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

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

COMMUNITY ACTION PARTNERSHIP
MISSION STATEMENT

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

Board of Directors Meeting

Members of the Board
Fran Coughlin, President
Santos Arrona, Vice President
Rob Garcia, Secy./Treas.
John Ashbaugh
Mical Bovee
Linda Hogoboom
Nancy Johnson
Gary Jordan
Dee Lacey
Sandee Menge
Jim Patterson
Mary Ann Reiss
Margie Perez-Sesser
Carlos Sosa
Brian Sturtevant

Consultants to the Board
Abby Lassen, Legal Consultant

REGULAR MEETING

Thursday March 15, 2012
5:00 p.m.
Community Action Partnership
Boardroom
1030 Southwood Dr.
San Luis Obispo

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<td>3. Introductions/ Presentation – PG&amp;E Certificate of Appreciation</td>
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<td>I. Approval of the Renewal Application to Area Agency on Aging Title IIIB for Energy Services and Adult Day – Action/Resolution</td>
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<td>K. Approval of Head Start/Early Head Start supplemental Application for funding increase - Action</td>
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<td>B. Approval of Head Start and Early Head Start Eligibility, Recruitment, Selection, and Attendance Criteria/Plan - Action</td>
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Community Action Partnership
of
San Luis Obispo County, Inc.

Minutes of the Regular
Board of Directors Meeting
2-16-12

Members of the Board
Fran Coughlin, President
Santos Arrona, Vice President
John Ashbaugh
Mical Bovee
Gary Jordan
Dee Lacey
Sandee Menge
Jim Patterson
Mary Ann Reiss
Margie Perez-Sesser

Absent
Rob Garcia, Secy./Treas.
Nancy Johnson
Linda Hogoboom
Carlos Sosa
Brian Sturtevant

Staff Present
Tom Alvarez
Bill Castellanos
Jim Famalette
Raye Fleming
Sherri Laboon
Jason Lal
Marilyn Leonard
Joan Limov
Grace McIntosh
Jarrod Plevel
Melinda Sokolowski
Marci Sperlo
Dee Torres
Debi Welch
Andy White
Sheri Wilson

Consultants to the Board
Abby Lassen, Legal Consultant-Absent

1. Call to Order – Meeting was called to order by President Fran Coughlin at 5:25 pm.

2. Roll Call – A quorum was present. Fran Coughlin led the Board in the Promise.

3. Introductions/ Presentation – Seating of Public Representative, Nancy Johnson, City of Morro Bay
Fran reported Nancy Johnson has been appointed to the CAPSLO Board as the Public representative for the City of Morro Bay replacing Carla Borchard. Nancy was not able to attend the meeting tonight. The Board welcomes Nancy.

On a motion by Santos Arrona seconded by Sandee Menge the above action is approved as presented (MSC Arrona/Menge) All in Favor.

Congratulations to Bill Castellanos and Marilyn Leonard
Fran congratulated Bill Castellanos and Marilyn Leonard on the awards received from the California Head Start Association and read their accomplishments. Bill received Administrator of the Year and Marilyn was awarded Program Service Staff of the year. The Board congratulated both Bill and Marilyn on their awards.

Bill thanked the Board and Biz for their confidence in him. Bill stated along with himself and Marilyn, Lois Capps was also recognized at the conference.

4. Liaison Reports
Migrant and Seasonal Head Start
Fran reported the Board Liaisons for Migrant and Seasonal Head Start along with parents and staff went to Washington D.C. at the end of January to attend the Winter Leadership Institute Conference. They had the opportunity to meet with Lois Capps and Kyle Lombardi in Kevin McCarthy’s office. One day of the conference was spent on immigration. There was a lot of useful information given, including a discussion on immigration reform.

CAPSLO Migrant and Seasonal Head Start Policy Council President Bonafacio Vargas, Vice President Maria Avila and CYFS Director Bill Castellanos along with parents and directors from across the country had the opportunity to attend a meeting with the Department of Justice and the Department of Security. Bill reported the parents were very brave in attending this meeting. It gave them the opportunity to tell their stories of deportation and the hardships of trying to work to support their families. Bill stated it was very moving to watch and listen to the parents.

Santos reported this is the first time we have had a meeting of this kind where parents were able to go to the White House. There was a lot of discussion regarding re-designation at the conference. There are 134 agencies on the list whose funding will be up for competition. There are some problems with the new rules, where agencies with one finding are on the list. Fortunately CAPSLO is not on the list. Santos stated it is the Board’s responsibility to make sure we stay in compliance. Fortunately we have good staff to keep the programs in compliance and the Board informed.

Bill handed out the Migrant and Seasonal Head Start annual report stating it is a requirement for both Migrant and Seasonal and Regional Head Start to have an annual report. Bill stated this report reflects the accomplishments of the program. Head Start is working on their report and it will be presented to the Board once it is complete.

**Head Start/Early Head Start**

Margie stated Head Start has its first Policy Council meeting the following week.

**Adult Day Center**

Gary Jordan reported the fall appeal letter was very successful bringing in $3,100. for Adult Day. AAA has awarded them $6,626. for advertising. The Trivia Brain Challenge is March 3rd, there will be a silent auction and an array of food.

Grace thanked Fran and her sons for volunteering at the Adult Day Center.

**CCRC**

Sheri Wilson handed out an informational packet to the Board. Sheri stated there is great opposition in the cuts the Governor is proposing to child care. If the cuts go through many child care providers will be forced to close their businesses. She encouraged the Board and staff to write to the legislators opposing these cuts. In the packet is information about the reductions and the effects they will have. 62,000 children in California will be terminated from child care. Sheri reported we have terminated approximately 275 children in our program. We lost many more children in the first round of cuts. We had 2,500 children in 2010; we will have dropped 1,200 to 1,500 children.

Sheri has been approached to ask CAPSLO to take over the administration of the Child Care Planning Council. She has created a budget which will be presented to an ad hoc committee. If approved they will go through the process of receiving approval of the Superintendent of Schools and eventually the Board of Supervisors. CCPC staff will move to CCRC.
Energy
Jim Patterson reported through the ARRA program CAPSLO has $1.8 million in weatherization projects, and we requested another $300,000. As mentioned at the last Board meeting we have trained AmeriCorp workers to work with the Energy staff. Two students, who graduated from CCC, were hired by the Energy Department and have received their training. We currently have 4 more students in training.

John asked if after the ARRA funding ends will there be more sustainable sources of funding and is the Board of Supervisors working on an ongoing program for utilities? Jim Patterson stated the Board of Supervisors does not have that in place now that he is aware of. There are other programs coming through legislation that would hopefully keep Energy staff working.

Family Support Services
Melinda reported Child Welfare Services is sending a few more reports on child abuse; there has been a spike since December.

A new project has started called Innovation Play Therapy. We have a licensed therapist that is now working with 6 clients using this therapy.

The POPS program is starting to wind down. There is one group currently meeting in SLO, one starting in Paso Robles, and a Spanish speaking group in Arroyo Grande.

Jim Patterson asked what the relationship is between the Child Development Center and CAPSLO. Melinda stated we collaborate with them on different levels. With the SAFE System of Care we work with them on the 0-5 population with coordinated case planning. Currently the POPS groups are being run out of SLO CDC. CDC and Community Action could be seeing the same families at the same time.

Health and Prevention Services
Raye reported there will be an open house at the San Luis Clinic on March 28th from 4-6.

The Education Department is going into its ninth year of Teen Monologues. There will be two shows one on March 22 and the community fund raising event on April 6th. More information will be coming.

Homeless Services
Dee reported the Culinary Carnival was a great success profiting close to $30,000. Due to the success of the event they are looking to change the venue.

Grace handed out information regarding a proposal for safe parking at the Prado Day Center. Grace reported currently there are a lot of homeless people parking their RV’s and vehicles on Prado Road. Dee is in preliminary discussions with the City regarding this proposal.

Dee stated the parking has become very problematic, not only for clients utilizing services but also for staff and volunteers. Dee stated they have begun dialogue with City to work on a solution to this problem. There is no money being proposed for this program or for full time staffing. They are looking to use existing programs and resources. Anyone who parks there at night would go through the intake process and be accountable to the same rules and structure as other clients. It would not be restricted to case managed clients.

Jim Patterson asked how we can manage this type of program at Prado without increasing staff. He feels this proposal would require additional funding. He also asked about the Safe Parking Program in South County and how it is progressing. Dee stated she is on the volunteer board and they are still negotiating
with a church in the South County. At the most it would be three parking spaces and families will take priority. It is still in the very preliminary stages. There is no funding proposed for this program either. Dee stated most Safe Parking lots do not have paid staff.

Sandee asked if the health trailer would be removed. Dee stated they would move the agency vehicles off site and the trailer would remain.

Dee Lacey stated at this point this is not CAPSLO’s responsibility, it is the cities. However it could be a reflection on us.

Santos asked about utilities and hook ups. Dee stated hookups will not be supplied. Santos expressed concern about gray water.

John stated he will bring this up at the Tuesday City Council meeting and advise the staff to move this project forward.

John stated he visited a program in Los Angeles where they serve 1,500 clients. They offer classes for job training. It is an $8,000,000 operation, half of which is derived from enterprises they run.

**Friends of Prado Day Center**
This was covered under the Homeless Services report.

**State Child Development**
Sherri stated Sheri Wilson reported on the concerns that are affecting both programs; however State Child Development has less of an impact in the county than CCRC.

5. Consent Agenda

A. Approval of Minutes of Regular Board Meeting of January 19, 2012 - Action
B. Approval of Minutes of Finance Committee Meeting of January 18, 2012 - Action
C. Approval of Minutes of Planning Committee Meeting of January 19, 2012 – Action
D. Approval to Submit an Application to the County of San Luis Obispo for 2011 and 2012 Supplemental Emergency Shelter Grant - Action

John asked about the Supplemental Emergency Shelter Grant where we are requesting up to $50,000, but in the action it states there are more funds available. He questioned if we can apply for all of the funding. Grace stated we did not have all the information while forming this action. They now know there is approximately $110,000 available. Staff had a meeting to discuss what we would apply for and decided to apply for North County Case Management and Direct Services. They will be applying for approximately $110,000.

The Action is amended to state we will apply for approximately $110,000.

On a motion made by John Ashbaugh seconded by Dee Lacey the consent agenda was approved with the above stated amendment. (MSC Ashbaugh/Lacey). All in favor.

6. Chief Executive Officer’s Report

A. Homeless Service Center Update
Grace reported we officially have tri chairs for the Capital Campaign; John Spatafore, Dee Lacey and Roxanne Carr. The major donor chair is Bob Wacker. Biz and Jim Famalette are meeting with several
local banks for our EHAP CD which is a requirement of this CD. We have begun contract negotiations with George Garcia, the Architect.

B. Development Report
Grace handed out flyers on the Afternoon of Epicurean Delight. We have already received a lot of positive feedback. We will be honoring Janice Fong Wolfe, who ran the Health Services Division at one time and Clifford Chapman and Don Shidler the owners of the property.

Grace stated we have had a lot of press lately and feature stories in the papers regarding all our programs.

7. President’s Report
A. Approval of the 403B Board of Trustees – Action/Resolution
Tom reported this is a resolution to change the members on the committee. This action is adding COO Jim Famalette. The committee currently meets 2 times a year. There will be a meeting next week. There are 6 members on the committee. John asked if having an even number of members on the board is a problem. Joan stated there has always been an even number. HR is the administrator and not a voting trustee.

On a motion made by Dee Lacey seconded by John Ashbaugh the above action was approved as presented (MSC Lacey/Ashbaugh). All in favor.

B. Update - Program Tour February 21, 2012
Marci handed out the tour agenda and asked the Board to let her know if they were able to attend.

8. Committee Reports
A. Finance Committee:
Approval of Finance Policies and Procedures Manual – Action
Sandee reported there are no policy changes, this is updating the Manual. Mical reported the committee reviewed each of the sections that were revised.

On a motion made by Mary Ann Reiss seconded by Sandee Menge the above action was approved as presented (MSC Reiss/Menge). All in favor.

Sandee Menge reported R.E. Scott and Company will be doing our annual agency wide audit beginning on April 2nd. Sandee reviewed the charge accounts of which $42,738. were vendor charges and $1,727.40 for Visa of which $25.00 was used for recruitment for Migrant and Seasonal Head Start (MSHS).

They reviewed Migrant and Seasonal Head Start. They looked at expenditures for fiscal year ending 8-2011. They were fully spent at $25,234,211. In Kind and Enrollment requirements were also met.

They went over Migrant and Seasonal Head Start’s Early Head Start ARRA two year grant for funds expended July 1, 2009 through September 29, 2011. We were underspent the first year due to funding being awarded in July and distributed in December. The second year we were fully spent.

For fiscal year ending 2012 they looked at MSHS combined budget of $26,136,605. pertaining to 26 centers in 8 counties and 2146 children served. We anticipate receiving supplemental funds of $902,835 for a total of $27,039,440.
They reviewed each program. Health Services is still showing a profit.

Mical added that the year-end report handed out by Bill for MSHS goes over a lot of the information they discussed at the finance meeting.

**Approval of Authorized Check Signers – Resolution**

They went over the Board Actions and Resolutions being presented. The Finance Committee recommends the Board approves the action of designating the check signers. Sandee asked the Board to review the list of signers. Jim Patterson asked if we require more than one signer. Sandee stated two are required.

On a motion made by Sandee Menge seconded by Margie Perez Sesser the above action was approved as presented (MSC Menge/Sesser). All in favor.

Santos suggested updating all our bills to reflect our name change.

**B. Planning Committee**

Fran stated Sandee was selected as the Chair of this committee. Sandee reported they went over the GenNext program which was bitter sweet as funding for this program will be ending as of June 30th. It is a program designed to work with 13 to 18 year olds. It originated in Nipomo and now is operating in Paso Robles. There is no funding to continue this program. The emphasis was put on service to the community as well as avoiding pregnancy. As a result, while the program was operating, there were no gang affiliations with the young adults participating in the program and no pregnancies. 100% graduated from high school and 80% went on to college.

Sandee also reported they were advised by Tom and Grace that there is a possible accreditation process in regards to the CSBG grants.

Grace reported Obama is proposing a cut of 50% to CSBG. To our agency it would mean a loss of approximately $140,000. While we do not receive a lot of CSBG funding in comparison to other Community Action agencies, it is still significant because it is our discretionary funds. LIHEAP received a cut of $452,000,000. Weatherization took a cut of $135,000,000. Title X will be level funded.

**9. Communication, Consultants, and Commissioners’ Comments**

**10. Public Comment**

**11. Adjournment 7:00 pm**
Sandee opened the meeting as Chair at 11:45 a.m. as Rob was not present.

Joan announced we have a new accountant starting soon to fill a vacancy that has been open since the first week of December. We are just waiting for clearance. Recruitment for the Finance Specialist is also moving forward. The Line of Credit has been paid down $25,000 leaving a balance of $175,000. Our objective is to pay down the loan to zero and leave it there for approximately 30 days to demonstrate that it is a revolving line of credit and not a term loan. Our audit firm, R. E. Scott and Company, will be here April 2nd to begin interim testing for compliance and eligibility. Their testing will include areas such as client files, payroll, personnel, cash receipts and disbursements. They will return the first week of July for year-end work. Our fiscal self-assessment will start Thursday, February 16th. The assessment will be done over a thirty day period. The results will be brought back to the Committee. The Visa bill totaled $1,727.40 of which $25.00 was for MSHS recruitment. There were charges of $42,738.00 on other credit card accounts such as Albertsons, Chevron, etc.

Andy White, Senior Accountant and accountant to the MSHS program, distributed packets for the FYE 8/31/2011. Joan explained that the pictures appearing on the Agenda are of starving Migrant children in Nipomo taken by the famous photographer, Dorothea Lange. Dorothea was able to raise $200,000 for the Migrant families and their children in Nipomo in 1935. Andy directed the Committee to the summary and graphs along with the map of California showing our centers in the eight counties. Total 2011 MSHS Expenditures were $25,234,211 including in-kind donations of $1,585,636. The regulation is that we must raise 20% in in-kind but we have a waiver allowing us to raise 6% and we raised 6.29%. It’s extremely difficult for parents to contribute in-kind services because they are always working in the fields. Andy pointed out that on a few of the charts there is a difference in administration. That is because on one, our delegate agency, Madera, is included. Discussion was held as to what a delegate is.

The first chart is the summary of Migrant and Seasonal Head Start expenditures by County. The second chart demonstrates the outcomes of the expenditures and the next demonstrates the Community Involvement. Each Migrant and Seasonal Head Start worker creates three more jobs. The fourth and final chart shows the expenditures by category. Following the charts was the YTD Actuals by Categories report. These financials are reviewed twice a month with finance; once with the Accountant and Area Managers and once with the Accountant, Finance Specialists, CFO, COO, Division Director and Finance staff. The MSHS Policy Council also reviews the Financial Statements monthly. Andy included an analysis in the far right column on the YTD Actuals by Categories. The Consolidated Financials are behind the goldenrod colored paper; the Individual
Financial Statements are behind the blue colored paper; and the MSHS Statement of In Kind is behind the lavender colored paper.

Andy distributed the ARRA two year grant expansion Closeout to serve 262 children in Monterey, Kern and Santa Barbara counties. The budget amount is $3,462,021 with actual of $2,763,098 with $698,923 (20%) unspent. This was due to the money not arriving until late in the first year. In the second year we were 100% spent. Total funds expended, including In-Kind, July 1, 2009 through September 29, 2011, were $2,840,997.

Andy then distributed the MSHS 2011-2012 budget for a total of $26,136,605 for our second half of the year. Joan thanked Bill and his staff for their work and Sandee Menge also thanked all MSHS staff for all their work.

<table>
<thead>
<tr>
<th>Expenditures for FYE 8/31/2011</th>
<th>Regional Cost</th>
<th># of children</th>
</tr>
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<tbody>
<tr>
<td>Total Operating Expenditures</td>
<td>$19,415,937</td>
<td>1703</td>
</tr>
<tr>
<td>Plus Delegate Agency – serving Fresno County</td>
<td>4,231,638 17%</td>
<td>519</td>
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<tr>
<td>Total Federal Funds Expended</td>
<td>$23,647,575</td>
<td></td>
</tr>
<tr>
<td>In Kind Donations Community Support</td>
<td>1,586,636 6.2%</td>
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<tr>
<td><strong>TOTAL MSHS EXPENDITURES</strong></td>
<td><strong>$25,234,211</strong></td>
<td><strong>2222</strong></td>
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Joan then distributed the Board Action needed for the Board to approve the updated Chapter XIII of the Finance Policies and Procedures Manual pertaining to cost allocation and record-keeping. The Committee was given the chapter last month to review. On a motion made by Sandee Menge, seconded by Mical Bovee, (MSE Menge/Bovee ), All in favor to approve the update.

Joan then introduced a Board Resolution to update the 403(B) Board of Trustees. Mr. James Famalette, COO, was approved to be added as a Trustee. All Committee members present agreed. Joan announced there will be a Trustee meeting on February 23, 2012.

Joan then asked for approval of a Board Resolution updating the authorized check signers for the Agency’s bank accounts. All Committee members present agreed.

Joan then recited the Monthly Program Update-Financial Status. (See attached).

The next meeting will be held on March 14, 2012, here at the Southwood location and the focus will be the Minor Home Repair, Energy and Weatherization Program. The company-wide 2013 budget will also be reviewed.

The meeting was adjourned at 1:20 p.m.

Respectfully,

Sheila Sanders,
Recording Secretary
Finance Committee Meeting
February 15, 2012
P. 2

Monthly Program Update - Financial Status

Homeless Service Center - Our capital campaign continues to move forward. Our EHAP award for $999,995 for the construction of the Homeless Service Center, had some contingencies we must meet within 60 days, and within our team, led by Jim Famalette is working on those responses.

Homeless Programs - There is a slight concern for overspending in the Personnel category of Prado Day Center and Maxine Lewis's budgets. The accountants and Homeless Program Director are monitoring closely and it's expected to be corrected prior to year end.

Health Services - Health Services Clinics are showing a profit of approximately $25,000. Senior Health Screening is short $14,000 to make it to FYE June 30, 2012, and will receive some support from our CSBG grant. The "Teen Pregnancy Prevention" Federal Grant is within budget for the 2nd year of the contract, however we are waiting on a carryover from year 1 for $92,000 from OAH.

Head Start & Early HS - We are 80% through our Head Start contract and projecting a slight under-expenditure of funds. As actual expenses are recorded the status will be monitored closely and reported on at each meeting. While the current unspent estimate is approximately $60,000, many areas of need have been identified and we are projecting to be breakeven at year end, March 31, 2012.

Nipomo Stern Head Start/State Child Care Site - We met with our Region IX Head Start Reps via telephone and then with our Bank to go over "Subordination Agreement" changes for Nipomo Stern Center as requested by our Head Start Reps. The bank is waiting on their attorney to rework the edited items. He indicated we will have it back on February 10th and then it has to go back to the ACF Region IX office for review and approval.

State Child Care Programs - The Program is currently operating breakeven. The program was monitored by the California Dept. of Education to establish an error rate in the area of Children's Files/Eligibility/Family Fees/Attendance and that rate was established as a "0" error rate. This is considered quite an accomplishment and our senior management applauds the good work of the program.

CCRC State Childcare - The State has indicated a potential cut in State Food Program funds; an approximate 3% for our Home Based Program providers. CCRC's programs for this current fiscal year are presently operating within budget. The fiscal year ends June 30, 2012.

Energy & Weatherization Program - We are in the midst of year end closing entries and final billings on contracts; the program's closeout Financial Statements will be presented at next month's finance committee meeting. DOE ARRA contract date has been extended to 9/30/12; additionally we may receive another $300,000 in funding for this program. AAA will be awarding the Minor Home Repair program $28,160 for additional service units in SLO county and $11,000 for additional service units in Santa Maria Valley.

Adult Day Services - Spending is within the budget. We are projecting to be under the service hours required for the contract, but will be asking AAA for an exemption. The "Program evaluation" looking at sustainability of the program was presented to the Planning Committee on 1/19/12. Committee members provided many good ideas for outreach and fundraising. Trivia Brain Challenge fundraiser will be on March 3, 2012.

Food Program - The State of CA. has indicated a potential cut in State funds of approximate 5.6% for our Center Based Food Program. If approved this will impact our Head Start, State and Migrant program budgets who will have to offset the shortfall in revenue with grant funds.
COMMUNITY ACTION PARTNERSHIP
PLANNING COMMITTEE
MEETING MINUTES
FEBRUARY 16th, 2012
3:30 – 5:00

Members Present:
Fran Coughlin
Mary Ann Reiss
Sandee Menge
John Ashbaugh
Mark Elliott
Ellen Pezo

Staff Present:
Raye Fleming
Grace McIntosh
Jim Famalette
Bryn Smith
Tom Alvarez
Bill Castellanos

Program Evaluation – Generation Next
Raye Fleming, Health & Prevention Division Director, presented the Generation Next Program (formerly known as Lifebound Leadership). She reviewed the Program Evaluation document, highlighting the success the program had in that no youth ever got pregnant or joined a gang – all graduated high school and 80% went to college.

Bryn Smith and Mark Elliott reviewed their respective sections of the evaluation. Raye ended the discussion with the acknowledgement that as of June 30th the program would no longer be a free-standing program. They are looking at possibly re-naming the TAPP Program to encompass some of the principles of the program and if funding were ever to become available to support a part-time position, we would seriously explore applying.

There was ensuing discussion regarding continuing to have programs that “limp along” with funding. Perhaps the agency should be looking at becoming better at fewer things, instead of trying to do too much with fewer dollars.

Sandee Menge agree to Chair the Committee.

Updates
Tom Alvarez briefly discussed the accreditation process that the Network will be going through, in part as a response to the issues facing Head Start programs and potential loss of CSBG funds. The process is similar to the Pathways so we are already in a stronger position than most agencies.

Pathways has been reviewed at National and we should be receiving the Committee’s comments very soon. The Committee did ask us if our report could be used as a model since it was well written.

Next meeting there will be no Program Evaluation. The group will review the Strategic Plan update and Pathways (if received). Since there will not be an evaluation the group decided to meet at 4pm instead of 3:30pm.

Meeting adjourned: 5:00 pm
Next meeting: March 15th 4:00 pm – 5:00 pm (note later time)
Minutes submitted by Grace McIntosh, Deputy Director
ITEM: Application to Wells Fargo for the Adult Wellness & Prevention Screening Program (formally known as Senior Health Screening)

ACTION REQUIRED: Board approval to submit application

SUMMARY NARRATIVE:
Wells Fargo supports social and human service organizations whose work primarily serves low-and moderate-income populations in the areas of community development, human services, and education. The Adult Wellness & Prevention Screening Program qualifies under the human services category, which includes providing basic needs assistance and ensuring access to health education programs and quality health care. A previously submitted proposal was rejected due to lack of funding availability; however we have been encouraged to re-apply.

The program offers mobile, preventive and maintenance health screenings, education, and referrals to low-income adults. Services are provided countywide at 17 regularly scheduled mobile clinics held where seniors already gather, including residential facilities, senior centers, senior nutrition program sites, and churches.

Access to affordable quality health care is a serious need for local seniors living on fixed incomes. As a trusted resource, the program helps identify health problems, provides appropriate education and referrals, and offers much-needed support and social interaction. Regular screening and early detection of health issues assists seniors in maintaining their health and independence, thereby avoiding emergency room visits, costly hospitalization, or long-term care. In addition the program has seen an increase in the numbers of individuals ages 45+ who are uninsured or underinsured due to the economic downturn, hence the name change – to incorporate this new and growing population.

BUDGET/FINANCIAL IMPACT:
Wells Fargo funded the program for $3,000 in FYs 2006 and 2009; and for $5,000 in FY 2010. For this funding cycle we are requesting $5,000 to cover program costs including staff, vehicle maintenance, and medical supplies.

STAFF RECOMMENDATION:
Recommend approval. Adult Wellness & Prevention Screening Program, run by only two part-time staff, provides no cost education, referrals and medical tests to over 550 low-income seniors annually. Through the screening services, referrals, and education provided, the program assists in meeting the basic health needs of the county’s senior population, ensuring access to quality health education and care. It is a complementary option to all other available county health services and relieves some of the burden to the county’s health care system and providers.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. This is the only program in the county that provides no-cost mobile, preventive, and maintenance screening services, education, and referrals to our senior population throughout the county. Adult Wellness & Prevention Screening provides the low-income senior population with an opportunity to monitor their health without putting a strain on their limited financial resources.
BOARD ACTION REQUIRED  
March 15, 2012

ITEM:  Application to the George Hoag Family Foundation for the Adult Day Center

ACTION REQUIRED:  Board approval to submit application

SUMMARY NARRATIVE:
The George Hoag Family Foundation funds healthcare programs, social service programs, and youth-oriented organizations that benefit California residents. Currently, the Foundation is focused on safety-net issues and basic need grants. The Foundation provided support last year to the Adult Day Center (ADC) and after a site visit from Foundation representatives, ADC submitted a letter of inquiry in November 2011 and has been invited to submit an application for a second year of funding.

The Adult Day Center provides a supportive day care environment to assist senior adults with early stages of Alzheimer’s, dementia, or cognitive impairments reach and maintain their highest level of cognitive function. The program is designed to keep senior adults independent and living outside of assisted living and nursing homes for as long as possible. Funding from the George Hoag Family Foundation will support program operating costs, allowing the program to continue providing day care services to seniors respite to family members and caregivers, and outreach and education to the community.

BUDGET/FINANCIAL IMPACT:
ADC is requesting $30,000 in funding. The amount requested was specifically recommended by the Foundation and they stated that funds can only be used for direct client services.

STAFF RECOMMENDATION:
Recommend approval. Financial support from the George Hoag Family Foundation is essential for the Adult Day Center to continue providing essential services. In addition to on-going services, the program will continue expanding its services to include community outreach and education for families with aging loved ones suffering from early stages of Alzheimer’s, dementia, or other cognitive impairments.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. The Adult Day Center is the only nonprofit Alzheimer’s adult day care program in San Luis Obispo County providing full-day services to low-income individuals and families. This program provides compassionate care in a safe and secure environment for seniors and emotional and physical support for their caregivers.
BOARD ACTION REQUIRED
March 15, 2012

ITEM: Applications to San Luis Obispo County Department of Social Services (DSS) for renewal funding of CCRC CalWORKs Outstation Resource and Referral and Stage One Childcare; Direct Services/Parent Education and South County SAFE; and the Cal-Learn Program

ACTION REQUIRED: Board approval to submit applications


Child Care Resource Connection (CCRC) has been funded for CalWORKs Stage 1 child care by the Department of Social Services (DSS) since 1998. CCRC is requesting $1,550,049 from DSS to move CalWORKs families towards employment opportunities by providing them with quality child care.

Direct Service/Parent Education provides crisis intervention, case management, and parenting education to families referred for child welfare issues. The program is requesting $392,496 in renewal funding from DSS.

Services Affirming Family Empowerment (SAFE) family advocates are employed by the Community Action Partnership to coordinate and provide direct services, such as prevention and intervention assistance to keep children safe and healthy at SAFE sites in Arroyo Grande, Oceano, and Nipomo. The program is requesting renewal funding of $77,831 from DSS.

The Teen Academic Parenting Program (TAPP) has received Cal Learn funding from DSS since the mid-1990s. TAPP's goals are to improve early access to prenatal, well baby, and maternal health care; improve pregnancy outcomes and decrease infant mortality; complete high school education; improve healthy life choices and parenting skills; and decrease subsequent pregnancies. TAPP is requesting $60,000 to provide a mandatory program for CalWORKs' pregnant and parenting participants less than 19 years of age to include assistance with school enrollment, documentation of school progress, and development of individual service plans, financial incentives for good grades or graduation, and penalties for poor grades or failure to submit report cards.

BUDGET/FINANCIAL IMPACT:
Child Care Resource Connection CCRC: $1,550,049
CCRC will provide Stage 1 child care to county CalWORKs participants who need subsidized child care to fulfill their CalWORKs Welfare-to-Work program requirements. Indirect administration is $114,818.

Direct Services-Parent Education: $392,496
These funds represent 100% of the funding for this “family crisis intervention and education” program. The Direct Services' budget funds six employees, with support from other funds: a full-time division manager, four family advocate/parent educators, and an administrative assistant. Indirect funds are included in the budget at 8% of expense. Approximately $22,000 of the budget funds family assistance purchases, such as beds for children, clothes, small household appliances, utility assistance, etc., depending on the needs and family circumstances. Indirect administration is $29,109.

Services Affirming Family Empowerment (SAFE): $77,831
These funds represent the majority of the funding for this important program and will provide $5,765 in indirect administration. The program, with support from other funds, employs three full-time family advocates and one full-time division manager.
The Teen Academic Parenting Program (TAPP): $60,000
Cal Learn funds are an integral part of the funding for services offered to teen parents. The contract represents 29% of the funding for the TAPP program. Indirect administration is $4,444.

STAFF RECOMMENDATION:
The Child Care Resource Connection Advisory Board encourages and supports the application submission for Stage 1 CalWORKs continued funding and requests approval by the Board of Directors.

The Direct Services/Parent Education program is an important prevention and intervention program helping many children and families in crisis throughout San Luis Obispo County. The program strengthens parenting skills and provides resources to keep children safe and healthy in their homes.

Services Affirming Family Empowerment (SAFE) has worked collaboratively with the Community Action Partnership since its inception in 2000. Through this partnership we have been able to provide prevention and early intervention services to over 8,000 families.

The Cal Learn contract compliments the Adolescent Family Life Program services offered by the program, allowing us to provide a continuum of care to participants. Through this program, income-eligible pregnant and parenting teens receive support and services that focus on completing their high school education or equivalent.

The staff recommends board approval for all the above applications.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. DSS is very proactive about subcontracting with community-based organizations to provide direct services that meet the short-term and long-term needs of CalWORKs and Child Welfare Services clients. The Community Action Partnership serves many DSS clients and appreciates the financial support of and partnership with DSS.
BOARD ACTION REQUIRED
March 15, 2012

ITEM: United Way Community Impact Fund applications for the Adult Day Center, Forty Wonderful, and the Maxine Lewis Memorial Shelter.

ACTION REQUIRED: Board approval to submit applications

SUMMARY NARRATIVE: Community Impact Fund applications are being accepted for programs that meet United Way’s Community Impact Areas and their Objectives of Education, Income and Health.

Income: Promoting Financial Stability and Independence
- Maxine Lewis Memorial Shelter: provides core and overnight shelter services

Health: Improving Health for All
- Forty Wonderful: provides no-cost clinical breast exams and mammogram referrals, reproductive health screening, STI checks, case management, education, and other services for women ages 40+.
- Adult Day Center: provides quality adult day care services for adults with Alzheimer’s disease or other forms of dementia; respite care for caregivers; and education/outreach services to families/caregivers and community members.

BUDGET/FINANCIAL IMPACT:
Up to $5,000 will be requested per program.

Maxine Lewis Memorial Shelter: Funds will provide vital support to the program in accomplishing its goals. Funds will be used to support program salaries/benefits and operating expenses.

Forty Wonderful: Funds will be used to support case management time and program outreach.

Adult Day Center: Funds will be used to support program operating expenses.

STAFF RECOMMENDATION:
Maxine Lewis Memorial Shelter: Recommend Approval. United Way funding would assist the shelter in continuing to provide beds and support services to the homeless seven days a week. The budget is dependent on community volunteer support and donations to support operations.

Forty Wonderful: Recommend Approval. United Way funding will assist this program in reaching more low-income women throughout the county to provide valuable, potentially life-saving services.

Adult Day Center: Recommend Approval. Funding from United Way would allow the Adult Day Center to continue providing seniors with quality care and attention in a homelike environment that stimulates both their physical and mental well-being while family caregivers are able to meet their family and work obligations.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. United Way’s Community Impact Fund offers program grants up to $5,000 each. This is a key resource to help sustain these important community programs and services. Receiving funding from United Way not only shows support from the local community but helps leverage additional funding from other foundations and agencies.
BOARD ACTION REQUIRED
March 15, 2012

ITEM: Application to the TJX Foundation for the Teen Academic Parenting Program (TAPP)

ACTION REQUIRED: Board approval to submit application.

SUMMARY NARRATIVE:
The TJX Foundation, operated by The TJX Companies, Inc., was established in 1989 to provide assistance to the communities in which TJX Company stores (TJ Maxx, Marshalls, etc.) operate. Support is focused on programming that strengthens the development of, or improves the quality of, life for children, women, and families.

The Teen Academic Parenting Program (TAPP) intends to apply for funding to support the Pregnant and Parenting Teen support groups. The request will focus on prenatal and healthy baby education, life skills, positive parenting (parent-child relationship), and youth development, which are aligned with the Foundation’s designated priority areas.

BUDGET/FINANCIAL IMPACT:
TAPP would like to request $5,000 to enhance the Pregnant and Parenting Teen Support Groups. Funds will be used to provide materials and supplies for support groups and for staff time.

STAFF RECOMMENDATION:
Recommend approval. This funding would help the Teen Academic Parenting Program provide pregnant and parenting teens with the education and skills necessary to strengthen parenting skills, improving outcomes for themselves and their children.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. TAPP is a very effective model to support pregnant and parenting teens during a critical point in their lives. Funding from the TJX Foundation would allow us to enhance our current program offerings and will help low-income families increase their resiliency on their way to self-sufficiency.
ITEM: Area Agency on Aging Title IIIB renewal application for the Energy Services and Adult Day Center programs

ACTION REQUIRED: Board approval to submit renewal applications

SUMMARY NARRATIVE:
Home Repair
The Area Agency on Aging Senior Home Repair Program provides minor home repair services for lower income seniors residing in San Luis Obispo County and the Santa Maria Valley. The Community Action Partnership provides 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 & safety related improvements.

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, including: respite care; information/referral; and education and support services to address functional and behavioral issues, disease progression, and special needs. The program also provides community outreach and education regarding Alzheimer’s disease and caregiving issues.

BUDGET/FINANCIAL IMPACT:
Home Repair
The Energy Program is requesting renewal of the $90,000 to provide Title IIIB services in fiscal year 2012-2013. The program will serve approximately 400 senior households in the San Luis Obispo and Santa Maria areas with this funding.

Adult Day Center
The Adult Day Center is requesting a renewal of the $51,000 to provide Title IIIB services in fiscal year 2012 – 2013. The program will provide 10,200 units of service.

STAFF RECOMMENDATIONS:
Recommend approval. This action is in response to an invitation to submit a renewal request for our existing AAA IIIB contract which would allow us to continue providing services in fiscal year 2012-2013.

Home Repair
The Community Action Partnership has been administering the Senior Home Repair Program since 1995 when it started as a $3,000 pilot project. The program has since grown in budget and expanded in scope of services to include installing ramps and wheelchair lifts. There is a cap of $250 on material costs per job and average repair jobs are about 4 to 6 hours each. The program complements work done under Energy’s weatherization and other home repair programs by providing services those programs do not offer and it is often the first contact for many seniors who need important social services and assistance.

Adult Day Center
The Adult Day Center has been receiving IIIB funding from the Area Agency on Aging since 2004. We are pleased to have been invited to renew our contract for the same amount as the prior fiscal year. This funding is greatly appreciated as it fills in some of the funding that was lost when the State’s Adult Day Care and the Alzheimer’s Day Care Resource Center funding was cut in 2010 – 2011.
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, also 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-12-04

A Resolution of the Board of Directors of the
Community Action Partnership of San Luis Obispo County, Inc.
Authorizing Submission of a Renewal Request to the
Central Coast Commission for Senior Citizens (Area Agency on Aging)
For 2012 - 2013 Senior Home Repair Program and Adult Day Care Program IIIB contracts

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

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

WHEREAS, CAPSLO has provided home repair services for seniors under contract with the Area Agency on Aging since 1995; and CAPSLO is committed to providing a quality day care program that supports low-income individuals with dementia or cognitive impairments to maintain their highest quality of life, and to avoid social isolation or premature institutionalization.

NOW, THEREFORE, BE IT RESOLVED that The Board of Directors of the Community Action Partnership of San Luis Obispo County, Inc. hereby authorizes the Board President to sign this Resolution and authorizes the Chief Executive Officer, or her designee, to submit this renewal of the contract with the Central Coast Commission for Senior Citizens (Area Agency on Aging) to provide 2012-13 Title IIIB services through the Minor Home Repair and Adult Day Care programs, 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 CAPSLO Board of Directors this 15th day of March, 2012.

Ayes: _____
Noes: _____
Abstained: _____
Absent: _____
Attest: ____________________________
        Marci Sperlo, Recording Secretary

______________________________       ________________________________
Fran Coughlin               Elizabeth “Biz” Steinberg
Board President             Chief Executive Officer
ITEM: Application to the Area Agency on Aging for IIIE funding for the Adult Day Center and Energy Services programs.

ACTION REQUIRED: Board approval to submit renewal applications

SUMMARY NARRATIVE:

Area Agency on Aging (AAA) is soliciting contract renewal applications for the provision of Family Caregiver Support Program Services as authorized by Title IIIE of the Older Americans Act in the San Luis Obispo and Santa Barbara Counties, for the period of July 1, 2012 through June 30, 2013. This funding complements the funding received from AAA IIIB for the Adult Day Center (ADC) and Energy Services/Home Repair programs. While IIIB funding is focused on the frail elderly care receiver, IIIE is focused on providing services to the caregiver.

Home Repair
Energy Service will be renewing Home Repair contracts for two different categories within IIIE:

1. **Home Adaptations for Caregiving for the Elderly:** A Supportive Service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to fulfill caregiving responsibilities.

2. **Home Adaptations for Caregiving for Child:** A supplemental service that makes any minor or major physical change to the home (ranging from installation of grab bars or replacement of door handles to construction of an entrance ramp or roll-in shower) in order to fulfill caregiving responsibilities of a grandparent to a grandchild.

Adult Day Center
The Adult Day Center will renew their contract for AAA IIIE funding under the category of Caregiver Respite Out-of-Home Day Care. ADC will provide respite care service to caregivers (caring for the elderly) by providing temporary day care services in a supervised/protective, congregate setting during some portion of the day, including access to social and recreational activities. ADC provides a quality day care program that supports seniors with Alzheimer’s disease or other types of dementia to maintain their highest quality of life. Each IIIE caregiver receives a maximum of 48 hours of respite services through the program.

BUDGET/FINANCIAL IMPACT:

**Home Adaptations for Caregiving for the Elderly:** The Home Repair program will renew their contract for $25,599 to provide 4 units of service. The proposal will be to build and install 4 ramps, lifts, or other modification for households with disabled, elderly individuals who have a caregiver in the home.

**Home Adaptations for Caregiving for Child:** The Home Repair program will renew their contract for $10,000 to provide 1 unit of service. The proposal will be to build and install 1 ramp, lift, or other home modification for a household with a disabled child who is in the care of an elderly grandparent.

**Caregiver Respite Out-of-Home Day Care:** The Adult Day Center will renew their contract for $20,886 to provide 1,207 units of service. The units of service will provide 25 caregivers, caring for elderly adults, with 48 hours of respite services. Funding through IIIE will cover program operating expenses.
STAFF RECOMMENDATIONS:

Home Repair
Recommend approval. The Community Action Partnership has administered the Senior Home Repair Program since 1995, when it started as a $3,000 pilot project. The program has since grown in budget and expanded in scope of services to include installing ramps, wheelchair lifts, and other projects to aid those with disabilities. The IIIE funding will complement work done under Energy’s weatherization and other home repair programs by extending services to caregivers caring for elderly senior and disabled grandchildren. Often, Energy services are the first contact for many seniors who need important social services and assistance.

Adult Day Center
Recommend approval. With the state’s elimination of AAA Alzheimer’s Day Care Resource Centers funding in 2010-2011, this IIIE funding would assist ADC in replacing a portion of the monies lost. In addition, the IIIE funding contract is available until fiscal year 2014-2015, providing us with a recurring source of funding.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. This funding will allow our Energy Home Repair and Adult Day Center programs to expand on the services they currently provide. There is a definite need in the community for these services and any additional funding to assist in meeting the need is greatly appreciated.
RESOLUTION NO. R-12-05

A Resolution of the Board of Directors of the
Community Action Partnership of San Luis Obispo County, Inc.
Authorizing Submission of a Renewal Request to the
Central Coast Commission for Senior Citizens (Area Agency on Aging)
for the 2012-2013 Care-giver Respite Out-of-Home Day Care
and Home Adaptations for Care-giving for the Elderly and for Child Programs

WHEREAS, the Area Agency on Aging (AAA) has offered contract renewals for programs that provide care-giver respite services through an out-of-home adult day care facility, and home adaptations for care-givers caring for an elderly senior or child; and

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

WHEREAS, CAPSLO has provided weatherization and minor home repairs for 32 years and has the experience to offer quality home repair services to seniors in San Luis Obispo and Santa Barbara Counties; and

WHEREAS, CAPSLO is committed to providing care-givers with respite services by offering a quality day care program that supports their elderly care receivers who have Alzheimer’s Disease or other types of dementia to maintain their highest quality of life; 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 the Community Action Partnership of San Luis Obispo County, Inc. hereby approves submittal of Title IIIE contract renewals to provide home repair services and care-giver respite services through the Energy Services and Adult Day Center program; and authorizes the Board President to sign this resolution and the Chief Executive Officer to execute the contract(s) 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 15th day of March, 2012.

Ayes: ____________________
Noes: ____________________
Abstained: ________________
Absent: ________________

Attest: ________________ Marci Sperlo, Recording Secretary

___________________________ ________________
Fran Coughlin Elizabeth “Biz” Steinberg
Board President Chief Executive Officer
BOARD ACTION REQUIRED
March 15, 2012

ITEM: Head Start/Early Head Start supplemental application to the U. S. Department of Health and Human Services for funding increases.

ACTION REQUIRED: Board approval to submit supplemental application.

SUMMARY NARRATIVE:
On December 23, 2011, President Obama signed Public Law 112-74, the Consolidated Appropriations Act of 2012, which contains an increase of $409 million for programs under the Head Start Act for Fiscal Year 2012. The $409 million funding increase will be used to continue the expanded services funded under the American Recovery and Reinvestment Act; provide a .72 percent cost-of-living adjustment (COLA) increase to assist in maintaining the quality of Head Start services, retain qualified staff and offset higher operating costs; and increase training and technical assistance (T/TA) funds.

Program Instruction ACF-PI-HS-12-01, dated January 26, 2012, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the expansion, COLA and T/TA funds.

BUDGET/FINANCIAL IMPACT:
The table below identifies the agency’s revised annual allocations for expansion and T/TA funds and the COLA increase available to the organization for Head Start and Early Head Start for Fiscal Year 2012.

The expansion allocations noted below reflect the total funds the agency will receive to serve 178 Early Head Start expansion children for the Fiscal Year 2012 budget period. The COLA allocation is based on the adjusted annual funding level for Head Start and Early Head Start. The T/TA allocation for Head Start includes additional funds associated with the expansion slots. The T/TA allocation for Early Head Start is calculated at 2.5 percent of the adjusted PA4125 level, which includes COLA and expansion funds.

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<tr>
<th>Program</th>
<th>Head Start</th>
<th>Early Head Start</th>
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<tbody>
<tr>
<td>Expansion</td>
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<td>COLA</td>
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<td>T/TA</td>
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<td>Total</td>
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STAFF RECOMMENDATION:
Recommend approval. This COLA is the only across-the-board pay increase to be given to Head Start/Early Head Start Employees in 2012/2013.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. These increases will enable us to continue providing quality, expanded services to children and families. In addition the cost of living, while small, will assist families in keeping up with rising costs of living and the stress associated with it. The finalized budget will be reviewed by the Executive Committee before the due date of April 16, 2012.

Fran Coughlin, Board President

Date
ITEM: Permission to move administration of the Local Child Care Planning Council (Council) from the San Luis Obispo County Office of Education to the Community Action Partnership of San Luis Obispo County, Inc. The Child Care Resource Connection will provide administrative oversight effective July 1, 2012.

ACTION REQUIRED: Board Approval

SUMMARY NARRATIVE:
In 1997, the state legislature established Local Child Care and Development Planning Councils in each California County (AB1542). The Councils are funded by the California Department of Education (CDE), Child Development Division (CDD) through the Local Planning Grant (LPG) contracts. The Council is the governing body that implements the activities of the Local Child Care and Development Planning contract requirements.

The Council is an advisory board to the Board of Supervisors and the Superintendent of Schools. It also provides a forum to identify local priorities for child care and develops policies to meet the needs identified within those priorities. The Council is expected to connect with existing programs and build upon local collaboratives to provide a unified, integrated system of service for children and families.

BUDGET/FINANCIAL IMPACT:
The Council implements the regulatory mandates of two contracts which support a full-time coordinator and part-time administrative assistant:

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<th>Source</th>
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<td>AB212 Funding</td>
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<td><strong>Total</strong></td>
<td><strong>$102,089</strong></td>
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STAFF RECOMMENDATIONS:
Recommend Approval. There is a clear connection and history between the activities of the Council and the CCRC. The Council requested to come under Community Action’s umbrella and be located within the Child Care Resource Connection's administration due to cost efficiency.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:
Recommend approval. Because the Resource and Referral and Alternative Payment programs, administered by the Child Care Resource Connection, represent significant elements of the Council the decision to move administration/sponsorship back to its original domain is not only logical, but is a good fit for children and families.
ITEM: Head Start and Early Head Start Eligibility, Recruitment, Selection, and Attendance Criteria/Plan (ERSEA).

ACTION REQUIRED: Board approval of procedures and criteria for recruitment, selection, and enrollment of Head Start (HS) and Early Head Start (EHS) children and expectant mothers.

SUMMARY NARRATIVE:
According to the Head Start Reauthorization Act of 2007, Section 642 (c) (1)(E)(iv)(II), the Governing Body (Community Action Partnership Board of Directors and HS/EHS Policy Council) shall be responsible for other activities, including (II) establishing procedures and criteria for recruitment, selection and enrollment of children (ERSEA) and expectant mothers. The attached procedure/addendum assures compliance with Federal Performance Standards of Head Start and Early Head Start program year 2012-2013.

BUDGET/FINANCIAL IMPACT:
None

STAFF RECOMMENDATION:
Recommend approval. As program requirements change, staff routinely updates or develops documents to maintain program compliance.

POLICY COUNCIL RECOMMENDATION:
This item was presented to the HS/EHS Policy Council for approval at their regularly scheduled meeting on February 21, 2012.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval of this action and documents annexed hereto and made a part hereof. This is an on-going process to ensure that our Head Start/Early Head Start Programs are meeting the Federal Performance Standards.

Frances Coughlin, President, Board of Directors    Date
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<td>Foster Parent(s)</td>
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<td></td>
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<tr>
<td>Over-income/0-30% above poverty guidelines</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Over-income/31-50% above poverty guidelines</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Over-income/51-75% above poverty guidelines</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Over-income/76% or more above poverty guidelines</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CHILD'S AGE</strong></th>
<th>Check one only</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(H.S.) Four years old by November 1st</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>(H.S.) Three years old by November 1st</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(E.H.S.) 0 months thru 12 months</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>(E.H.S.) 13 months thru 24 months</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>(E.H.S.) 25 months thru 33 months</td>
<td>1</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>OTHER FACTORS</strong></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless- Living in a shelter/hotel/motel</td>
<td>6</td>
</tr>
<tr>
<td>Homeless- Living with family/friends</td>
<td>2</td>
</tr>
<tr>
<td>CWS Referral</td>
<td>6</td>
</tr>
<tr>
<td>Domestic/Family Violence</td>
<td>4</td>
</tr>
<tr>
<td>Recent death of Parent/Guardian or sibling (within 12 mos.)</td>
<td>3</td>
</tr>
<tr>
<td>Early Head Start Enrolled</td>
<td>1</td>
</tr>
<tr>
<td>Mental Illness (Diagnosed)</td>
<td>2</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>2</td>
</tr>
<tr>
<td>Teen Parent (under 19 years of age) at birth of applicant</td>
<td>2</td>
</tr>
<tr>
<td>WIC or Other Community Agency Referral</td>
<td>2</td>
</tr>
<tr>
<td>Disabled Custodial Parent or Guardian</td>
<td>1</td>
</tr>
<tr>
<td>Custodial Parent/Guardian with no high school or GED diploma</td>
<td>1</td>
</tr>
<tr>
<td>Family has child(ren) currently enrolled in a HS/EHS option</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL POINTS** |  

**PG. 2**
# SELECTION CRITERIA PRIORITY POINTS FOR EARLY/HEAD START

**Child's Name:** __________________________  **Date of Birth:** __________________________

## OTHER FACTORS

(Choose all that apply)

- Homeless-
  - If yes - Living at a shelter/hotel/motel? OR Living with friends/family
  - CWS Referral
  - Domestic/Family Violence
  - Recent death of Parent/Guardian or sibling (with 12 months)
  - Early Head Start Enrolled
  - Mental Illness (diagnosed)
  - Substance Abuse
  - Teen Parent (under 19 years of age at birth) for applicant
  - WIC or Other Community Agency Referral
  - Disabled Custodial Parent or Guardian
  - Custodial Parent/Guardian with no high school or GED diploma
  - Family has child(ren) currently enrolled in a HS/EHS option

## OTROS FACTORES

- Sin Vivienda
  - Si es así - Viviendo en un refugio/hotel/motel? O Viviendo con familia/amistades?
  - Referido por CWS
  - Violencia Domestica/Familiar
  - Recién Fallecimiento de padre/guardián o hermano/a (entre 12 meses)
  - Matriculado en Head Start Temprano
  - Enfermedad Mental (diagnosticado)
  - Abuso de Sustancias
  - Padres Adolescentes (menos de 19 años de edad al nacer)
  - Referido por WIC o otra agencia de la comunidad
  - Padre/Guardián de Custodia Incapacitado
  - Padre/guardián de custodia no diploma de secundaria o GED
  - La familia tiene a otro hijo/a matriculado en el programa HS/EHS

---

Revised 2/12  Policy Council Approved 02/21/2012  CAPSLO Board Approved 03/18/2010  EL-4.4
<table>
<thead>
<tr>
<th><strong>EXPECTANT PARENTAL/FAMILY STATUS</strong></th>
<th>Check one only</th>
<th>POINTS</th>
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</thead>
<tbody>
<tr>
<td>Single Parent</td>
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<td>Two Parent</td>
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</tr>
<tr>
<td>First Birth</td>
<td>2</td>
<td></td>
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<tr>
<td>Second or more Birth</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PRENATAL PERIOD</strong></th>
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<th>POINTS</th>
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</thead>
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<tr>
<td>First Trimester (conception through 3 months)</td>
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<td></td>
</tr>
<tr>
<td>Second Trimester (4 months through 6 months)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Third Trimester (7 months through birth)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Twins or other multiple</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AT RISK PREGNANCY</strong></th>
<th>Check one only</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnosed (Confirmed before selection)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Suspected by qualified person</td>
<td>3</td>
<td></td>
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<tr>
<td>Suspected by parent</td>
<td>1</td>
<td></td>
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<tr>
<td>Not At Risk</td>
<td>0</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>INCOME</strong></th>
<th>Check one only</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Eligible</td>
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<td></td>
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<tr>
<td>Over-income/0-30% above poverty guidelines</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Over-income/31-50% above poverty guidelines</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Over-income/51-75% above poverty guidelines</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Over-income/76% or more above poverty guidelines</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OTHER FACTORS</strong></th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>6</td>
</tr>
<tr>
<td>Homeless- Living with family/friends</td>
<td>2</td>
</tr>
<tr>
<td>CWS Referral</td>
<td>6</td>
</tr>
<tr>
<td>Domestic/Family Violence</td>
<td>4</td>
</tr>
<tr>
<td>Mental Illness (Diagnosed)</td>
<td>2</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>2</td>
</tr>
<tr>
<td>Smoking</td>
<td>2</td>
</tr>
<tr>
<td>Teen Parent (under 19 years of age)</td>
<td>2</td>
</tr>
<tr>
<td>Expectant Parent Age 40 plus</td>
<td>2</td>
</tr>
<tr>
<td>WIC or Other Community Agency Referral</td>
<td>2</td>
</tr>
<tr>
<td>Expectant Parent(s) Disabled</td>
<td>1</td>
</tr>
<tr>
<td>Recent Loss or termination of pregnancy (within 18 months)</td>
<td>1</td>
</tr>
<tr>
<td>Expectant Parent(s) with no high school or GED diploma</td>
<td>1</td>
</tr>
<tr>
<td>Family has children currently enrolled in a HS/EHS option</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL POINTS**

PG. 2
## Selection Criteria Priority Points For Early Head Start Prenatal

**Expectant Mother’s Name:**

**Date of Birth:**

### OTHER FACTORS / OTROS FACTORES

<table>
<thead>
<tr>
<th>Factor</th>
<th>Check All That Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless / Sin Vivienda</td>
<td></td>
</tr>
<tr>
<td>If yes - Living at a shelter/hotel/motel? OR Living with friends/family? / Si es asi - Viendo en un refugio/hotel/motel O Viviendo con familia/amistados?</td>
<td></td>
</tr>
<tr>
<td>CWS Referral / Referido por CWS</td>
<td></td>
</tr>
<tr>
<td>Domestic/Family Violence / Violencia Domestica/Familiar</td>
<td></td>
</tr>
<tr>
<td>Mental Illness (diagnosed) / Enfermedad Mental (diagnosticado)</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse / Abuso de Sustancias</td>
<td></td>
</tr>
<tr>
<td>Smoking / Fumar</td>
<td></td>
</tr>
<tr>
<td>Teen Parent (under 19 years of age) / Padres Adolescentes (menos de 19 años de edad al nacer)</td>
<td></td>
</tr>
<tr>
<td>Expectant Parent Age 40 plus / Mas de 40 años de edad de la Madre</td>
<td></td>
</tr>
<tr>
<td>WIC or Other Community Agency Referral / Referido por WIC o otra agencia de la comunidad</td>
<td></td>
</tr>
<tr>
<td>Expectant Parent(s) Disabled / Padre/Guardián de Custodia Incapacitado</td>
<td></td>
</tr>
<tr>
<td>Recent Loss or termination of pregnancy (within 18 mos) / Recién pérdida o terminación de embarazo (entre 18 meses)</td>
<td></td>
</tr>
<tr>
<td>Expectant Parent(s) with no high school or GED diploma / Padre/guardián de custodia no diploma de secundaria o GED</td>
<td></td>
</tr>
<tr>
<td>Family has child(ren) currently enrolled in a HS/EHS option / La familia tiene a otro hijo/a matriculado en la programa HS/EHS</td>
<td></td>
</tr>
</tbody>
</table>

### PREGNANCY HISTORY / HISTORIA DEL EMBARAZO

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your expected delivery date? / Cuál es la fecha prevista de parto?</td>
<td>/ /</td>
</tr>
<tr>
<td>When did you first receive prenatal care? / Primera fecha de cuidado prenatal?</td>
<td>/ /</td>
</tr>
<tr>
<td>When was your last visit? / Cuando fue la última visita al doctor?</td>
<td>/ /</td>
</tr>
<tr>
<td>When was your last dental exam? / Cuando fue su último examen dental?</td>
<td>/ /</td>
</tr>
<tr>
<td>Is this pregnancy considered high risk? / Esta considerado como alto riesgo?</td>
<td>/ /</td>
</tr>
<tr>
<td>Have you received? / Ha recibido?</td>
<td></td>
</tr>
<tr>
<td>Mental Health Intervention including substance abuse Prevention and treatment? / Servicios de prevención o tratamiento por medio de Intervención de Salud Mental?</td>
<td></td>
</tr>
<tr>
<td>Prenatal Education on fetal Development? / Educación prenatal de el desarrollo?</td>
<td></td>
</tr>
<tr>
<td>Information on the benefits of breast feeding? / Información sobre los beneficios de amamantar?</td>
<td></td>
</tr>
</tbody>
</table>
PERFORMANCE STANDARD 1305.1:
This part prescribes requirements for determining community needs and recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children in Head Start program.

Head Start / Early Head Start selects families who meet the following criteria:
- Families must meet income eligibility guidelines
- Children must meet the age eligibility

PERFORMANCE STANDARD 1305.2:
Family is:
Family means all persons living in the same household who are: (1) supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and (2) related to the parent(s) or guardian(s) by blood, marriage, or adoption.

PERFORMANCE STANDARD 1305.4:
Age of children:
- Early Head Start serves prenatal mothers and children birth to age three.
- Head Start serves children age three to five. (Children who turn five by Dec. 2 are not eligible for Head Start.)
- Priority will be given to children of 4 years of age.

Family Income:
- At least 90% of the children must be from low income families, whose income does not exceed the Federal Poverty Guidelines.
- The program can serve up to 36% of children whose family's income is between 100%-130% of the poverty guidelines. Up to 10% of the children may be children from families exceeding the low-income guidelines. All enrollment spots will be enrolled with income eligible children first and then over-income children will be approved by the ERSEA Coordinator.
- Families receiving public assistance TANF (Cash-aid) or Supplemental Security Income (SSI) are income eligible.
- The family income must be verified before determining that child is eligible to participate.
- An Eligibility Statement must be signed by a Head Start/Early Head Start employee and must be maintained to indicate that income was verified. No proof of income should be kept in the child's file.
Foster Children
For children in foster care or kinship care, family's income does not need to be calculated. Therefore, foster children are income eligible and count as a family of one. A proof of foster care assistance or award letter must be provided.

Homeless
Homeless children are categorically eligible for the program. "Homeless children" means:

1. Individuals who lack a fixed, regular, and adequate nighttime residence, and
2. Includes-
   a) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in the emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
   b) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
   c) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
   d) migratory children who qualify as homeless because they are living in circumstances described in a-c above. Sec 725(2) of the McKinney-Vento Homeless Assistance Act.

PERFORMANCE STANDARD 1305. 5: RECRUITMENT

All program staff are responsible for the recruitment of eligible families for the Head Start and Early Head Start Program. The ERSEA Coordinator is responsible for the organization of the recruitment efforts.

A Recruitment Task Force is formed annually to evaluate the recruitment process. The Task Force members include Family Service Advocates, Caregivers, Home Visitors, parents and community partners and are led by the ERSEA Coordinator. The Task Force will evaluate the following:

- The ERSEA Plan
- The spring open enrollment (April, May, June, July)
- Monthly recruitment logs
- Recruitment training

The goal is to inform the public, bring community awareness of services offered and increase enrollment of families served. The following recruitment strategies include:

- Develop and maintain media contacts, using television, radio and newspapers ads

Revised 2/12    Policy Council Approval 02-21-12    CAPSLO Board Approval 03/18/2010
CHILD, YOUTH AND FAMILY SERVICES

- Attend community events such as festivals, fairs, and farmers markets
- Create and maintain brochures and collateral pieces for mailings/letters
- Utilize Cal Poly University or Cuesta College programs and internships
- Specific contact is made with the Latino Community through the radio and television studios
- Door hangers to be placed in neighborhoods
- Flyers with phone number tear-offs to be hung at stores, laundry facilities, doctor’s offices, schools, and other community locations

Specific recruitment efforts will be made to target children with disabilities by contacting the following agencies:

- SELPA
- Tri-Counties Regional Center
- Early Intervention Providers
- Local School Districts
- County Office of Education
- Public Health Department
- Life Steps
- Local Hospitals
- California Children’s Services
- United Cerebral Palsy

In addition to other agencies within Community Action Partnership, the recruitment efforts will extend out into the community by targeting a variety of community agencies and groups:

- The Latino Outreach
- Social Support Agencies
- Children Service’s Network
- Mental Health
- SLO Child Abuse Prevention Council
- Com. Health Care Centers
- Local Service Organizations
- First 5
- Healthy Start

Documentation of recruitment efforts will be recorded on recruitment logs by staff monthly and available to the ERSEA Coordinator to be reviewed on a regular basis by the Recruitment Task Force. Recruitment efforts will take place year round and is the responsibility of all program staff.

PERFORMANCE STANDARD 1305.6

The Early/Head Start selection process is based on a priority points system. After it has been determined that a child is eligible by age and income, enrollment slots will be offered to the applicants based on a priority listing from highest to lowest. The points system is based on a child’s age, income, disability, family status and other factors influencing the child’s home. (See Selection Criteria Points form.)

Disabilities:
- Not less than 10% of the total number of children actually enrolled by each Head Start agency and each delegate agency will be children with disabilities who are determined to be eligible for special education and related services, or early intervention services who meet the definition for children with disabilities in Section 1305.2(a). Any
application which indicates that there is a health or disability issue or concern must be
green tagged, a Release of Information signed, and reviewed prior to acceptance into
the program.

Waitlists:
- A waiting list must be developed and maintained by the Data Entry Technician.
The ERSEA Coordinator will enroll the children to ensure children enter the program as
vacancies occur and age permits.
- Children will remain on the waitlist until an opening occurs during that current
school year.
- If the child is not accepted during the current school year, the family must
complete a new application for the following school year.

PERFORMANCE STANDARD 1305.7
Enrollment and Re-enrollment:
- If a child has been found income eligible and is participating in a Head
Start program, child remains income eligible through the enrollment year
and the immediate succeeding enrollment year.
- If a family has qualified for two years in the program, they must re-apply at
the beginning of the third year. The third year would become year one.
- Early Head Start enrolled children and families remain eligible until the child's
third birthday.
- After the pregnant mother delivers; the mother's program term will be completed
and the newborn child will take the mother's enrollment vacancy. The newborn
child will need a new Early Head Start application (See the Prenatal Mother-
Newborn Child Transition Procedure).
- Early Head Start families who are interested in applying for the Head Start
program must complete a new application to establish eligibility.
- Applications for Head Start can be taken at 2 years-8 months of age. The child
will be placed on the waiting list and enrolled as age eligibility permits.
- Currently, enrolled children who move from one center/residence area to
another will be considered "transferred". If space is available at the center
in their new area, children will be given first priority for placement before
the waiting list is utilized.
- If a child does not complete the program year, the child will not be
considered "returning" therefore the family must complete a new
application.
- If two children compete for one available enrollment space, the older child
will be chosen for the space.

Full Day Selection
- Only parents/guardians who have completed a work/school verification form
may be enrolled or placed on the waiting lists for full day programs.
Full Day Criteria:

Revised 2/12    Policy Council Approval 02/21/2012    CAPSLO Board Approval 03/18/2010
CHILD, YOUTH AND FAMILY SERVICES

1. Each parent/guardian on the application is currently employed full time or in a job training program (30 hours or more per week), regardless of days/shift.
2. Each parent/guardian on the application is currently a student enrolled in classes with twelve (12) or more units; or any combination of these three options.
3. See the Breakdown of Units vs. Work Time Chart for combinations.

Braided programs:
Selections for braided programs will follow the admission policy which has been developed for that particular program.

PERFORMANCE STANDARD 1305.8: ATTENDANCE

The ERSEA Coordinator will monitor the monthly average daily attendance. If the absentee rate falls below 85% Early/Head Start staff will analyze the causes and work with families to address the reasons of absences.
**Full Day Selection**

Only parents/guardians who have completed a work/school verification form may be enrolled or placed on the waiting lists for full day programs. Parents/guardians must make every effort to obtain subsidized child care. Parents/guardians must complete the SLO Centralized Eligibility List (SLOCEL); they must provide a status letter from CCRC or other documents showing proof of compliance.

**Full Day Criteria:**

1. Each parent/guardian on the application is currently employed full time or in a job training program (30 hours or more per week), regardless of days/shift.
2. Each parent/guardian on the application is currently a student enrolled in classes with twelve (12) or more units; or any combination of these three options.
3. See the Breakdown of Units vs. Work Time Chart for combinations.

**Braided programs:**

Selections for braided programs will follow the admission policy which has been developed for that particular program.

**PERFORMANCE STANDARD 1305.8: ATTENDANCE**

The ERSEA Coordinator will monitor the monthly average daily attendance. If the absentee rate falls below 85% Early/Head Start staff will analyze the causes and work with families to address the reasons of absences.

ACTION REQUIRED: We are requesting Board approval of the agency-wide budget for the FYE March 31, 2013 in the amount of $56,836,475.

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. We are funded by Federal, State and Local Government, United Way, private foundations and private donors to name a few sources. Budgets are prepared annually for all of our funding sources and these budgets are based on the granting agency’s funding cycles. As a result, the agency accounts for expenditures based on the fiscal year of the grantor. The agency has eight different fiscal year-ends it accounts for during the year.

The purpose of the 2013 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’s fiscal year end of March 31st. Included in the budget are significant estimates of the funding likely to occur during the fiscal year. Not included in the budget is approximately one million in funding that we are not able to confirm awarded. The budget is a flexible tool and is used as such. As individual grant awards are approved over the next year, estimates will be replaced with actuals and accordingly, detailed budget adjustments will be made at the program level. All awards over $25,000 are brought to the Board for approval.

BUDGET/FINANCIAL IMPACT:
The proposed budget for FYE 2013 is approximately 4 million less than 2012’s revised budget. The most significant decrease is in Energy and Weatherization Funds of $1,144,000. DOE ARRA funds and LiHEAP funds account for the majority of this decrease. Additionally a decrease in State Department of Education Funds is estimated of $903,000. The Family Support programs show a decrease of $308,000 due to the cessation of the “POPS” father involvement program funding in June 2012. Head Start and Migrant Seasonal Head Start budgets do not reflect the anticipated award of an additional $2,000,000 in funding. These are supplemental funds we are expecting to be awarded soon.

FINANCE COMMITTEE RECOMMENDATION:
On a motion from Sandee Menge and seconded by Mary Ann Reiss, the action to approve the 2013 agency-wide budget for $56,836,475 was unanimously approved.

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.