td>
<td>$103,545</td>
<td>$1,080,764</td>
<td>$1,007,985</td>
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<td>$604,315</td>
<td>$25,541,793</td>
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<td>301,672</td>
<td>34,755</td>
<td>356,405</td>
<td>344,503</td>
<td>261,227</td>
<td>203,335</td>
<td>10,413,026</td>
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<td>Volunteer Services In-Kind</td>
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<td>376,200</td>
<td>1,353,889</td>
<td>-</td>
<td>2,864</td>
<td>-</td>
<td>-</td>
<td>46,709</td>
<td>-</td>
<td>11,638</td>
<td>1,791,299</td>
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<td>657,644</td>
<td>4,584,931</td>
<td>324,098</td>
<td>6,108,199</td>
<td>592,615</td>
<td>8,585</td>
<td>388,966</td>
<td>8,988</td>
<td>42,215</td>
<td>12,720,254</td>
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<td>42,273</td>
<td>140,791</td>
<td>13,985</td>
<td>8,674</td>
<td>3,764</td>
<td>75,333</td>
<td>28,422</td>
<td>3,515</td>
<td>78,263</td>
<td>652,956</td>
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<td>-</td>
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<td>5,466</td>
<td>3,764</td>
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<td>-</td>
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<td>718</td>
<td>-</td>
<td>-</td>
<td>427,987</td>
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<td>319,960</td>
<td>368,346</td>
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<td>469,435</td>
<td>138,893</td>
<td>913,696</td>
<td>96,936</td>
<td>240,155</td>
<td>415,293</td>
<td>36,130</td>
<td>4,434,752</td>
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<td>190,993</td>
<td>493,209</td>
<td>43,290</td>
<td>26,173</td>
<td>8,651</td>
<td>34,171</td>
<td>48,973</td>
<td>43,603</td>
<td>18,803</td>
<td>993,285</td>
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<td>146,361</td>
<td>60,353</td>
<td>19,603</td>
<td>38,886</td>
<td>59,220</td>
<td>32,550</td>
<td>5,216</td>
<td>1,182,624</td>
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<td>95,502</td>
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<td>24,489</td>
<td>22,862</td>
<td>2,334</td>
<td>12,237</td>
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<td>350</td>
<td>5,055</td>
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<td>32,600</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>4,129,714</td>
</tr>
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<td>120,445</td>
<td>83,550</td>
<td>680,527</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>29,284</strong></td>
<td><strong>268,082</strong></td>
<td><strong>10,500,032</strong></td>
<td><strong>32,317,966</strong></td>
<td><strong>7,421,938</strong></td>
<td><strong>8,458,188</strong></td>
<td><strong>1,834,624</strong></td>
<td><strong>2,312,126</strong></td>
<td><strong>4,474,151</strong></td>
<td><strong>1,633,170</strong></td>
<td><strong>1,151,881</strong></td>
<td><strong>70,401,440</strong></td>
</tr>
</tbody>
</table>

## CHANGE IN NET ASSETS

| $7,562 | $ - | $ - | $ - | $ - | $ - | $ - | $217,774 | ($505,243) | ($2,321) | - | ($327,227) |

% Spent on Budget of $84,637,656: 32% 91% 59% 91% 92% 82% 73% 88% 122% 73% 73% 83%

December 2017 EXPENSE: 24,723 221,106 10,743,583 30,414,951 5,100,002 7,187,131 1,819,656 2,313,430 4,515,720 1,679,459 1,141,067 $65,160,826

Net Incr (decr) in 2018 Expense: 4,561 46,976 (243,552) 1,903,015 2,321,936 1,271,058 14,968 (1,305) (41,569) (46,289) 10,815 $5,240,614

% incr (decr): 18.4% 21.2% -2.3% 6.3% 45.5% 17.7% 0.8% -0.1% -0.9% -2.8% 0.9% 8.0%

As of February 15, 2019
ITEM: Approval to accept $1,378,146 from the U.S. Department of Veterans Affairs Supportive Services for Veteran Families Program Grant to extend the Supportive Services for Veteran Families program for 1 year.

ACTION REQUIRED: Board approval to accept refunding.

SUMMARY NARRATIVE:
The U.S. Department of Veterans Affairs released a Notice of Funding Announcement through their Supportive Services for Veteran Families (SSVF) Program. The SSVF Program is an ongoing VA program that awards grants to private non-profit organizations and consumer cooperatives that provide supportive services to very low-income Veterans and their families residing in, or transitioning to, permanent housing. Through the SSVF Program, the VA aims to improve very low-income Veteran families’ housing stability. Grantees will provide outreach and case management services and will assist participants in obtaining VA and other public benefits. CAPSLO was approved for an additional 3-year round of funding. These funds will represent the 1st year.

BUDGET/FINANCIAL IMPACT:
Funding will support continued delivery of services to Veterans and their families for the twelve-month period effective 10/1/18 through 9/31/19. Ten staff and two community partners will be supported in the program year and we estimate we will serve approximately 200 households residing in central, coastal and northern San Luis Obispo County.

STAFF RECOMMENDATION:
Recommend approval. This program has provided needed support to Veterans and Veteran families since 2014. Due to the high cost and low availability of affordable housing in the county, the SSVF program continues to be an essential support for Veterans and Veteran families who are homeless or who are facing housing insecurity.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:
Recommend approval. The SSVF program has been a critical component in SLO county for “serving those who have served.” It is essential that we continue to provide housing assistance, employment support, and other services that increase the self-sufficiency of our Veterans and their families.
ITEM: Renewal of contracts from Agency on Aging for Title IIIB for Energy Services’ Minor Home Repair and Adult Day Center in the amount of up to $334,709.

ACTION REQUIRED: Board approval to submit required documents for renewal of contracts with no changes.

SUMMARY NARRATIVE:
Area Agency on Aging (AAA) is contracted with the State of California’s Department of Aging (CDA) to provide services to older Americans. AAA is offering the option to renew existing contracts with no changes for supportive services to seniors as authorized by Title IIIB of the Older Americans Act in San Luis Obispo County for the period of July 1, 2019 through June 30, 2020.

Minor Home Repair
Energy Services’ Senior Home Repair Program provides minor home repair services for lower income seniors residing in San Luis Obispo County and the Santa Maria Valley, providing labor and materials needed to inspect clients’ homes and complete needed minor repairs. Repair services include plumbing, electrical, drywall and carpentry and the installation of grab bars, wheelchair ramps and other health and safety related improvements. It is aligned with Title IIIB’s Residential Repairs Program.

Adult Day Center
The Adult Day Center provides quality adult day care services to frail seniors with Alzheimer’s disease or other forms of dementia as well as services to their family caregivers. The program also provides community outreach and education regarding Alzheimer’s disease and caregiving issues.

BUDGET/FINANCIAL IMPACT:
Amounts requested are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Requested Amount for 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Day Services</td>
<td>$51,000</td>
</tr>
<tr>
<td>San Luis Obispo Santa</td>
<td>$183,709</td>
</tr>
<tr>
<td>Maria Valley</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

This amount includes 8% indirect to cover administrative support.

STAFF RECOMMENDATION:
Recommend approval. This action is in response to an option to renew these contracts with no changes for the Energy and Adult Day Center programs, which would allow them to continue providing services in fiscal year 2019-2020. A board resolution is also required.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. These programs are essential in the community, assisting seniors in remaining financially stable and allowing them to remain in their homes for as long as possible. The Home Repair program, in addition to performing needed minor home repairs, enables seniors to remain in their own homes when critical health and safety repairs are made. The Adult Day Center program is the only nonprofit, full-day, adult day care program in the county providing seniors with quality care and attention in a homelike environment that stimulates both their physical and mental well-being.
RESOLUTION NO. R-2019-1
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC.
AUTHORIZING SUBMISSION OF A RENEWAL REQUEST WITH NO CONTRACT CHANGES TO THE
CENTRAL COAST COMMISSION FOR SENIOR CITIZENS (AREA AGENCY ON AGING)
FOR 2019-2020 ADULT DAY CARE PROGRAM AND MINOR HOME REPAIR CONTRACT SERVICES (TITLE IIIB)

WHEREAS, the Area Agency on Aging (AAA) has offered contract renewals for programs that provide in-home and supportive services for seniors in San Luis Obispo County; and

WHEREAS, the Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO) is currently funded by AAA to provide such services under Title IIIB; and

WHEREAS, CAPSLO Adult Day Center is committed to providing a quality day care program that supports low-income individuals with dementia or cognitive impairments; and

WHEREAS, CAPSLO Energy Services Minor Home Repair is committed to providing home repair services for seniors and has been under contract with the Area Agency on Aging since 1995; and

WHEREAS, the Chief Executive Officer, or her designee, can act on behalf of CAPSLO in the execution of any documents necessary for completion of the application herein described.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of CAPSLO hereby authorizes the Chief Executive Officer, Elizabeth “Biz” Steinberg, or her designee, to submit a request to renew the Title IIIB and contracts to the Central Coast Commission for Senior Citizens (Area Agency on Aging) to provide 2019-2020 services through the Adult Day Care program and Minor Home Repair and, and authorizes the Board Chair to sign this Resolution and authorizes the Chief Executive Officer to execute the contract and any amendments thereof, and any related or necessary contracts or documents required to operate the program.

UPON MOTION OF ___________________________, seconded by ___________________________,
the foregoing resolution is hereby passed and adopted at the regular meeting of the Board of Directors of CAPSLO this 21st day of March, 2019.

Ayes: ___________
Noes: ___________
Abstained: ___________
Absent: ___________

Attest: ___________________________
Marci Sperlo, Recording Secretary

_________________________ ___________________________
Dee Lacey Elizabeth “Biz” Steinberg
Board President Chief Executive Officer
ITEM: Application from Family and Community Services Division to the San Luis Obispo County Community Foundation’s Women’s Legacy Fund for a “Dads with Daughters” program in the amount of $20,000

ACTION REQUIRED: Board approval to submit application.

SUMMARY NARRATIVE:
The San Luis Obispo Community Foundation Women’s Legacy Fund was established in September 2003 to support programs and projects of local organizations that address the issues and needs of women and girls in San Luis Obispo County.

Because of the importance of a father’s relationship with their daughter, the Family and Community Services Division wishes to offer Dads with Daughters (father figures, such as grandfathers, uncles, and guardians) with Parent Cafés. This is an evidence-based curriculum that focuses on raising daughters: building and strengthening connection and involvement; child development; parenting skills; communication with co-parent; one to one support, and local resources.

BUDGET/FINANCIAL IMPACT:
Family and Community Support is requesting $20,000 to cover staff salaries, program materials, and indirect costs.

STAFF RECOMMENDATION:
Recommend approval. Dads with Daughters is aligned with the Women’s Legacy Fund priority area of addressing issues of girls. Although there are other types of parenting classes in the county, there are no dedicated opportunities which provide such support for fathers. Three Parent Café Series would be offered in various parts of the county to a minimum of 20 dads/father figures.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. This project builds on the success of Family and Community Support’s work in the area of father involvement.

__________________________________________          March 21, 2019
Dee Lacey, Board President                       Date
BOARD ACTION REQUIRED
March 21, 2019

ITEM: Migrant and Seasonal Head Start (MSHS) 2017-2018 Self-Assessment

ACTION REQUIRED: Board approval of Self-Assessment

SUMMARY NARRATIVE:
The 2007 Head Start Reauthorization Act states that the Governing Board (CAPSLO Board of Directors) must “adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved.” According to the Head Start Performance Standard 1302.102 (b)(2), (i) “Conduct a self-assessment that uses program data including aggregate and child assessment data, professional development and parent and family engagement as appropriate to evaluate the program’s progress towards meeting goals...; (ii) Communicate and collaborate with the governing body and policy Council, program staff, and parents enrolled children...; and (iii) “submit findings of the self-assessment ... to the responsible HHS official.”

The MSHS Program produced a report, dated October 15, 2018, of their annual self-assessment. A Program Improvement Plan has been developed to address the noted findings.

BUDGET/FINANCIAL IMPACT:
None

STAFF RECOMMENDATION:
Recommend approval. This annual evaluation allows staff to reflect on the programs’ strengths and opportunities for improvement. It is an important measurement tool for ensuring that the Migrant and Seasonal Head Start/Early Head Start Programs remain in compliance with all applicable standards and requirements.

POLICY COUNCIL RECOMMENDATION
The self-assessment was presented for approval at the Policy Council meeting on November 3, 2018.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. Conducting an annual self-assessment is more than just a required element of the Head Start Reauthorization Act; it is truly a way for our programs to stay up to date with best practices and maintain high quality for our children and their families.

________________________________________________ ________________________
Dee Lacey, President      Date
METHODOLOGY

Teams comprised of Coordinators, Specialists, Area Managers, parents, and direct service staff, collected self-assessment data using the team monitoring summaries, coordinator quality assurance monitoring tools and the instruments from Office of Head Start Monitoring Protocol. Each team had one to four members and was responsible for completing their content area. Together, the teams made 306 center visits and 329 family child care home visits as well as interviewing staff, parents, and Policy Council representatives. 2,088 children’s files were reviewed and 15 guide rides were completed.

STRENGTHS

Disabilities:
Staff demonstrated more confidence in identifying “red flags” for disabilities and addressing their concerns with parents and the importance of early intervention.

Education 0-3:
In the Center and Family Child Care (FCC) program option and Caregiver Interactions demonstrated a clear and effective bond that supports the child to explore their environments and engage with adults.

Education 3-5:
Children and staff demonstrated strong teacher/child relationships
Children were engaged in activities, flowing freely between activities
Transitions were brief and supported by staff
Files were complete and well organized

ERSEA:
Staff are utilizing generated waitlist reports from the database to determine participant selection.

Health:
Migrant and Seasonal Head Start exhibited high quality execution of waterless tooth brushing with excellent modeling and infection control practices.

Mental Health:
Mental Health Consultants spent an average of 11 hours per month at centers providing observations and ensuring up-to-date child mental health status’.

Nutrition:
CACFP Standards: The CACFP adherence to the food program provides consistently high quality meals throughout the agency with excellent implementation of kitchen sanitation procedures and nutrient dense offerings.

Parent, Family, and Community Engagement:
MSHS Program Staff are continually receptive to the coaching and direction from content experts. This creates a strength-based foundation for staff to communicate concerns as well as individualized coaching on the advocacy skills needed to navigate their enrolled family’s overall health.

Transportation:
All buses were equipped as required, First Aid Kit, Fire Extinguisher (properly dated and serviced) Reflective Triangles, and Seat Belt Cutter all with proper signage
AREAS NEEDING IMMEDIATE ATTENTION
There were no areas identified needing immediate attention.

SHORT TERM – 6 MONTHS

Health
- 10 out of 91 sites monitored had between 1 and 4 children out of compliance for hearing and vision screening.

See Program Improvement Plan (PIP) for plan to address these findings

LONG TERM

Disabilities
1) Not meeting our 10% for Disabilities – Disabilities Performance Standard 1308.5(4)
We have had an increase in the number of children with identified disabilities, yet we still did not meet our 10%. Staff has made progress in identifying and referring children who may qualify for disabilities; however, there were other issues that have made it difficult for us to meet our 10%.

- Parents were reluctant to refer their children due to lack of understanding of child development and the importance of early intervention, fear of connecting to the LEA or Regional Center and exhaustion from working long days. Parents often felt they could not fit one more thing into their schedule.
- We were running into difficulty with LEAs delaying the identification of children with concerns, partly due to a shortage of Speech Language Pathologists.
- Doctors and school districts were referring children to the hospitals for evaluation and services and therefore the children may not have received a formal IFSP/IEP.
- A few staff/providers were not sending IRs for children with delays when their ASQ-3 scores were in the white, but delays had been observed; ASQ-3 screening tool was not being rescored for children with concerns within 30-45 days of initial concerns. Internal Referrals were not opened by Family Childcare Coordinators when indicated.
- Transportation limitations prohibit parents from wanting services and evaluations.

2) Individualizing for IFSPs/IEPs – Disabilities Performance Standard 1302.61 (c)(ii)
- Staff had difficulty creating activities that supported specific goals on children’s IFSP/IEP.
- Some staff struggled with reading and interpreting the IFSP/IEP goals.
- Communication between therapists and teachers/providers was lacking.

See Program Improvement Plan (PIP) for plan to address these findings

Completed: 10/18
ITEM: Approval of request for waiver, for reduction in the non-federal share requirement for the Migrant and Seasonal Early Head Start Child Care Partnership/Expansion Funding Opportunity #HHS-2019-ACS-OHS-HM-1393 for Operating and Training/Technical Assistance and for Startup in Kern and Ventura counties.

ACTION REQUIRED: Board approval for waiver

SUMMARY NARRATIVE:
Initial program start-up requires hiring/training of new staff, securing new contracts with new leasing agents and family child care providers, and management of additional start-up logistics. Staff will need to be educated on effective methods of securing in-kind, what is considered allowable and allocable, and implementation of this Head Start performance standard. Staff will need time to build relationships with parents, volunteers, businesses, and other community partners who typically contribute valuable in-kind match to our program. Continuing economic hardship in these Migrant service areas are affecting parents’, community professionals’, and businesses’ ability to contribute to the program.

BUDGET/FINANCIAL IMPACT:

Total Operating funds requested of $1,025,000:
- 20% Non-federal share requirement $256,250
- Non-federal share reduction requested -190,824
- 6% Non-federal share requirement $ 65,426

Total Startup Funds requested of $222,000:
- 20% Non-federal share requirement $55,500
- Non-federal share reduction requested -55,000
- 0% Non-federal share requirement $ -0-

STAFF RECOMMENDATION:
Recommend approval. The MSHS program is committed to identifying, securing, utilizing, and reporting all available sources of in-kind each year. Program management, parent, community, and business strategies to increase in-kind have been identified in the waiver that will be submitted to Office of Head Start.

POLICY COUNCIL RECOMMENDATION
This waiver request was presented for approval at the Policy Council meeting on March 19, 2019.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. The MSHS program will work diligently to fulfill its commitment to securing in-kind if MSHS Child Care Partnership/Expansion funding is approved.

Dee Lacey, President

March 21, 2019
Date
ITEM: Approval of Migrant and Seasonal Head Start budget revision for $9,923 for replacement of an HVAC unit at Las Flores Center in Lompoc under award #90CM9821/04

ACTION REQUIRED: Board approval of budget revision

SUMMARY NARRATIVE:
A budget revision is needed for Health & Safety reasons to purchase and install a new HVAC unit at the Las Flores Center in Santa Barbara County. The existing unit stopped working and needs to be replaced before the program can enroll children for the season. There are provider payment savings in excess of these costs.

BUDGET/FINANCIAL IMPACT:
Unspent funds of $44,000 are estimated in provider payments. The amount estimated to replace the HVAC unit is $9,923. The budget revision necessary is an increase to the “Equipment” category and a decrease to Provider Payments under the “Other” category and decrease to “Indirect costs” summarized as follows:

<table>
<thead>
<tr>
<th>Increases:</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$ 9,923</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decreases:</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other – Provider Payments</td>
<td>$ -9,188</td>
</tr>
<tr>
<td>Indirect</td>
<td>-735</td>
</tr>
</tbody>
</table>

-$ 9,923

STAFF RECOMMENDATION:
Recommend Approval. The budget revision allows the program to serve families at the Lompoc Center.

POLICY COUNCIL RECOMMENDATION:
This action is being reviewed for approval by the MSHS Executive Committee of the Policy Council at their meeting on March 19, 2019.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. Proper HVAC is necessary to the health and safety of our children.

____________________________________  March 21, 2019
Dee Lacey, Board President            Date
ITEM: Approval of agreement with Guadalupe Union School District and Migrant and Seasonal Head Start for California State Preschool Program Expansion

ACTION REQUIRED: Board approval of agreement

SUMMARY NARRATIVE:
The Guadalupe Union School District in Santa Barbara County approached CAPSLO to see if Migrant and Seasonal Head Start (MSHS) could implement their California State Preschool Program (CSPP) from March 1, 2019 – June 30, 2019. MSHS will provide a developmentally appropriate preschool program in accordance with CSPP funding terms and conditions and all program requirements for child development programs.

At least three hours of service per day will be provided for 20 preschool age children for a minimum of 180 days of service.

BUDGET/FINANCIAL IMPACT:
Rates for services: $26.62 per child per day. Reimbursement rates will be subject to funding allocation from California Department of Education, including increases for COLAs.

STAFF RECOMMENDATION:
Recommend approval. The program will provide services following all quality assurances; curriculum and assessment; comprehensive services; family engagement; and data collection, reporting, and evaluation as outlined in the agreement. It is anticipated that the agreement will continue past June 2019.

POLICY COUNCIL RECOMMENDATION
This agreement will be presented for approval at the MSHS Policy Council meeting currently planned for late March 2019.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. CAPSLO’s MSHS program is pleased to implement these CSPP services for the Guadalupe Union School District.

_________________________________________________________ March 21, 2019
Dee Lacey, President Date
ITEM: Approval to submit application in the amount of $350,000 to the County of San Luis Obispo for a Homeless Emergency Aid Program (HEAP) grant to support the construction of a Medically Assisted Withdrawal Treatment Program (detox) on the campus of 40 Prado.

ACTION REQUIRED: Board approval to submit application.

SUMMARY NARRATIVE:
The 40 Prado Withdrawal Management project will provide medication assisted residential treatment to homeless persons and persons at risk of homelessness with substance use disorders. The County’s homeless shelters have limited capacity to serve persons with substance use disorders who are actively using substances since they serve families and children at the shelters. The Withdrawal Management center will begin the process of detoxification with medication assisted treatment.

The proposed 40 Prado Withdrawal Management (Detox) Center will be developed and constructed by CAPSLO on the site of the new Homeless Services Center. It will be operated by a licensed and accredited agency selected by and under contract with San Luis Obispo County Behavioral Health Department. CAPSLO’s primary partner on this project will be the San Luis Obispo County Behavioral Health Department which will contract with an accredited contractor to operate the withdrawal management facility. CAPSLO will lease the facility to the operator and possibly provide services such as laundry and food.

The CAPSLO board approved a contract with architect garcia architecture and design on February 21, 2019, who were also the architects of the Homeless Services Center. The City of San Luis Obispo Office of Community Development has indicated to CAPSLO and the architect that the project will be considered an accessory to the HSC and as such the project would only require minor or incidental architectural review and no additional review is expected at this time. If this is the case, this should fast track the project and allow for construction to begin before the end of 2019.

BUDGET/FINANCIAL IMPACT:
Total cost of construction (including “soft costs”) is estimated at $1,032,220. The County Community Correction Partnership has met several times and has authorized $500,000 to build the facility. Additionally, private funders have committed to approximately $100,000 in support, with an additional grant proposal to a private foundation to be submitted in the summer for the remaining amount needed. (See attached budget).

STAFF RECOMMENDATION:
Recommend approval. If funded, this detox would be the only one between Santa Cruz, Fresno and Los Angeles. Detox services have consistently been one of the top unmet needs identified in the county.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. Currently, San Luis Obispo County does not have a residential withdrawal management unit with medication assisted treatment for low-income, Medi-Cal patients. Nor do our adjoining counties have any such facilities. All persons requiring such services are currently sent for out of town placements (often to Los Angeles County) at considerable cost to the County, and great inconvenience to the individual. Many of these individuals are homeless now. Those who are not homeless currently are at-risk of becoming homeless as they are uprooted from their community and existing housing while in treatment. This new withdrawal management facility will fill a vital gap in our systems of care.
The total capital project cost is estimated to be $1,032,220, including design, permitting, prevailing wage, construction management and contingency costs. To date, $500,000 has been approved by the Community Correction Partnership (final approval slated for Board of Supervisors on March 26, 2019). Private contributions are estimated to be $182,220 from local philanthropists who have been involved in the planning of the center. $350,000 for capital costs are sought from HEAP funds.

<table>
<thead>
<tr>
<th>Construction Budget – Estimated</th>
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</thead>
<tbody>
<tr>
<td>Soft costs (architect and design)</td>
<td>$65,000</td>
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<tr>
<td>Fees, assessments, permits</td>
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<tr>
<td>Construction and site improvement at prevailing wage</td>
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<tr>
<td>Construction management</td>
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<tr>
<td>Contingency @1%</td>
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<tr>
<td><strong>Total Construction Budget</strong></td>
<td><strong>$1,032,220</strong></td>
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<table>
<thead>
<tr>
<th>Capital contributions</th>
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<tbody>
<tr>
<td>Community Correction Partnership</td>
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<tr>
<td>Private contributions</td>
<td>$182,220</td>
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<tr>
<td>HEAP</td>
<td>$350,000</td>
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</table>

<table>
<thead>
<tr>
<th>Funding request from HEAP</th>
<th></th>
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<tbody>
<tr>
<td>Capital costs</td>
<td>$350,000</td>
</tr>
<tr>
<td><strong>Total request</strong></td>
<td><strong>$350,000</strong></td>
</tr>
</tbody>
</table>
ITEM: Proposal for $540,695 over two years to County of San Luis Obispo Department of Planning and Building for the 2019 California Emergency Solutions and Housing (CESH) Grant for Homeless Services.

ACTION REQUIRED: Board approval for submitted applications

SUMMARY NARRATIVE:
The County of San Luis Obispo is requesting proposals for the California Emergency Solutions and Housing Program Competition (CESH) administered by the California Department of Housing and Community Development (HCD). The County Planning Department is the applicant agency, applying directly to HCD. The CESH Program provides funding for activities to assist persons experiencing, or at risk of, homelessness and primarily focusing on: 1) Coordinated Entry System activities that improve the countywide system; 2) Outreach and Engagement; 3) Intake; 4) Assessment and Referrals; and 5) other activities that support or strengthen the County’s CES.

CAPSLO Homeless Services is partnering with 5Cities Homeless Coalition, and ECHO to apply for funding for case management to support coordinated entry services for three separate activities – coordinated entry (adding 5CHC and ECHO to ClientTrack and the corresponding data management), outreach and engagement of homeless individuals, and conflict mediation training. CAPSLO will serve as the lead agency.

BUDGET/FINANCIAL IMPACT:
A total of $540,695 is being requested over a 2-year period. ECHO and 5CHC will be receiving a total of $152,000 each as sub-contracted services. CAPSLO’s request of $236,695 will fund the following services:

- Salaries and Benefits for one FTE case manager and one .25 FTE data analyst
- Outreach and Diversion Mitigation
- Conflict Mediation Training
- Client Outreach & Engagement
- Program Supplies/Vehicle Maintenance/Fuel
- 8% Indirect Costs

STAFF RECOMMENDATION:
Recommend approval. CESH funding will enable CAPSLO to increase the number of homeless individuals receiving case management services.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. Since 2009, funding to support case management has been decreasing. This grant provides CAPSLO with an opportunity to increase case management by one additional person, enabling us to provide much needed services to our homeless clients.

ACTION REQUIRED: Board approval of the agency-wide budget for the FYE March 31, 2020, with projected revenues of $92,231,892 and expenditures of $92,170,440.

SUMMARY NARRATIVE:
The Community Action Partnership of San Luis Obispo County, Inc. has a diversified funding base that supports services to many sectors of our community. Individual program budgets are prepared annually for our funding sources based on the granting agency’s funding cycles. As required, the agency accounts for expenditures based on the fiscal year of the grantor. Across CAPSLO’s various programs, there are eight different fiscal year-ends that are budgeted for during the year.

The purpose of the FYE 2020 combined agency-wide budget is to give the reviewer a snapshot of the proposed use of these resources at a single point in time, the agency fiscal year end of March 31st. Included in the budget are significant estimates of the funding likely to occur during the fiscal year. The budget is a reflection of the agency’s written plans for delivery of services. It is a flexible tool and adjusted at the program level during the year to ensure compliance and responsiveness to community needs. As individual awards are approved, estimates will be replaced with actuals and accordingly, detailed budget adjustments will be made at the program level.

BUDGET/FINANCIAL IMPACT:
The 2020 FYE budget of $92,231,892 is a 9% increase over prior year’s budget of $84,637,656 for FYE March 31, 2019. Of significance is:
- A net increase in revenues of $7,066,950 over 2019 projection
- Net increase in in-kind contributions of $465,834
- This year’s projection omits costs for the construction of a Detox Center at 40 Prado
- Migrant Head Start Partnerships, State Child Development and Alternative Payment programs are projected to grow significantly in 2020 year. Collaboration with Partners, expansion of Migrant Partnership and State rate increases as well as demand for Childcare are responsible for this growth totaling $6.6 million of the 7.5 million in net growth.
- Energy and Weatherization Program has a breakeven budget and we have commitments through December 2019 for certain funding streams.

FINANCE COMMITTEE RECOMMENDATION:
The Finance Committee will meet to review the budget and make a recommendation to the Board at their March 20, 2019 meeting.

STAFF RECOMMENDATION:
Recommend Approval. Approval of the “Overall Annual Budget” by the Board of Directors is an important part of their fiscal oversight responsibilities.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend Approval. Approval of the Annual Budget by the Board of Directors is best practice and considered a necessary activity by many of our Federal and State funding sources.
CONFLICT OF INTEREST POLICY FOR THE
BOARD OF DIRECTORS
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY
2019
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<td>B. Who is covered by this policy?</td>
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<td>C. Who is responsible for implementing this policy?</td>
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<tr>
<td>D. What is the meaning of the terms defined in this policy?</td>
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<tr>
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<td>2. Board Members</td>
<td>1</td>
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<tr>
<td>3. Closely Associated</td>
<td>1-2</td>
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A. What Is the Purpose of this Policy?

Conflicts of interest raise governance, tax, and regulatory issues for Community Action Partnership of San Luis Obispo County (CAPSLO). They also raise concerns in the mind of the public and members of the media, potentially undermining the organization’s reputation and good standing.

Generally speaking, a conflict of interest is a situation in which a Board Member or one of his or her family members has a personal or financial interest that compromises or could compromise the Board Member’s independence of judgment in exercising his or her responsibilities to CAPSLO.

CAPSLO Board members are expected to minimize conflicts of interest, disclose ethical, legal, financial, and other conflicts, and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

Under this policy, Board members are required to disclose actual or potential conflicts of interest, as well as certain relationships and transactions, to enable CAPSLO to report required information on its IRS Form 990 and to enable the CAPSLO Board to take steps it considers necessary or advisable to address conflicts of interest. Depending on the circumstances, a relationship or transaction disclosed under this policy may not be a conflict of interest, may be a conflict that is permitted provided that certain procedures are followed, or may be a conflict that is prohibited altogether.

B. Who Is Covered by this Policy?

This policy covers the members of CAPSLO’s Board of Directors.

C. Who Is Responsible for Implementing this Policy?

CAPSLO’s Board of Directors has primary responsibility for implementing this policy. The policy will be disseminated to Board members upon joining the Board and annually thereafter. The Board may delegate the responsibility for disseminating this policy and collecting signed disclosure statements to a Board committee or the Board President, who shall oversee the process, but may be assisted by CAPSLO staff. The Board shall designate a Board committee to review the policy with Board members on an annual basis, to review disclosure statements and make recommendations to the Board as to whether Board action on information disclosed is required or advisable, and to monitor implementation of the policy.

D. What Is the Meaning of Terms Defined in this Policy?

1. **Board of Directors (Board)** means the CAPSLO Board of Directors.

2. **Board Member** means an individual currently serving as a member of the Board.

3. **Closely Associated** means that an individual:
   - Has a Compensation Arrangement with an entity;
   - Has an Ownership Interest in an entity; or
   - Is negotiating, applying for or considering acquiring a compensation arrangement with or ownership interest in an entity.
An Ownership Interest means that an individual owns at least 5% of the ownership interests (for example, shares of stock or partnership or limited liability company interests) or assets of an entity or, in the case of a publicly held corporation, at least 1% of the corporation’s outstanding capital stock.

Examples:
Has a Compensation Arrangement with an entity:
- A Board member is the executive director of a homeless shelter.
- A Board member receives directors’ fees for serving as a board member of a bank.
- A Board member’s son-in-law receives commissions from a technology vendor for sales of software.

Has an Ownership Interest in an entity:
- A Board member’s wife is one of 10 partners in a law firm.
- A Board member’s brother is the sole proprietor of an IT consulting business.
- A Board member owns 15% of the stock of an office supply company.
- A Board member’s domestic partner is one of 3 members of a construction business organized as a limited liability company (LLC).

Has a potential Compensation Arrangement with or Ownership Interest in an entity:
- A Board member’s step-son is applying for a job at an insurance brokerage.
- A Board member’s husband is negotiating the purchase of 40% of the stock of a car dealership.

4. Wherever CAPSLO is referenced means Community Action Partnership of San Luis Obispo County.

5. Compensation Arrangement an arrangement involving direct or indirect compensation for services.

6. Conflicts of Interest
   a. Actual Financial Conflict of Interest
      i. Generally. An actual financial conflict of interest is a type of conflict of interest in which a Board member or a Board member’s related party engages in a transaction with CAPSLO or any of its Head Start delegate agencies and the Board member knows, or by the exercise of reasonable care and diligence should have known, of the transaction.

      Examples:
      - A Board member’s husband is the president and employee of a bank from which CAPSLO obtains a line of credit.
      - A Board member is a residential landlord to whom CAPSLO makes rental payments on behalf of its clients.
      - CAPSLO hires a Board member’s son to provide IT consulting services.
      - A Board member owns a 30% interest in a construction company hired by CAPSLO renovate its headquarters building.
      - A Board member is the executive director of an organization to which CAPSLO makes a grant; a percent of the grant is used to cover indirect costs, including a portion of the executive director’s salary.

      ii. Donations Excluded. An Actual Financial Conflict of Interest does not include a donation from a Board member or a Board member’s related party to CAPSLO or any of its Head Start delegate agencies.

      iii. Certain Transactions Excluded. An actual financial conflict of interest does not include a situation where: (i) a Board member or his/her immediate family member has an existing or potential compensation arrangement with an entity that enters into a transaction with CAPSLO or any Head Start delegate agencies, and (ii) the
transaction does not affect the compensation arrangement or the individual’s prospect of employment or promotion.

Examples:
• A Board member is the director of a city planning department responsible for overseeing a grant for which CAPSLO is applying.
• A Board member is a cashier at the local Staples, from which CAPSLO purchases office supplies. CAPSLO’s purchases do not affect the Board member’s income, performance evaluations, or prospect of promotion.
• A Board member’s daughter is applying for a job as a secretary at the insurance brokerage through which CAPSLO purchases insurance. The daughter is married and has a different last name from the Board member and no one at the insurance brokerage is aware that she is related to the Board member.
• The Board member’s daughter is hired as a secretary at the insurance brokerage. CAPSLO’s purchase of insurance does not affect her salary, performance evaluations or prospects of promotion.

b. Conflict of Interest means a situation in which a Board member or his or her immediate family member has, directly him or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Board member’s independence of judgment in exercising his/her responsibilities to CAPSLO. Conflicts of interest include, but are not limited to, actual financial conflicts of interest.

Examples:
• A Board member’s wife is a board member of a nonprofit to which CAPSLO is considering making a grant.
• The CAPSLO Board is deciding whether CAPSLO should take an active role in supporting a bill in the state legislature that would prohibit certain predatory lending practices involving car loans. A Board member owns a car dealership that engages in practices the bill would prohibit.

7. Immediate Family Member means a Board Member’s:
   a. Spouse or partner in a civil union recognized by state law;
   b. Domestic partner or partner in a committed, personal relationship;
   c. Parent;
   d. Child;
   e. Sibling;
   f. Father-in-law, Mother-in-law;
   g. Brother-in-law, Sister-in-law;
   h. Son-in-law, Daughter-in-law;
   i. Grandparent; or
   j. Grandchild.

   The term includes individuals related by blood, adoption, or marriage (i.e., step family members).

8. Interested Board Member means a Board member with a conflict of interest.

9. Transaction means any financial agreement or relationship, including but not limited to those involving:
   a. The sale, lease, purchase, transfer, or provision of goods, services, equipment, facilities, or rights of any kind;
   b. The provision or receipt of a loan or grant;
   c. A joint venture, partnership or collaboration; or
   d. An investment.
10. **Related Party** means an immediate family member or an entity with which a Board member or his/her immediate family member is closely associated.

**E. What Types of Conflicts of Interest Are Prohibited by this Policy?**

1. **Actual Financial Conflicts of Interest.** No CAPSLO Board member may have an actual financial conflict of interest.

   The Federal Head Start Act prohibits Board members of Head Start grantees from having financial conflicts of interest with the Head Start grantees or any of its delegate agencies.

2. **Compensation and Employment.** A Board member may not be compensated for his or her service on the CAPSLO Board or for providing services to CAPSLO. No Board member or immediate family member shall be an employee of CAPSLO or any of its Head Start delegate agencies. A former Board member may be hired as an employee of CAPSLO, provided that at least 180 days have passed since he or she left the CAPSLO Board.

   Examples:
   - A Board member may not receive a stipend for serving on the Board.
   - A Board member who is a fundraising consultant may not be paid for providing her consulting services to CAPSLO.
   - A Board member’s sister-in-law may not be employed as a supervisor in CAPSLO’s Weatherization program.

3. **Participation in Contracts.** Board members shall not participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Board member, any of his or her immediate family members, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, is or has a financial or other interest in the individual or firm selected for the award.

4. **Gifts.** Board members are prohibited from soliciting or accepting gifts, gratuities, favors, or anything of monetary value, other than unsolicited items of nominal value, from:

   Exception for Public Officials and those running for political office see CAPSLO Political Activity Policy

   a. Persons receiving benefits or services under any CAPSLO program or delegate agency;
   b. Persons or organizations performing services for or providing goods or space to CAPSLO; or
   c. Persons who are otherwise in a position to benefit from the actions of a CAPSLO employee, officer, or Board member.

Nominal value means $50 or less per gift and $75 or less for all gifts received from a particular individual or entity per calendar year. Acceptance of gifts of nominal value must be disclosed according to the procedures set forth in this policy. However, the prohibition on soliciting or accepting gifts does not include acceptance of token gifts of low-cost promotional items, such as pens, note pads, caps, calendars, and coffee mugs, and such gifts do not need to be disclosed.

Example: If CAPSLO’s insurance broker offers a Board member a week’s free use of a beach house, the Board member may not accept it.
5. Federal Employees. Board members who are federal employees are prohibited from serving in any capacity that would require them to act as an agent of or attorney for CAPSLO or its delegate agency in its dealings with any federal government departments or agencies (for example, as President of CAPSLO’s Board).

6. Diversion of CAPSLO Resources. Board members and Board members’ related parties are prohibited from using CAPSLO equipment, facilities, assets, or staff time for non-CAPSLO purposes.

   Example: CAPSLO’s Energy program has a construction crew on staff. A Board member may not have the CAPSLO construction crew renovate his/her kitchen during hours they are, or should be, working for CAPSLO or using CAPSLO equipment.

F. Are There Exceptions to What Is Considered a Conflict of Interest under this Policy?

The situations listed below are not considered to be either Conflicts of Interest or Actual Financial Conflicts of Interest under this policy.

1. Provision of Services/Benefits. Provision of services/benefits by CAPSLO or one of its Head Start delegate agencies to a Board member or an immediate family member solely because the individual is a member of a charitable class that CAPSLO or its Head Start delegate agency intends to benefit as part of the accomplishment of its charitable purposes, provided that:
   a. The individual meets all applicable eligibility criteria for the services/benefits, including funding source rules on the provision of services/benefits to individuals with a close connection to the organization;
   b. The individual does not receive preferential treatment in receiving the services/benefits due to his or her connection with CAPSLO as a Board member or as an immediate family member;
   c. The services/benefits are provided on terms similar to services/benefits provided to individuals who are neither Board members nor immediate family members; and
   d. The Board member is not involved in the decision about whether to provide services/benefits to the individual.

2. Expense Reimbursements. Expense reimbursements made by CAPSLO to a Board member or immediate family member for reasonable, necessary and documented expenses incurred by the Board member or immediate family member in the course of performing authorized services as a Board member or volunteer for the organization, provided that the reimbursements are made pursuant to CAPSLO’s Board-approved expense reimbursement plan and are permitted by any applicable funding source rules. Unless required by the Board in a particular circumstance, receipt of reimbursements meeting these criteria need not be disclosed under this policy.

G. What Information Must Be Disclosed under this Policy and How Should It Be Disclosed?

1. Disclosures by Candidates for Board Seats. The Board shall require each individual applying for a position on CAPSLO’s Board to disclose on his or her application Conflicts of Interest (including Actual Financial Conflicts of Interest) involving him - or herself or any of his/her related parties.

2. Disclosures by Board members

   a. Obligation to Disclose. Each Board member has a continuing obligation to disclose promptly and fully any actual or potential conflicts of interest of which he or she is aware.
   b. Form and Frequency of Disclosure. Each Board member shall complete and sign on an annual basis and at such times as conflicts of interest arise, a conflict of interest disclosure statement, in the form attached to this policy, fully and completely disclosing the material facts about any actual or potential conflicts of interest of which he or she is aware.
H. How Are Conflicts of Interest to Be Addressed under this Policy?

1. Board Review. The Board shall review and determine, with the assistance of legal counsel if necessary, how to address situations involving conflicts of interest. In determining whether a conflict of interest exists, the fact that the situation could subject CAPSLO to criticism, embarrassment, litigation or administrative proceedings shall be considered.

2. Exclusion of Interested Board members. An interested Board member shall not participate in any way in, or be present during, the deliberations and decision making with respect to an actual or potential conflict of interest in which he/she is involved. In addition, when the Board is considering a proposed transaction between CAPSLO and a Board member or a related party, no interested Board member with respect to any proposed or existing transaction with CAPSLO may participate in any way in, or be present during, the deliberations and decision making. Interested Board members excluded from deliberation and decision making may, however, be available upon request to answer questions or provide material factual information about the situation under consideration.

Examples:

- The Board is considering whether to approve a grant to another nonprofit. A CAPSLO Board member serves as a Board Member of that nonprofit. The interested Board member must disclose that conflict of interest and recuse him/herself from deliberations and decision making on the proposed grant. If the interested Board member does not voluntarily recuse herself, the Board must exclude her from deliberations and decision making on the grant.

3. Voting and Quorum. The Board shall act on actual or potential conflict of interest situations by affirmative vote of a majority of Board members at a meeting at which a quorum is present, provided that interested Board members with respect to the matter (and, in the case of a proposed transaction between CAPSLO and a Board member or related party, with respect to any proposed or existing transaction with CAPSLO) may participate in any way in, or be present during, the deliberations and decision making. Interested Board members excluded from deliberation and decision making may, however, be available upon request to answer questions or provide material factual information about the situation under consideration.

4. Board Determination. The Board (excluding any of the interested Board members required to be excluded by Subsections H.2. and H.3. above) shall decide whether there is: no conflict of interest; a conflict of interest that is not prohibited under this policy or other applicable laws, regulations or rules; or a conflict of interest that is prohibited.

a. No Conflict of Interest. If the Board determines that no conflict of interest exists, it shall inform any Board members involved in the situation of its determination and take any other actions it deems prudent.

b. Conflict of Interest Not Prohibited.

i. Generally. If the Board concludes that a conflict of interest exists and it is not prohibited by this policy, the Board shall inform any Board members involved in the situation of its determination and take any other actions its deems prudent to address the conflict of interest, including excluding interested Board members from deliberations and decision making as described in Sections H.2. and H.3. above.

ii. Proposed Transaction. Where a conflict of interest is not prohibited and involves a proposed transaction between CAPSLO and a Board member or related party, the Board shall gather and review appropriate data,
including appropriate data as to comparability, to determine whether the terms of the transaction are fair and reasonable to and in the best interests of CAPSLO.

Examples of appropriate data as to comparability include:

- In the case of compensation, compensation levels paid by similarly situated organizations for functionally comparable positions, the availability of similar services in CAPSLO’s geographic area, and current compensation surveys compiled by independent firms; and
- In the case of property, independent appraisals and offers received as part of an open and competitive bidding process.

In the event that the proposed transaction involves procurement, CAA’s standard procurement rules, including any rules that may require competitive bidding, shall be followed.

If, after consideration of the comparability data and any other relevant factors (including, where appropriate, information on alternatives to the transaction), the Board determines that, all factors being considered, the transaction is fair and reasonable and in the best interests of CAPSLO, it may approve the transaction.

Example: A CAPSLO Board member is one of 150 partners at a law firm. CAPSLO is considering engaging the law firm to represent it in defending an employment discrimination claim. The Board member will not work on the matter. Before engaging/hiring the law firm, the Board must determine whether the Board member’s compensation or his/her prospects of promotion will be affected by the services the firm will be providing to CAPSLO. The Board must also gather data (such as cost estimates from other law firms and the expertise of their attorneys) to determine whether the terms of the engagement are fair and in CAPSLO’s best interests. The Board member must recuse herself from all deliberation and decision-making on the matter. In addition, CAPSLO’s standard procurement rules must be followed.

c. Prohibited Conflict of Interest. If the Board determines that a prohibited conflict of interest exists or that a proposed transaction would result in a prohibited conflict of interest, the Board shall decide either: (i) to decline to enter into the proposed transaction, if applicable; or (ii) to request the resignation of interested Board member(s) and, if the interested Board member(s) do(es) not resign, follow appropriate legal procedures to remove the Interested Board member(s).

5. Delegation to Committee. The Board may establish or designate a committee of the Board to review any conflicts of interest questions raised by this policy; to determine whether a particular situation involves a conflict of interest; and to make recommendations to the Board about how to address conflicts of interest.

I. How Should the Board’s Decisions about Conflicts of Interest Be Documented?

The Board or committee shall document its decisions about a conflict of interest in its meeting minutes (and attachments to the minutes, if applicable). The minutes shall include: material facts regarding the conflict of interest; the basis for the Board’s decision; the names of Board members present and of those who voted on the matter; and any actions taken with respect to interested Board members with respect to the matter (for example, whether they were excluded from discussion and voting on the matter). The minutes must be prepared before the latter of the next board or committee meeting or 60 days after the final action is taken on the matter. Once prepared, the minutes must be reviewed and approved by the board or committee (whichever is applicable) within a reasonable time.
J. **What Are the Consequences of Violating this Policy?**

If the CAPSLO Board has reason to believe that a Board member has failed to disclose a conflict of interest or otherwise violated this policy, it shall inform the Board member of the basis for this belief and afford him or her an opportunity to explain the alleged failure or violation.

If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the Board determines that the Board member has in fact failed to disclose an actual or possible conflict of interest or otherwise violated this policy, it shall take appropriate disciplinary and corrective action, which may include removal from the Board.
CONFLICT OF INTEREST DISCLOSURE STATEMENT FOR CAPSLO BOARD MEMBERS

Reason for Policy. Conflicts of interest raise governance, tax and regulatory issues for CAPSLO. They also raise concerns in the mind of the public and members of the media, potentially undermining CAPSLO’s reputation and good standing. For these reasons, CAPSLO’s Board members should avoid conflicts of interest, disclose ethical, legal, financial and other such conflicts, and remove themselves from deliberations and decision-making on matters in which they have a conflict of interest.

Reason for this Statement. CAPSLO’s Board of Directors is committed to the highest ethical standards in how CAPSLO conducts its business and operations. Completing this statement helps CAPSLO Board and management identify and evaluate situations and relationships that could be problematic for CAPSLO, including ones that could jeopardize its tax-exempt status or ability to obtain grants or other funding. It also assists CAPSLO in reporting information required on its IRS Form 990.

Completing this Statement. Each Board Member is required to complete and sign this statement annually and at such times as they become aware of actual or potential conflicts of interest. This statement should take no more than 10 to 15 minutes for most Board members to complete. It asks intentionally broad questions, with the hope of identifying all relevant actual or potential conflicts of interest.

Defined Terms Used in this Statement. See table of contents for defined terms.

Identifying a Conflict or Relationship Does Not Necessarily Mean There Is a Problem. In some instances, you may need to reveal a conflict or relationship when responding to a question. This does not necessarily mean that you have done something improper or violated the conflict of interest policy for CAPSLO Board members. By identifying conflicts and relationships, you permit CAPSLO’s board and management to make an informed judgment, further permitting them to address issues through appropriate action or safeguards. Being forthright now is the best approach.

If You Have Questions about the Policy or this Statement. If you have questions about CAPSLO’s Conflict of Interest Policy for Board members or this Statement, ask the Board President or a member of the [insert name of committee], which has been designated by the Board to implement the policy.
Please base your answers to the questions below on facts that exist now or that have arisen since you last completed this form.

1. Do any of your immediate family members serve as a CAPSLO Board member, CAPSLO officer or officer of a delegate agency? (See conflict of interest Page 6 for definition of immediate family members)

   Yes  No  (If yes, please identify the immediate family member, his or her position and your relationship to him or her:

2. Do you or any of your immediate family members serve as an employee of CAPSLO or any of its Head Start delegate agencies?

   Yes  No  If yes, please identify the individual, your relationship to him/her, and his/her employer and position there.

3. To the best of your knowledge, are you or any of your related parties engaged in any transactions with a CAPSLO Board member, with a CAPSLO officer, or with an employee of CAPSLO or of any of its Head Start delegate agencies? For this purpose, a transaction does not include a transaction between an attorney and client, or a medical professional (including psychologist) and patient.

   Yes  No  If yes, please identify the individuals or entities involved and the transactions in which they are involved:

4. Are you or, to the best of your knowledge, are any other Board members compensated for providing services to CAPSLO or any of its Head Start delegate agencies?

   Yes  No  If yes, please identify the Board member and describe the services and compensation:

5. To the best of your knowledge, are you, any other Board members, or any immediate family members of Board members (including your own immediate family members) engaged in or considering engaging in a transaction with CAPSLO or any of its Head Start delegate agencies?

   Yes  No  If yes, please identify the Board Member and/or immediate family member and describe the transaction:
6. To the best of your knowledge, are you, any other Board members, or any immediate family members of Board members (including your own immediate family members) closely associated with any entity that is engaged in or considering engaging in a transaction with CAPSLO or any of its Head Start delegate agencies?

Yes   No

If yes, please identify the Board member and/or immediate family member, the entity and the compensation arrangement or ownership Interest, and describe the transaction:

7. To the best of your knowledge, have you or any other Board members solicited or accepted gifts, gratuities, favors, or anything of monetary value (other than token gifts of low-cost promotional items, such as pens, note pads, caps, calendars, and coffee mugs) from: (a) persons receiving benefits or services under any CAPSLO program; (b) persons or organizations performing services for or providing goods or space to CAPSLO; or (c) persons who are otherwise in a position to benefit from the actions of a CAPSLO employee, officer, or Board Member? (See Conflict of Interest page 7 gifts) *(Exception for Public Officials and those running for public office see the CAPSLO Political Activity Policy.)*

Yes   No

If yes, please identify the Board member, the item that was solicited or accepted, and the person or entity from whom the item was solicited or accepted:

8. To the best of your knowledge, have you or any other Board members participated in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest was involved? Such a conflict would arise when the Board member, any of his or her immediate family members, his or her partner, or an organization which employs or is about to employ any of these parties, is or has a financial or other interest in the individual or firm selected for the award.

Yes   No

If yes, please identify the Board member, the contract and the conflict of interest.

9. To the best of your knowledge, have you, any other Board members or Board members’ related parties (including your own related parties) used CAPSLO equipment, facilities, assets, or staff time for non-CAPSLO purposes?

Yes   No

If yes, please identify the Board member or related party, the CAPSLO equipment, facilities, assets or staff used, and the purpose for which it was used:
10. To the best of your knowledge, are you aware of any other Conflicts of Interest not already disclosed above? A Conflict of Interest is a situation in which a Board member or his or her immediate family member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Board member’s independence of judgment in exercising his/her responsibilities to CAPSLO.

Yes    No

If yes, please identify the Board members and any other parties involved and describe the situation:

By signing this form, I certify that:

I have received a copy of the Conflict of Interest Policy for CAPSLO Board members, that I have read and understand it; and I agree to abide by it; and.

To the best of my knowledge, my responses on this statement are accurate, true and complete.

I understand that I have a continuing obligation to disclose promptly and fully any actual or potential conflicts of interests of which I become aware.

Signature: ________________________________

Print Name: _______________________________

Date: ________________________________

Please list all entities you are affiliated with (i.e. Rotary, Chambers, Faith Based Organizations)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please return this form to the Executive Administrator
COMMUNITY ACTION PARTNERSHIP
OF
SAN LUIS OBISPO COUNTY, INC.

BY-LAWS

THE NAME OF THIS PRIVATE, NON PROFIT CORPORATION SHALL BE THE COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC. (HEREINAFTER REFERRED TO AS “CAPSLO”). IT SHALL BE GOVERNED BY A BOARD CALLED "THE DIRECTORS". IT SHALL ACT AS THE OFFICIAL COMMUNITY ACTION AGENCY FOR SAN LUIS OBISPO COUNTY, CALIFORNIA IN CONFORMITY WITH THE STANDARDS AND REGULATIONS SET FORTH BY THE STATUTES REGULATING PRIVATE, NON PROFIT CORPORATIONS. THE PRINCIPAL PLACE FOR THE TRANSACTION OF BUSINESS OF THE CORPORATION IS HEREBY FIXED AT SAN LUIS OBISPO COUNTY, CALIFORNIA.

MISSION
Community Action Partnership of San Luis Obispo County addresses the causes of poverty, empowering low-income people to achieve self-sufficiency through community-based collaborations and programs.

ARTICLE I - MEMBERSHIP

Section 1: CAPSLO shall be governed by a Board of fifteen (15) members known as Directors.

Section 2: The Board shall be composed of three (3) sectors as follows:

A. PUBLIC - The public sector of the Board shall consist of five (5) seats. San Luis Obispo County Board of Supervisors, the designating officials, shall select a County Supervisor to fill one (1) of the seats. The Board of Supervisors delegates to CAPSLO the authority to select the four (4) remaining seats provided that the following representation is maintained:

- One (1) member from the City of San Luis Obispo;
- One (1) member from North County;
- One (1) member from South County;
- One (1) member from North Coast.

The latter three (3) seats may rotate every three years among the various local public entities, as established by Board resolution. The representatives from the public shall be members of the respective governing bodies or designees of the governing bodies.

B. PRIVATE: Five (5) members of the Board shall be selected from the community such as: business, labor, industry, faith based, law enforcement, education or human services. The representatives shall be selected to best provide interest and expertise directed towards the goals and objectives of CAPSLO.

C. REPRESENTATIVE OF LOW INCOME PERSONS: Five (5) members of the Board shall be representative of low income persons from the geographical areas served by the Agency.
Section 3: Terms of Members
The terms of all Board members shall be three (3) years beginning in January, except for the representatives of the City of San Luis Obispo and the County of San Luis Obispo who shall have no set terms.

The Board shall establish a rotation of terms so that no more than five (5) terms expire in any one year, and so the expiring terms are divided as near as reasonably practical to be from each of the three sectors, and with balanced representation from each geographical area of the County.

Section 4: Appointment of Representatives

A. Public Representatives from each of the geographical areas shall be appointed as follows: Each designated entity shall appoint a representative in time to be seated at the Board’s first meeting in January. If any of the local entities fails to appoint a representative by the Board’s January meeting, the incumbent remains in office until replaced. The Board may request another public entity in the geographic area to designate a representative.

B. Private Representatives shall be selected by the Board upon recommendation of the Selection Committee, appointed by the President and authorized to advertise vacancies, review applications and interview applicants. The Selection Committee shall be composed of two (2) low income representatives of the CAPSLO Board, two (2) low income persons or representatives of a community organization working with low income people and another member of the existing Board of Directors. A Board member whose term is expiring may apply for re-appointment. (See Selection Committee Guidelines).

C. Low Income Representatives shall be selected by a democratic selection process conducted through a five (5) member Selection Committee, appointed by the Board President. The Selection Committee shall be composed of two (2) low income representatives of the CAPSLO Board, two (2) low-income persons or representatives of a community organization working with low income people and another member of the existing Board of Directors. (See Selection Committee Guidelines).

The Selection Committee will interview each eligible candidate. The incumbents, even if running unopposed, shall be interviewed at the discretion of the Selection Committee. The committee shall submit their recommendation to the CAPSLO Board. The candidate(s) recommended must be approved by the majority of the Board in order to be “officially seated”.

There shall be five districts following the outline of the county supervisorial districts. Board members should, to the extent possible, reflect geographical diversity of the County.

Recruiting will begin in September and continue through the month of October. Countywide publicity and/or media announcements will be used to attract low income residents.

The Low Income applicant will obtain the signatures on the designated petition form of at least 15 low-income persons prior to being selected.
Section 5:  A vacancy shall occur
A.  Upon the death of a representative
B.  When they are no longer able to fulfill their role as a board member or when:

Public Sector
1. The Board of Supervisors removes the County representative, the City Council removes a City representative, or Community Services District removes the CSD representative.
2. A member has notified the Board of his/her resignation.
3. The official or representative leaves his/her office.

Private Sector
1. A member is notified of his/her removal for cause by action of the Board.
2. A member has notified the Board of his/her resignation.
3. Low Income Representatives
   1. A member is notified of his/her removal for cause by action of the Board.
   2. A member has notified the Board of his/her resignation.

Section 6:  Filling Seat Vacancies

A.  Public Sector: Should a vacancy for the County representative occur, the Board will request a replacement to be named by the Board of Supervisors. Should a vacancy occur in the city representation, the Board shall request recommendations from the represented city and appoint a replacement.

B.  Private Sector: Should a vacancy occur and there is more than one (1) year remaining to the term, a Selection Committee will be established to recruit and interview prospective members. If the term is less than one (1) year the seat may remain vacant for the remainder of the term or the Board President can make a recommendation to the board.

C.  Low Income Representatives of the Board: Should a vacancy occur the balance of the term will require selection of a qualified candidate by the Selection Committee if the term is more than one year. If the term is less than one year, the seat may remain vacant for the remainder of the term. The Board President can make recommendations of a qualified applicant to the Board. The person selected will represent, as much as possible, the same constituency as the original representative and will obtain the signatures on the designated petition form of at least 15 low income persons prior to being selected.

Section 7:  Removal

The removal of a Board member in the private or low-income sector may occur after three (3) consecutive unexcused absences from regular Board meetings or for activities by a Board member contrary to the goals and objectives of CAPSLO. The Board member shall be duly notified of the Board of Director’s grounds for removal. If the Board member so requests, a public hearing shall be scheduled. The Board shall provide documentation of the grounds for removal and the Board member shall present testimony in his/her behalf. If the Board finds the grounds for removal valid by 2/3 majority vote of the full membership of the Board, the removal shall stand.
ARTICLE II - OFFICERS OF THE BOARD

Section 1: Officers of the Board shall be President, Vice-President, and Secretary/Treasurer.

Section 2: Officers are members of the Board elected by the Directors from a slate proposed by a Nominating Committee. Bi-annually during the last meeting of the calendar year, the current President will appoint three (3) Directors to serve as the Nominating Committee. The Nominating Committee is charged with creating a slate of officers that mirrors the tripartite makeup of the Board. Their proposed slate will be presented to the Board in January at which time additional nominees may be added by individual Directors. The election of officers occurs at the Annual Meeting in February. Votes may be cast by secret ballot. The new officers are installed immediately following the election.

Section 3: Term of office shall be two (2) years. No person may hold more than one office at any time.

Section 4: At least one (1) of the officers shall be representative of the low-income sector.

Section 5: The duties of the officers shall be the usual duties associated with each position, and such other duties as assigned to them by the Board. The President, Vice-President, Secretary/Treasurer, Chief Executive Officer, and Chief Operations Officer, Deputy Director and H.R. Director are the only individuals authorized to execute contracts on behalf of CAPSLO.

A. **PRESIDENT:** The President shall preside at all meetings of the Board and the Executive Committee. She/he may call special meetings. She/he shall appoint the Directors and members of all standing and ad-hoc committees, subject to the Board confirmation of the appointments, except as hereinafter provided. She/he will serve as an Ex-Officio member of all committees.

B. **VICE-PRESIDENT:** The person holding this office shall have all powers and shall perform all the duties of the President in his/her absence.

C. **SECRETARY/TREASURER:** The person holding duties this office will perform the following duties:
   1. Shall perform or cause to be performed such duties appropriate to this office: i.e., the establishment of a quorum, reading of correspondence, etc.
   2. In the absence of the President or the Vice-President, the Secretary/Treasurer shall preside over the meetings of the Board.

Section 6: Should a vacancy occur in any office, the Board shall select a person within 90 days to fill such a vacancy for the un-expired term of the person or persons who are replaced.

ARTICLE III - POWERS OF THE BOARD

In conjunction with the Goals and Objectives of the Board, the Powers of the Board shall include:

1. Appoint/terminate, guide and annually evaluate the Chief Executive Officer (CEO).
2. Request the Chief Executive Officer (CEO) provides for recording the minutes of all meetings of the Board of Directors and Executive Committee.

3. Oversees, subject to grantor regulations, major personnel, fiscal, program policies and substantial revisions to work programs.

4. Final approval of all program proposals and budgets.

5. Enforcement of compliance with all conditions of grants.


7. Selection of the Officers of the Board and approval of standing and ad hoc committees.

8. Participation in Agency's Arbitration Procedure process as needed (See Article XVI).

9. The Executive Committee of the Board shall review and approve the compensation packages (including all benefits) of any employee earning $100,000 or more per year, upon hiring or modification of compensation, unless the modification applies to substantially all CAPSLO employees.

ARTICLE IV - COMMITTEES

Section 1: Executive Committee

The Executive Committee shall be composed of five (5) voting members: the three (3) Officers of the Board, and two (2) additional Board members proposed by the Nominating Committee and elected by the Board during the Annual Meeting. The immediate past President of the Board, if not selected for the Executive Committee, will serve as a non-voting member for at least one term.

A. The candidates proposed by the Nominating Committee for the non-officer positions on the Executive Committee should, to the extent possible, assure that the Executive Committee reflects the tripartite membership of the larger Board by assuring that no more than two (2) members represent any one of the three sectors, namely Low Income, Public, or Private.

B. The Board President shall have the authority to fill a vacancy on the Executive Committee by appointment, if the term is less than one year. If the open seat term is more than one year the nominating committee will appoint and elect a Board Member to the Executive Committee.

C. The Executive Committee is chaired by the President of the Board. The Committee shall exercise the routine powers of the Board between regularly scheduled Board meetings. It shall also perform such other duties as assigned by the Board. The Committee is empowered to meet and vote electronically or telephonically as necessary. A simple majority of the Committee shall constitute a quorum.

Section 2: Standing Committees

The Board has several standing committees. The Board President will appoint members and designate the Chair Person. The composition of each Committee shall reflect to the extent possible the composition of the Board. The Board President may request staff or community persons with a special interest or expertise in the subject of concern to the Committee to participate. Each Committee shall report to the full Board, stating its findings, actions and recommendations at the first regular Board
meeting following the Committee meeting. Committees shall consult with each other as appropriate before making recommendations to the Board.

A. **The Finance Committee** shall be a standing committee chaired by the elected Secretary/Treasurer of the Board. It shall review and monitor all fiscal matters.

B. **The Planning Committee** shall be a standing committee and as needed, will evaluate the needs of the low-income community and shall review proposals to ensure the mission of the agency is being met.

C. **The Human Resources Committee** shall be a standing committee. It shall attend to specific personnel actions as required, act as a grievance Board, and review and monitor appropriate personnel matters. This committee in coordination with the Human Resource Director shall implement the Affirmative Action Program and advise the Board of Directors in accordance with grantor funding conditions.

D. **The Audit Committee** shall be a standing committee. The CAPSLO Board is required by California’s Nonprofit Integrity Act of 2004 to have an independent audit of annual financial statements. CAPSLO shall have an Audit Committee whose members shall be appointed by the Board. The members of the Committee will be members of the Board of Directors, subject to the following limitations:

   (a) A majority of the members of the Audit Committee may not consist of members of the Finance Committee, if any;
   (b) The Chair of the Audit Committee may not be a member of the Finance Committee, if any;
   (c) The Audit Committee may not include any member of the staff, including the Chief Executive Officer, Chief Operations Officer or Chief Financial Officer;
   (d) The Audit Committee may not include any person who has a material financial interest in any entity doing business with this corporation.

Since the Audit Committee includes only Directors, it shall be deemed a Board Standing Committee on which the other Directors are entitled to rely on as provided in Cal. Corp Code Section 5231.

The Audit Committee shall:

1. Recommend to the Directors the retention and, when appropriate, the termination of an independent certified public accountant to serve as auditor,
2. Negotiate the compensation of the auditor on behalf of the Board,
3. Confer with the auditor to satisfy the Audit Committee members that the financial affairs of CAPSLO are in order,
4. Review and determine whether to accept the audit, and
5. Approve performance of any non-audit services provided to CAPSLO by the auditor’s firm.
E. Board Advocacy Committee shall be a standing committee. It shall educate and empower CAPSLO’s stakeholders (Board, Staff Volunteers, and Community) to become effective advocates.

Section 3: Ad Hoc Committees

The Board President may appoint ad-hoc committees as deemed necessary. When possible the composition of such committees shall adhere to the same standards as standing committees. It is understood that when a staff person is assigned to any committee that it is with the approval of the CEO. The Board President is empowered to appoint such ad-hoc committees as she/he or the Board may deem necessary. When possible, composition of ad-hoc committees shall be the same as for standing committees (see Article IV, Section 2).

ARTICLE V - CHIEF EXECUTIVE OFFICER

The Board shall select for employment a Chief Executive Officer. The Chief Executive Officer shall be responsible for the proper conduct of all programs and for the conduct of other business as is required to carry out the purposes of CAPSLO.

ARTICLE VI - CAPSLO’s EMPLOYEE POLICY MANUAL

All matters relating to employees of CAPSLO or its programs shall be governed according to the CAPSLO’s Employee Policy Manual and the Affirmative Action Program of CAPSLO.

ARTICLE VII - MEETINGS AND RULES

Section 1: The Board shall meet monthly, no less than 10 months of the year, with at least five (5) days notification before such meetings. Notification shall include time, place and agenda of the meeting.

Section 2: Special meetings of the Board may be called at any time by the President upon notice of at least three (3) days to each member. Any member of the Board may petition the President for the calling of a special Board meeting. The petition must be in writing, stating the reasons for a request and be supported by the signatures of thirty (30) percent of the membership of the Board.

Section 3: A majority of the existing Directors shall constitute a quorum.

Section 4: Generally, meetings will be held informally to allow all parties to participate without stringent rules of order. When necessary, "Robert's Rules of Order" will be followed at all meetings.

Section 5: Right of participation without vote shall be accorded to any interested person from the public at large who wishes to address an agenda topic under discussion, or relevant topics that are not on the agenda.

Section 6: Written minutes shall be kept for each meeting. The minutes shall include a record of votes on all motions. Minutes of previous meetings shall be distributed to all Directors prior to
the next meeting. Minutes of meetings shall be made available to the public for inspection (where applicable, translation services will be made available).

Section 7: Proxy voting at Board and committee meetings is prohibited. Designated alternates may attend meetings in place of Public Officials, however alternates are not allowed to vote or attend closed sessions unless invited by the Board President to provide information relative to the discussion.

Section 8: Participation by Telephone: Members of the Board of Directors or any committee designated thereby; may request to participate and vote in a meeting of the board or such committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at the meeting; provided, however, members of the public attending the meeting must also be able to hear all persons participating in the meeting. The meeting notice must specifically identify all teleconference locations and each location must be fully accessible to members of the public.

The member(s) of the Board must be in good attendance standing and receive permission of the Board President to be allowed to call into board meetings up to two times in a calendar year.

ARTICLE VIII - AMENDMENTS

Written or oral requests for amendments to the By-Laws may be made by a Director at a regular meeting of the Board. Such requests shall be referred to an adhoc committee who will consider its merits. Recommendations of the ad-hoc committee will be submitted to the Board at its next regularly scheduled meeting for discussion and be approved at a second meeting. Two-thirds (2/3) of the Board membership must approve in order to make a change in the By-Laws.

ARTICLE IX - DISSOLUTION

The duration of the corporation shall be perpetual. In the event the corporation is to be dissolved, the dissolution procedure shall be in accordance with State law as modified by all special conditions and other terms of prior grants and any other legally binding conditions.

ARTICLE X - EMPLOYMENT

No person shall be employed with CAPSLO or its delegate agencies while she/he or a member of her/his immediate family is a member of the CAPSLO Board (immediate family is defined as in Section 1.6 of the CAPSLO's Employee Policy Manual). This provision shall be administered in good faith and with integrity by the Board and staff of CAPSLO.

ARTICLE XI - CONFLICT OF INTEREST/GIFTS AND GRATUITIES

Directors shall be prohibited from voting on or participating in matters which involve an apparent conflict of interest whether directly or indirectly and per grantor regulations. No members of the Board shall accept gifts, monies or gratuities from any person, agency or business organization that may
benefit from CAPSLO or its programs. No person may sit on the Board who is a director or an employee of an organization contracted by CAPSLO to perform any service.

ARTICLE XII - AVAILABILITY AND DISCLOSURE OF PUBLIC RECORDS

All CAPSLO records and documents, except confidential and personnel files, are open for public inspection and copies are available for a nominal cost.

ARTICLE XIII - RESTRICTIONS ON POLITICAL ACTIVITIES

Section 1: The use of program funds, the provision of services or assignment of personnel in a manner which identifies CAPSLO with partisan political activity, voter registration, or the transportation of voters to the polls is prohibited.

Section 2: Employees, volunteers and Board members of CAPSLO may not use their position, their authority, and any program funds for the purpose of affecting the result of an election or a nomination for a partisan public official.

ARTICLE XIV - COMPENSATION

Regular compensation to Directors is not permitted; however, out-of-pocket reimbursements can be made upon written request.

ARTICLE XV - HEAD START POLICY COUNCIL ARBITRATION PROCEDURE

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 has been proposed by the Head Start Policy Council, but not concurred with by the Grantee Board within fifteen (15) days of the recommendation.

Section 2: Arbitration Procedures:

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

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 then;

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.

4. None of the above Arbitration Committee members shall be relatives of any employee of the Community Action Partnership of San Luis Obispo County, Inc., Board of Directors or the Head Start 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, Head Start Policy Council and Regional office each will be notified of the Arbitration Committee's decision within 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, Head Start Policy Council and the National Head Start office.

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

**ARTICLE XVI – REQUIRED FINANCIAL AUDITS**

CAPSLO shall obtain a financial audit for any tax year in which it receives or accrues gross revenue of $2 million or more, excluding grant or contract income from any governmental entity for which an accounting is required.

Any audited financial statements obtained by CAPSLO, whether or not required by law, shall be made available for inspection to the Attorney General and the general public within nine months after the close of the fiscal year to which the statements relate, and shall remain available for three years (1) by making them available at CAPSLO’s principal, regional, and district offices during regular business hours and (2) either by mailing a copy to any person who so requests in person or in writing or (3) by posting them on the CAPSLO website.

Amended Bylaws accepted and approved by Board of Directors on June 18, 2009.

Amended Bylaws accepted and approved by Board of Directors on May 15, 2014.

Amended Bylaws accepted and approved by Board of Directors on
Community Action Partnership
of
San Luis Obispo County, Inc.

Amendments of the Bylaws
of the
Board of Directors

Reviewed and Approved at the
First Reading by the Board of Directors
at the Regular Meeting of the Board of Directors
on April 19, 2007

Submitted for Second Reading and Adoption
at the Regular Meeting of the Board of Directors
on May 17, 2007

Bylaws Committee:
Joan Cobin
Reverend Ruben Tate, Jr.
Cathrine Bazzani (Staff)
Emma Valdivieso (Staff)

Reviewed and Approved at the
First Reading by the Board of Directors
at the Regular Meeting of the Board of Directors
on January 15, 2009

Submitted for Second Reading and Adoption
at the Regular Meeting of the Board of Directors
on March 19, 2009

Reviewed and Approved at the
First Reading by the Board of Directors
at the Regular Meeting of the Board of Directors
on June 18, 2009

By Laws Committee:
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Mical Bovee
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Jim Famalette (Staff)
Marci Sperlo (Staff)
Biz Steinberg (Staff)
Reviewed and Approved at the
First Reading by the Board of Directors
at the Regular Meeting of the Board of Directors
on May 15, 2014

Submitted for Second Reading and Adoption
at the Regular Meeting of the
Board of Directors on June 19, 2014.

Reviewed and Approved at the
First Reading by the Board of Directors
at the Regular Meeting June 21, 2018

Submitted for Second Reading and Adoption
at the Regular Meeting of the
Board of Directors on August 16, 2018

By Laws Committee:
Steve Martin
Carlos Sosa
Lisa Sperow – Board Legal Consultant
Marci Sperlo (Staff)