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

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

Board of Directors Meeting

Members of the Board
Fran Coughlin, President
Santo Arrona, Vice President
Mical Bovee, Secy./Treas.
Debbie Arnold
Cheryl Caruso
Chuck Cesena
Carlyn Christianson
Rob Garcia
Gary Jordan
Dee Lacy
Steve Martin
Sandee Menge
Barbara Nicolls
Margie Perez-Sesser
Carlos Sosa

Consultants to the Board
Lisa Sperow, Legal Consultant

REGULAR MEETING
Thursday October 20, 2016
5:15 p.m.
Community Action Partnership
Classrooms 1 & 2
1030 Southwood Dr.
San Luis Obispo

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<td>1. Call to Order</td>
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<td>2. Roll Call</td>
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<td>A. Community Services Block Grant Mid-Year Report Update – Danijela Dornan and Aaron Lewis - Action</td>
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<td>C. Approval of Minutes of the Joint Audit/Finance Committee Meeting of September 22, 2016 - Action</td>
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<td>D. Approval of Minutes of Planning Committee Meeting of September 8, 2016 – Action</td>
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<td>E. Approval of Selection Committee Meeting Minutes of October 10, 2016 - Action</td>
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<td>22</td>
<td>F. Approval to Submit 2017-18 Emergency Solutions Grant (ESG) Applications to the County of San Luis Obispo for funding to support the Maxine Lewis Memorial Shelter (MLM) and Prado Day Center – Action</td>
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<tr>
<td>23</td>
<td>G. Approval to Submit 2017-18 Applications to the County of San Luis Obispo General Fund for funding to support the Maxine Lewis Memorial Shelter (MLM) and Prado Day Center - Action</td>
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<td>24-25</td>
<td>H. Approval to Submit Applications to the San Luis Obispo County and various cities for the 2017 Community Development Block Grant (CDBG) to support various Community Action Partnership programs in the amount of $343,516 – Action</td>
</tr>
<tr>
<td>26-27</td>
<td>I. Approval to Submit a Renewal contract for California Department of Community Services and Development (CSD) Low-Income Home Energy Assistance Program (LIHEAP) from 10/1/16-12/31/17 in the amount of $588,495 – Action/Resolution</td>
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<td>7</td>
<td>7. Chief Executive Officer’s Report</td>
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<td>A. Approval of Budget carry over of Early Head Start Partnership Grant 09HP0025/01 funds for Start-up, Operating and Training and Technical Assistance (T/TA) Budgets for the fiscal year ending July 31, 2016 in an amount not to exceed $510,000 – Action</td>
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<td>B. Approval of expanded definition of migrant work for Migrant and Seasonal Head Start Program – Action</td>
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<td>C. Approval of Migrant and Seasonal Head Start (MSHS) 2015-2016 Self-Assessment – Action</td>
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<td>D. Approval of Migrant and Seasonal Head Start and Early Head Start Eligibility, Recruitment, Selection, and Attendance Criteria Plan (ERSEA) - Action</td>
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<td>8</td>
<td>8. Committee Reports</td>
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<td>A. Finance Committee</td>
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<td>a. Approval to renew the Agency’s secured annual revolving line of credit – Action/Resolution</td>
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<td>B. Planning Committee</td>
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<td>C. Nominating Committee – Action</td>
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<tr>
<td>D. Selection Committee</td>
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<tr>
<td>9. President's Report</td>
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<td></td>
<td>A. Update</td>
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<td>B. Board Discussion</td>
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<td>10. Adjournment</td>
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1. Call to Order at 5:10 pm by President Fran Coughlin.

2. Roll Call - a quorum was present.

3. Reciting of the Promise

4. Public Comment
   Maggie Cuzick from the Access Support Network came to share information on the 25th annual Walk for Life fundraiser on November 5th.

5. Introductions/Presentation
   A. Brown Armstrong CPA’s – Board Audit Exit – Action
      Joan introduced Andrew Paulden and Brooke Baird of Brown Armstrong CPA’s.
      Mr. Paulden presented the results of the audit of the agency’s financial statements. They had the opportunity to meet with both the Audit and Finance Committee prior to the Board meeting and went through the process and the results in significant detail. They discussed the major areas they looked at from a risk perspective.

      They have rendered a clean opinion. There were no instances of noncompliance or weaknesses in the agency’s internal control over financial reporting as well as no weaknesses or any instances of noncompliance as it relates to the management of major federally funded programs.

      Mr. Paulden went over the Combined Statement of Revenue and Expenses by Functional Programs. A recommendation for the SSVF program was made regarding documentation in client files.
Mical Bovee moved to accept and approve the audit, seconded by Carlyn Christianson. (MSC Bovee/Christianson) All in favor.

Joan stated the audit will be translated and presented to the Policy Council.

B. Video Presentation
   A Day in The Life of CAPSLO video was shown.

6. Liaison Reports
   A. Migrant and Seasonal Head Start
      • Fran handed out the Migrant and Seasonal Head Start information report for the Board to review (attached).
      • Policy Council Parent Eleasar reported the following:
        o All the parents agreed on the Santa Lucia Center opening.
        o They discussed the self-assessment which is being finalized and will be reported on at next month’s Policy Council meeting and at the Board of Directors meeting.
        o With the release of the new Head Start Performance Standards, they have broadened the definition for what type of agricultural activities would qualify for the Migrant program. The new definition will not be limited to crops; it will now allow families that migrate for the purpose of engaging in agriculture work, this can be dairy, fish, forestry etc. They will be using the State Migrant definition of what Migrant workers are. This will mean more families will qualify so it could create a waiting list.
        o They also discussed the increase in minimum wage which will affect the families in their income criteria qualification.
      • Carlos reported at the meeting Eleaser reported to the PC he was not aware of all the programs CAPSLO offers.
      • Fran also handed out her notes from the Migrant meeting on Monday (attached).
      • Fran reported that Item 6 on her notes relating to the Selection Criteria point system was presented to the Policy Council and was sent back for staff to review with a committee that will include staff and parents. This shows the process of having the Parent Policy Council review actions before they come to the Board of Directors works.

   B. Head Start/Early Head Start
      • Fran handed out the Head Start information report for the Board to review (attached).
      • Margie handed out a reminder of the shared governance training on October 15, 2016.
      • Staff are participating in webinars to learn about the new Head Start Performance Standards.
      • They are in the process of enrolling children. They are having difficulties hiring staff.

   C. Friends of Prado
      Mary Matakovich could not attend tonight but wanted everyone to know Friends is continuing to work with the Homeless Foundation in creating one board.

   D. Program/Liaison Updates
      Margie reported she attended her first advisory board meeting for CCRC and they are waiting to hear on the QRIS Grant.

7. Consent Agenda
   A. Approval of Minutes of Regular Board Meeting of August 18, 2016 - Action
B. Approval of Minutes of Finance Committee Meeting of August 17, 2016 - Action

C. Authorization of the Child, Youth, and Family Services ("CYFS") Division Director to act on behalf of CAPSLO to sign and submit all necessary documents and amendments required for the licensing of the Santa Lucia Migrant and Seasonal Head Start (MSHS) center located in Greenfield in Monterey County – Action/Resolution

D. Request for one-time only allocation funds from Area Agency on Aging for current year support for increased minor home repair services in the amount of $33,366 – Action

E. Proposal for $70,000 to the County of San Luis Obispo (SLO) Behavioral Health Department to staff a Client Navigator/Advocate at Martha’s Place through the agency’s Family and Community Support Services Division - Action

F. Proposal for $75,000 to the County of San Luis Obispo (SLO) Behavioral Health Department to provide the In-Home Parent Educator Prevention Program through the agency’s Family and Community Support Services Division’s SAFE (Services Affirming Family Empowerment) Program - Action

Items E and F are being added to the consent agenda. Biz reported these two proposals were just released and it is a continuation of what we are currently doing with a new funding stream.

Rob Garcia motioned to approve the addition of items E and F to the Consent Agenda, seconded by Margie Perez. (MSC Garcia/Perez-Sesser) All in favor.

The Parent Policy Council approved item C at their meeting on Monday.

On a motion by Mical Bovee seconded by Margie Perez-Sesser the consent agenda is approved as revised. (MSC Bovee/Perez-Sesser) All in favor.

8. Chief Executive Officer’s Report

A. Application to the B. Wayne Hughes Jr. Foundation in the amount of $195,628 to support 1) medically supervised withdrawal services for homeless Veterans and; 2) one-year planning grant for a detoxification center – Action

Grace reported a donor to the 40 Prado Capital Campaign, Wayne Hughes, has a private foundation that accepts applications upon request from the Foundation. This is a two tiered application. The first is to provide medical detox and wellness activities in collaboration with a local private medical group for veterans who are struggling to get through the long wait process that County Drug and Alcohol has. This will help get veterans a 1 to 2 day turnaround to receive detox treatment.

We are also requesting funding for a one year planning grant in collaboration with Drug and Alcohol and other providers to start a detox program. During the one year planning process all the necessary participants would come to the table to talk about the cost, staffing, location etc. Once the data is compiled it can then be taken to funders in hopes of getting the first year funded. After the first year the program can pay for itself via MediCal. The application has been submitted due to the short turnaround time.

Carlos reported being in probation and not having a detox center has always been very difficult.

On a motion by Margie Perez-Sesser seconded by Chuck Cesena the above action is approved as presented (MSC Perez-Sesser/Cesena) All in favor.
B. Approval to carryover unspent funds at June 30, 2016 for Teen Sexual Health Empowerment Program, grant #TP1AH000109-01, to year two of the grant ending June 30, 2017- Action

Raye reported they just completed their first year of the grant. Due to it being a startup year there is approximately $137,000 to carry over. The carryover cannot be used for ongoing programmatic expenses. They are looking to spend the funds on staff training, as well as employing some part-time youth to assist with outreach and social media.

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

Biz reported the following:
- The Head Start Performance Standards are out. Staff are listening to many webinars regarding the standards.
- Included in the CEO report is a letter from the Office of Head Start withdrawing the noncompliance item cited during their December review. This decision was based on the information provided to the OHS by the Program Director Debi Welch.
- Biz and Bill will be attending a National Head Start Conference next week. They will also be attending the NMSHSA Board meeting.
- Biz and Bill were accepted to present at the 2nd Annual Region IX Head Start Family Engagement and Cultural Effectiveness conference in late October.
- November 2nd will be the groundbreaking ceremony of 40 Prado.
- Santos Arrona’s Service will be on October 20th.

9. Committee Reports

A. Finance Committee
Mical reported they reviewed the Health and Prevention Program. Their revenues are up in 2016, with a surplus of $117,000.

They reviewed the credit line with a balance of $294,000. It is up for renewal and will be coming to the Board next month.

They reviewed the vendor charges of $146,039.

There are 3 Wells Fargo credit card accounts. The charges were handed out totaling $13,262.
$1,636 - SLO and San Diego Head Start and Early Head Start
$5,398 - Early Head Start Partnership
$890 - Migrant and Seasonal Head Start
$5,398 - Early Head Start Partnership

They are continuing to keep an eye on Energy.

B. Planning Committee
Rob read Dee Lacey’s report (attached) on the SSVF program which the Planning Committee reviewed.

C. Nominating Committee – Vice President Selection – Action
Fran reported the Vice President position on the Executive Committee is now open due to the death of Santos Arrona. Fran appointed Mical Bovee and Carlos Sosa to be on the Nominating Committee with
herself as the Chair. The Nominating Committee prepares a slate for Executive Committee Positions. Each member of the Nominating Committee called Board Members to see if they were interested in running for Vice President.

Fran stated Carlos is willing to run for the Vice President position and asked for nominations from the floor. There were none.

Each Board Member was given a voting ballot and Fran asked members to write in any nominations. Marci Sperlo and Lisa Sperow counted the votes with Carlos Sosa receiving the most votes.

Margie Perez-Sesser motioned to elect Carlos Sosa as the Vice President, seconded by Chuck Cesena. (MSC Perez-Sesser/Cesena) All in favor.

Due to Carlos already being on the Executive Committee there is now another vacancy. We will be voting on this next month to fill the open position. Fran will contact those members not at this month’s meeting and will report back next month.

10. President’s Report

A. Update – Board Members’ Reflection of National Conference
   Biz thanked the Board members who attended the conference in Austin and thanked the Board for their support. We are the 2nd CAP agency in California and 8th in the Country to receive this award.

   The Board shared their experiences at the conference, stating it is impressive to see what Community Action is on a National level. As Board members they appreciate what this organization does and to be a part of it and they all respect and look up to Biz and her leadership, but you see this on a whole different scale at these conferences. It was wonderful to see staff presenting and teaching others.

B. Selection Committee
   There are two open positions to fill, one is a Private Representative Position and the other is a South County Low Income Representative currently held by Cheryl Caruso who will be resigning.

   There are some Public Sector positions that will be rotating off. The selection committee will discuss and decide if we will rotate to other cities this year.

   After discussion it was decided Fran, Dee Lacey and Carlos Sosa would be on the Selection Committee with Fran as the Chair.

   Fran handed out a board survey and asked the Board to return it to Marci for the Selection Committee to review at their first meeting.

C. Board Discussion

Adjournment 6:55 pm
HS/EHS PERSONNEL REPORT

Kern County  San Luis Obispo County  San Diego County
0 New Hire  2 New Hires  0 New Hires
0 New Substitutes  0 New Substitutes  0 New Substitute
0 Terminations  0 Terminations  0 Terminations

HS/EHS ENROLLMENT REPORT

San Luis Obispo County
Head Start:
As of August 31, 2016 the Head Start enrollment was 378, with 9 enrollment opportunities available for less than 30 days.
Early Head Start:
As of August 31, 2016 the Early Head Start enrollment was 263 with 0 enrollment opportunities available less than 60 days.
Early Head Start Child Care Partnership:
As of August 31, 2016 the Early Head Start Child Care Partnership program enrollment was 177 with 0 enrollment opportunities available.

San Diego County
Head Start
As of August 31, 2016 San Diego Head Start enrollment was 24 due to summer center closures.
Early Head Start
As of August 31, 2016 San Diego Early Head Start enrollment was 0, with 0 enrollment opportunity available for less than 30 days.

HS/EHS DISABILITIES REPORT

San Luis Obispo County
As of August 31, 2016, we are currently serving 24 children in HS with IEPs and an additional 2 children in the referral process. In EHS there are 23 children with an IFSP and 3 children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities.

San Diego County
As of August 31, 2016, we are currently serving 5 children in HS with IEPs with additional children in the referral process. In EHS we are currently serving 2 children with an IFSP and additional children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities.

San Luis Obispo / Kern / San Diego Counties
As of August 31, 2016, we are currently serving 5 children with IFSPs in EHS Partnership and 1 additional child in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities.

HS/EHS AVERAGE DAILY ATTENDANCE AND MEAL COUNTS

San Luis Obispo County
HS Average Daily Attendance for the Month of August, 2016 was 229 out of 322. HS children received the following number of meals:
1,762 – breakfast 2,017 – lunch 1,165 – snack
Regional EHS Center Based Average Daily Attendance for the month of August, 2016 was 55 out of 71. Regional EHS children received the following number of meals:
546 – breakfast 545 – lunch 419 – snack
EHS Partnership Average Daily Attendance for the month of August, 2016 was 69 out of 87. EHS Partnership children received the following number of meals:
1,096 – breakfast 1,095 – lunch 950 – snack

San Diego County
HS Average Daily Attendance for the Month of August, 2016 was 13 out of 15 children. HS children received the following number of meals:
177 – breakfast 181 – lunch 139 – snack
BOARD OF DIRECTORS MEETING
SEPTEMBER 2016
MSHS REPORT SUMMARY

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

ENROLLMENT REPORT
Base Grant
Funded Enrollment: 1,627
Cumulative Enrollment (since 9/1/16): 41
Current Enrollment: 1,115

MSEHS-Child Care Partnership Grant
Funded Enrollment: 348
Cumulative Enrollment (since 9/1/16): 7
Current Enrollment: 265

Current Disabilities Enrollment
59 children

ATTENDANCE AND MEAL COUNTS
FOR THE MONTH OF AUGUST
Migrant and Seasonal Head Start
619 children
13,003 breakfasts
12,993 lunches
11,188 snacks

MSEHS-Child Care Partnership
75 children
1,688 breakfasts
1,697 lunches
1,640 snacks
September 21, 2016

Migrant and Seasonal Head Start
Parent Policy Council Meeting- September 19th
Board Liaison Report to the Board

This is a brief summary of important items that were discussed at the Parent Policy Council meeting.

1. New Head Start Performance Standards were released from the Department of Health & Human Services Administration for Children and Families and will become effective for Head Start programs on November 7th, 2016. Staff currently are reviewing the standards and are writing policies and procedures to train on the new standards.

2. The program is almost ready to submit the licensing application for the Santa Lucia center in Greenfield. This center will replace the Gabilan center whose site was lost last year. It will be licensed for 70 children.

3. Bill is encouraging the group that is working on a grant from Kellogg to allow Mixtecos students to attend Cal State Channel Islands to work with our Migrant Head Start Centers in Ventura. Students who are majoring in Child development will be eligible.

4. The MSHS fiscal year ended August 31st. In the base grant, we were short 40 children to reach the funded enrollment. Staff are working on a plan to ensure this will not happen in the future. We have not heard if there will be financial impact. This is the first time that the program has not meet its numbers in the base grant.

5. There is a new expanded definitions of agricultural work coming out. This will be a great benefit to families who otherwise might not be eligible.

6. Revisions in the Selections Criteria point system is in the process. The draft came to the Policy Council but was sent back for review, to a committee that will include staff and parents. This shows that the process works of having the Parent Policy Council review action items before they come to the CAPSLO Board.

7. The parent liaison to the CAPSLO Board gave a very detailed presentation of our last CAPSLO Board meeting revolving around homelessness. One of the best reports we have ever heard. Great Job!

Fran Coughlin
Board Liaison to MSHS
Mical called the meeting to order at 3:39 p.m.

**Health and Prevention Division FYE June 30, 2015**

Joan pointed out the increase in income for the Health and Prevention Division from last year to this year. 2015 income was $2,124,836 and $2,857,538 in 2016; increase primarily due to OAH and Clinical revenue growth.

Patty Czach, Accountant II, distributed financial packets and then began her review.

**Fundraising and Clinical Services, $1,708,830.**
The San Luis Obispo and Arroyo Grande Clinics assist clients in maintaining their health by preventing unintended pregnancy, testing and treatment for sexually transmitted infections and HIV, and promoting early detection of breast, cervical and testicular cancers, as well as providing no cost mammograms. Menopausal services and teen peer provided clinics are available at both sites. The clinics served 6,030 unduplicated patients through 11,568 visits. Outreach totaled 8,680.

The clinics are now collaborating with the Grizzly Youth Academy to provide reproductive health care education, birth control and sexually transmitted infection testing and treatment for all program cadets.

Fundraising efforts support all programs of Health and Prevention Division and consists of direct appeal mailings, client donations and the annual Afternoon of Epicurean Delights (AED) event. This year’s AED grossed $78,189 and netted $57,748.

**Health and Prevention Division Clinical Overview.**
Family-PACT revenues increased by 10% due to increased patient visits and higher billing rates. The San Luis Obispo Clinic had a net operating surplus of $59,915.

**Community Services Programs - $152,297.**
Adult Wellness and Prevention Program served adults throughout San Luis Obispo in 14 locations by providing flu shots, blood pressure, diabetes, cholesterol and anemia testing, education and referrals. Active Living held classes in 2 locations. Funding totaled $74,209 with expenses totaling the same. Liberty Tattoo Removal Program’s total funding was $78,088 with the same amount of expenses. For the year ending June 30, 2016, 176 clients from San Luis Obispo County and Northern Santa Barbara Counties were enrolled in the program. Liberty Tattoo Removal provided a total of 685 laser treatments and a total of 4,548 Community service hours were completed by program participants.
Health Education and Outreach Programs, $921,625

Teen Sexual Health Empowerment, Department 380 - $693,216
1,287 students were served with evidenced-based comprehensive sexual health education, and an additional 300 students with information presentations. Students were served at 15 different sites including Grizzly Youth Academy, Juvenile Service Center, foster youth, continuation high schools, and mainstream high schools. Teen Monologues performed in 8 different venues throughout the county for audiences totaling over 1,100 youth and adults.

Project Teen Health, Department 383 - $228,409
Project Teen health (PTH) served students at Arroyo Grande High School (AGHS), Santa Maria High School (SMSH), and Nipomo High School (NHS). 203 youth participated in nutrition consultations. PTH reached 800 students at all three school sites. Additionally nearly 180 students participated in after-school fitness programs.

Joan explained there will be a Board Action at tonight’s Board meeting asking for a carry-over of unspent funds for the Teen Sexual Health Empowerment Program to the 2016-2017 fiscal year in the amount of $137,903.

Raye then distributed a letter from Health and Human Services congratulating them on successfully completing year one of the five year grant with an impressive Year one implementation. Joan stated that the OAH award had not posted timely or properly to the HHS Payment Management site and that hopefully the Federal staff will solve the situation soon.

Raye also reported that excess clinic funds will be able to help out the other division programs. Health and Prevention staff and the accountant then left the meeting.

Administrative Finance Update

- Review of Credit Card Charges: Wells Fargo VISA totaled $44,539: HS & EHS charged $1,636; EHS Partnerships charged $5,398; MSHS charged $890; and MSEHS Partnership charged $5,338.
- Other vendor credit charges totaled $146,039
- Line of credit balance as of today after pay $50K is $294,000.
- Agency wide combined Financial Statements not available at this meeting will be sent out to the Committee by Monday.
- Jim reported he is looking into the Enterprise Card for fuel instead of Wells Fargo.
- Program Financial Status/Budget-Actual by Program – see attached. Energy is still reporting a significant shortfall.

The next meeting will be on October 19, 2016.

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Sheila R. Sanders,
Recording Secretary
Community Action Partnership of San Luis Obispo County  
Agency Wide Combined Balance Sheet  
As of July 31, 2016

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<tr>
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<td>$ 16,981,194</td>
<td>$ 16,710,706</td>
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| **LIABILITIES & NET ASSETS**   |             |             |             |
| **CURRENT LIABILITIES**        |             |             |             |
| Accounts Payable and Accrued Expenses | $ 4,401,720 | $ 3,574,752 | $ 3,807,299 |
| Line of Credit                 | 424,000     | 324,000     | 318,000     |
| Deferred Income                | 3,967,560   | 1,977,911   | 1,714,497   |
| **TOTAL CURRENT LIABILITIES**  | 8,793,280   | 5,876,663   | 5,839,795   |
| **NOTES PAYABLE**              | 1,037,185.05| 1,045,266   | 1,100,103   |
| **NET ASSETS**                 | 9,872,276   | 10,059,265  | 9,770,808   |
| **TOTAL LIABILITIES AND NET ASSETS** | $ 19,702,742 | $ 16,981,194 | $ 16,710,706 |

|                                |             |             |             |
| **BEGINNING BALANCE**          | $ 9,937,868 | $ 10,007,056 | $ 9,748,991 |
| **NET SURPLUS/(DEFICIT)**      | (65,591)    | 52,209      | 21,817      |
| **ENDING FUND BALANCE**        | $ 9,872,276 | $ 10,059,265 | $ 9,770,808 |

Current Ratio = **1.068**
# Community Action Partnership of San Luis Obispo County, Inc.

## REVENUE BY PROGRAM

### FOR THE FOUR MONTHS ENDED JULY 31, 2016

<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</th>
<th>Energy Conserv. Services</th>
<th>Family Support Services</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Revenue</td>
<td>-</td>
<td>155,997.44</td>
<td>4,952,097</td>
<td>13,117,644</td>
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<td>-</td>
<td>-</td>
<td>429,889</td>
<td>-</td>
<td>-</td>
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<td>429,889</td>
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<tr>
<td>F PACT/MCal Revenue</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>429,889</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>429,889</td>
</tr>
<tr>
<td>City Income</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>1,750</td>
<td>48,439</td>
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<td>5,920</td>
<td>12,919</td>
<td>-</td>
<td>10,084</td>
<td>166,516</td>
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<td>Private Corporate Revenue (1)</td>
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<td>74,281</td>
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<td>485,812</td>
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<td>3,007</td>
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<td>3,338</td>
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<td>(1,705)</td>
<td>64,447</td>
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</tr>
<tr>
<td>Fundraising Other</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td>10,518</td>
<td>-</td>
<td>-</td>
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<td>10,518</td>
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<tr>
<td>Indirect Revenue (3)</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,927,212</td>
</tr>
<tr>
<td>Eliminate Indirect (3)</td>
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<td>(1,927,212)</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>1,927,212</td>
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<tr>
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<td>-</td>
<td>91,697</td>
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<td>390,825</td>
<td>21,605</td>
<td>14,956</td>
<td>-</td>
<td>1,777,428</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$24,454</td>
<td>$155,997</td>
<td>$5,629,450</td>
<td>$14,060,034</td>
<td>$2,705,804</td>
<td>$2,991,170</td>
<td>$912,125</td>
<td>$1,112,146</td>
<td>$1,252,527</td>
<td>$966,181</td>
<td>$421,084</td>
<td>$30,230,972</td>
</tr>
</tbody>
</table>

(1) Private Revenue, General Fund includes Wellness funds from Anthem Blue Cross. Additionally, $17,802 is deferred for future use and $50,000 is deferred for Technology use.

(2) Total funds deferred at July 2016 (on Bal sheet) for use in the development of the new Homeless Service Center are approx $400,000

(3) Indirect Revenue at 8% is eliminated as it is also shown in the Revenue and expense of each program. At 7/31, $384,279 of indirect is deferred for future use in fiscal year.

(4) State Child Development is showing a 26% increase in revenues over this time last year due to the accelerated enrollment of children in the June 2016 quarter.

(5) Food Program experienced an increase in reimbursement rates in 2016; however food program revenues did not increase year over year as enrollment was down.

(6) Housing, Shelter & Case Management Services have a balanced budget as of July 2016, but Homeless Sheltering is dependent on successful fundraising. Homeless Services contracts have a FYE of June 30, 2016. The loss shown is not a realized loss as fundraising is expected to cover it.

(7) Energy continues to have an operating loss. The program is being monitored monthly.

**Overall** - Although it is early in the year, it appears the Agency is on track to earn their budget of approximately 77 million at year end, March 31, 2017.
## Community Action Partnership of San Luis Obispo County, Inc.
### EXPENDITURES BY PROGRAM

FOR THE FOUR MONTHS ENDED JULY 31, 2016

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>General Fund</th>
<th>CSBG &amp; Admin</th>
<th>Head Start &amp; Early Head Start</th>
<th>Migrant and Seasonal Head Start</th>
<th>State Child Development</th>
<th>CCRC AP and R &amp; R</th>
<th>Child Care Food Programs</th>
<th>Health &amp; Prevention Services</th>
<th>Housing Sheltering &amp; Services</th>
<th>Energy Conserv. Services</th>
<th>Family Support Services</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>-</td>
<td>976,835</td>
<td>2,174,195</td>
<td>4,893,799</td>
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<td>373,860</td>
<td>53,985</td>
<td>443,800</td>
<td>390,751</td>
<td>407,446</td>
<td>207,419</td>
<td>11,201,711</td>
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<td>114,681</td>
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<td>139,857</td>
<td>157,201</td>
<td>-</td>
<td>77,106</td>
<td>4,584,021</td>
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<td>502,515</td>
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<td>4,965</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<td>4,137,604</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>117,957</td>
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<td>289,189</td>
<td>30,846</td>
<td>3,664</td>
<td>2,594</td>
<td>24,619</td>
<td>25,208</td>
<td>37,594</td>
<td>11,036</td>
<td>564,751</td>
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<td>183,214</td>
<td>85,177</td>
<td>9,542</td>
<td>644</td>
<td>17,850</td>
<td>4,323</td>
<td>173</td>
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<td>177,038</td>
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<td>13,929</td>
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<td>1,645</td>
<td>4,892</td>
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<td>8,484</td>
<td>1,645</td>
<td>4,892</td>
<td>472</td>
<td>3,066</td>
<td>520</td>
<td>70,269</td>
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<td>3,929</td>
<td>794</td>
<td>3,143</td>
<td>-</td>
<td>8,979</td>
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<td>221,185</td>
<td>44,777</td>
<td>70,259</td>
<td>66,199</td>
<td>74,695</td>
<td>30,084</td>
<td>384,279</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

$ 24,454 $ 155,997 $ 5,629,450 $ 14,060,034 $ 2,705,804 $ 2,991,170 $ 912,125 $ 1,038,933 $ 1,322,842 $ 1,034,671 $ 421,084 $ 30,296,563

**CHANGE IN NET ASSETS**

- $ - $ - $ - $ - $ - $ - $ 73,214 $ (70,315) $ (68,490) $ - $ (65,591)

**JULY 2015 EXPENSES**

$ 22,623 $ 132,136 $ 3,664,801 $ 12,431,847 $ 2,144,212 $ 2,733,797 $ 915,332 $ 762,438 $ 1,625,065 $ 974,276 $ 379,400 $ 25,785,928

Net Incr (decr) in YTD Expense

$ 1,831 $ 23,861 $ 1,964,649 $ 1,628,187 $ 561,592 $ 257,373 $ (3,208) $ 276,495 $ (302,223) $ 60,395 $ 41,684 $ 4,510,635

18.1% 54% 13% 26.2% 9% 0% 36% -19% 6% 11% 17.5%
Program Financial Status at July 31, 2016

**Northern San Diego Head Start/EHS** - Staff were furloughed in May, June and most of July; Startup and in-service took place in July and August. The program has applied for Duration funding as well as additional partnership funds.

<table>
<thead>
<tr>
<th>Program Financial Status at July 31, 2016</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Budget</td>
<td>Regional HS/EHS Program SLO 3/31/17 FYE</td>
</tr>
<tr>
<td></td>
<td>$ 4,147,446  $ 6,504,879 31%</td>
</tr>
<tr>
<td></td>
<td>Inkind $ 1,036,862 $ 1,172,361 28%</td>
</tr>
</tbody>
</table>

**SLO Head Start/Early Head Start** - As above, staff have been on furlough and startup training was in August. Provider payments are running slightly high and inkind is coming in low, but it is early in the year. A 2% COLA was awarded.

<table>
<thead>
<tr>
<th>Program Financial Status at July 31, 2016</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Budget</td>
<td>EHS Partnerships and Expansion Program 7/31/16 FYE</td>
</tr>
<tr>
<td></td>
<td>$ 4,881,173  $ 4,318,063 88%</td>
</tr>
<tr>
<td></td>
<td>Inkind $ 1,626,220 $ 448,163 28%</td>
</tr>
</tbody>
</table>

**State Child Care Programs** - We have closed our State CDE Contracts for FYE 6/30/16. The annual independent Audit started 9/19/16 for these contracts. In Sept 2016 CDE gave contractors a 10% reimbursement rate increase, this will help the program to meet critical needs.

<table>
<thead>
<tr>
<th>Program Financial Status at July 31, 2016</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Budget</td>
<td>Fees Paid by Families for Child Care</td>
</tr>
<tr>
<td></td>
<td>$ 6,709,690  $ 741,303 11%</td>
</tr>
</tbody>
</table>

**Migrant Seasonal Head Start (MSHS)** We provided additional care for several center based and FCC children for 2 Saturdays in July and 2 Saturdays in August. United Way of Monterey Co funded $136,000 to serve additional days at our Valle Verde center in October/November 2016. We are expecting unspent funds and will ask for a carryover approval next month to fund an extension of services in Fresno County with our Delegate Agency, Madera CAP.

<table>
<thead>
<tr>
<th>Program Financial Status at July 31, 2016</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Budget</td>
<td>Migrant Seasonal HS/EHS Program YE 8/31</td>
</tr>
<tr>
<td></td>
<td>$ 25,983,080 $ 21,746,107 84%</td>
</tr>
<tr>
<td></td>
<td>Inkind $ 1,659,541 $ 1,267,360 76%</td>
</tr>
</tbody>
</table>

In month 17 of 18, Partnership Spending is significantly under budget. Overall we are at 74% enrolled w/ 259 out of 348 slots.

<table>
<thead>
<tr>
<th>Program Financial Status at July 31, 2016</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Budget</td>
<td>Migrant EHS Partnerships and Expansion Program 18 mo. FY 8/31</td>
</tr>
<tr>
<td></td>
<td>$ 8,661,967  $ 5,243,934 61%</td>
</tr>
<tr>
<td></td>
<td>Inkind $ 552,891 $ 601,453 109%</td>
</tr>
</tbody>
</table>

**CCRC** - The Annual independent audit commenced 9-19-16 for CDE contracts. Only one month into the new budget year spending appears to be on budget. First 5 awarded 2 Impact contracts effective 7/1 to support R & R activities as well as planning council activities (training).

<table>
<thead>
<tr>
<th>Program Financial Status at July 31, 2016</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Budget</td>
<td>Fees Paid by Families for Child Care</td>
</tr>
<tr>
<td></td>
<td>$ 8,630,369  $ 817,561 9%</td>
</tr>
<tr>
<td></td>
<td>Inkind $ 196,000 $ 43,060 22%</td>
</tr>
</tbody>
</table>

**Health Services Programs** - Clinics are closed for FYE 6/30 and will be reviewed at this month's Finance committee meeting in detail. OAH Grant will be requesting a carryover not to exceed $137,000. The clinics are planning expenditures for large equipment and computers of approximately $52,000 in the coming year's budget. *(Funded by last year's surplus)*

<table>
<thead>
<tr>
<th>Program Financial Status at July 31, 2016</th>
<th>YTD EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Budget</td>
<td>$ 3,085,773  $ 199,810 6%</td>
</tr>
</tbody>
</table>
Program Financial Status at July 31, 2016 (cont’d)

Food Programs  9/30 FYE Center Based and Provider Homes. The CCRC Food Program is underspent and the Center Based Food Program is also under budget in month 10 of contract year. CCRC lost some homes and so their revenue was slightly reduced. Low enrollment at childcare centers contributed to lower food program revenues for the Center based program.

<table>
<thead>
<tr>
<th>PROGRAM BUDGET</th>
<th>YTD EXPENDED at 7/31/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,411,500</td>
<td>$1,904,919 79%</td>
</tr>
</tbody>
</table>

Energy & Weatherization The department as a whole is running at an estimated loss of $56,000 for its contract year. Losses appear primarily due to lower revenues than expected in P G & E. July represents the start of its AAA contracts which were fully awarded at last year's funding level.

CSBG - The Community Services Block Grant is in month 7 of providing support to programs across the board at CAPSLO. Homeless Services was awarded $17,000 in discretionary funds for a Shelter Worker. We are on budget to spend out the contract at 12/31.

| $2,912,652 | $1,672,639 57% |

Adult Day Care Program - In month one of their operating year, Adult Day has a balanced budget, but it is too early to comment on VA reimbursements, fundraising and other donations that the program is dependent on to break even.

| $296,091 | $156,207 53% |

Homeless, Case Mgt and Veterans Services -MLM is in it’s first month of operation, and is currently 7% spent. The Program is struggling to fill open positions including Homeless Shelter Lead and Homeless Shelter worker. This fiscal year MLM will partner with Friends of Prado to fundraise for the operation. Homeless will begin operation of the Recuperative Care Program to serve approx. 6 Homeless medically fragile clients with a safe haven and case management support. The Grant is $399,462, Funder is Cencal Health. Currently they have 2 open positons. Prado is also struggling to fill 3 open positions – Homeless Day-Center Workers. The Planning Committee reviewed SSVF in September. Current year SLO Co/HUD contracts have not yet been received, they were effective June 1st.

| $3,752,611 | $1,058,220 28% |

Homeless Service Center -The project is going well. Jim Famalette continues to work with the Homeless Foundation to develop funds and oversee progress towards the development of a new home for Homeless Services. CAPSLO will soon be looking into a short term loan to support the center as we continue to fundraise when the center construction is started. Ceremonial Groundbreaking will be in November 2016. Planning Committee reviewed SSVF in September.

Family Support Services - We are in the process of closing all 6/30 contracts. We will not spend out the First 5 health navigator program due to grant ending and employees are leaving for other jobs. The Encompass Community Services contract was signed and Papas is now in the startup process.

| $1,055,828 | $90,494 9% |

TOTAL BUDGET & EXPENDITURES (various FYEs)  

| $85,263,524 | $44,656,539 52% |
Community Action Partnership of San Luis Obispo Co. Inc.
Summary of Independent Audits, Monitorings and Reviews

Sept 1, 2015  Fiscal & ERSEA MSHS - EHS Baseline Partnership Monitoring Interview
Sept 10, 2015  Fiscal & ERSEA Regional EHS - EHS Baseline Partnership Monitoring Interview
Sept. 14-21 2015  Independent Annual Audit, California Dept of Education Contracts - Brown Armstrong CPAs
October 15, 2015  CAPSLO 403B Plan Audit issued as well as Form 5500, annual return.
October 27-29, 2015  On-site Monitoring and review of the Community Services Block Grant (CSBG). Stephanie Upchurch, Program Analyst, will be visiting CAPSLO to monitor this vital source of funding Administered by the State of Ca., Dept of Community Services and Development.
October 28-30, 2015  CAPSLO finance team along with HR monitored Madera Community Action Partnership, who is our delegate in the operation of the Migrant Head Start Program in Fresno. Earlier in the month Program staff conducted their monitoring of the Fresno operations.
Dec. 14-18, 2015  On-Site OHS Monitoring conducted of San Diego Head Start Program; Comprehensive and School Readiness Services are being monitored.
February 10, 2016  Required Federal monitoring of "Supportive Services for Veterans and their Families" (SSVF) program - On-Site Visit
Mar 28-April 8th  Brown Armstrong CPAs, internal control and systems testing, eligibility and program compliance; IT systems review
March 28-April 1st  Desk Audit for 2016 Community Services Block Grant (CSBG), Lawrence Jackson
April 11 - 14th  CAounty of SLO, Internal Audit Division, Audit of Mental Health Service Act funds, Child care resource Connection and Family Support Services.
May 2016  State of California, Audits and Investigations Division, Review of Center Based Food Program, Program monitoring only
June 27 - July 15th  Brown Armstrong CPAs, March 31, 2016 Agency-wide A-133 Audit
July 18th  State of California, Audits and Investigations Division, Review of Center Based Food Program, Financial monitoring only
Sept 12-16th  Department of Community Services & Development, State of Ca, fiscal and programmatic monitoring of Energy Contracts
Sept 19-29th  Independent Audit of California Dept of Education Contracts commenced for Year Ended June 30, 2016 - Brown Armstrong CPAs
October 24-26th  California Family Health Council (CFHC) monitoring of $130,000 award for 2016. (originally scheduled for July, rescheduled twice, to Dec and then Oct at Funder’s request)

As of September 19, 2016
Joint Audit/Finance Committee Meeting
Audit Exit
September 22, 2016
4:00 p.m. – 5:00 p.m.
Community Action Partnership Board Room
1030 Southwood Drive
San Luis Obispo, CA 93401

Members Present
Fran Coughlin - Chair
Rob Garcia
Mical Bovee

Guests: Brown Armstrong
Brooke Baird CPA, Audit Manager
Andrew Paulden CPA, Partner

Staff Present
Elizabeth “Biz” Steinberg
Jim Famalette
Joan Limov
Sheila Sanders

Fran called the meeting to order at 4:15 p.m.

Andy Paulden explained their procedures and responsibilities involved in rendering an opinion and why they are engaged. (See attached Brown Armstrong Agenda listing all that is involved). He explained how they had met with the Audit Committee at 3:15 today and had gone into much more depth and detail. The audit opinion rendered was an unqualified “clean” opinion.

Joan had earlier distributed drafts of the audit report to each attendee and Brooke led the Committee through various pages of the draft and then had them turn to Page 60, Schedule of Findings and Questioned Costs of the audit showing there were none. She then directed them to Pages 20 and 22, Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards and Independent Auditor’s Report on Compliance For Each Major Program and on Internal Control Over Compliance Required by The Uniform Guidance and there were no instances of non-compliance.

Andy went through the Table of Contents and pointed out Page 24 is the Combining Statement of Revenue and Expense by Functional Programs, which shows all the various programs of the agency.

There was an Agreed Upon Conditions Report Designed to Increase Efficiency, internal Controls, and/or Financial Reporting for SSVF with four different issues and their recommendations. Management and staff had already put new checks and procedures into place on their recommendations.

Brooke thanked staff for good work and cooperation. Joan thanked the auditors for their work also.

Rob Garcia made a motion for the Joint Committees to recommend that the Board approve the audit. The motion was seconded by Mical Bovee and all members voted yes.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Sheila R. Sanders,
Recording Secretary
COMMUNITY ACTION PARTNERSHIP
PLANNING COMMITTEE

MEETING MINUTES
September 8, 2016
3:00 – 5:00

Members Present:
Dee Lacey
Fran Coughlin
Rob Garcia

Staff Present:
Elizabeth “Biz” Steinberg
Grace McIntosh
Bob Ellis
Tammee Green
Vina Patel
Caron McNearney

Welcome
Dee welcomed the attendees and the meeting began at 3:10 p.m. and provided an overview of the objectives of today’s meeting.

SSVF Department Program Evaluation/Assessment
Bob provided an overview of the SSVF program and went over the Program Evaluation Tool. Caron informed the Committee that this is a newly revised form, which includes all of the elements from the prior form in addition to some newly added areas such as employee satisfaction data. Bob went over the client surveys and Caron confirmed that the Employee Council was in the process of following up with clients who indicated they wanted to be contacted after completing their survey. Vina provided an overview of the Financials for the SSVF program.

Tammee provided the Committee with the Employee Council’s recommendations. The EC recommended the following:

- Based on the budget, there are funds allocated in the program’s budget for advertising, but no monies have been spent. Consider Advertising as an additional outreach strategy, provided those expenses are allowable.

- The program has targeted objectives in terms of the numbers of clients served, but does not have additional “outcomes.” Consider measuring additional outcomes, even though they are not required by the fundor.

- The department utilizes Client Track for some basic demographic data. Consider expanding the use of Client Track to track outcomes, case management notes, etc.

- Consider working with Client Track and other internal programs to partner in “internal referrals” to your program, and to other CAPSLO programs.
Employee Council Update

Dee asked Tammee to provide an update on the Employee Council. Tammee informed the Committee that the EC was working on an internal referral program with Papas and Energy and that she enjoyed her experience on the EC.

Strategic Planning Review
Caron provided a review of the Strategic Plan and went over the areas that had not been started. She indicated that those items were going to be started in the very near future and that the items on the Strategic Plan will most likely all be completed or continually in process at the time of a development of CAPSLO’s next Strategic Plan.

Committee adjourned: 4:20 p.m.
Minutes submitted by Caron McNearney
Selection Committee Meeting
Monday October 10, 2016
Meeting Minutes

Attendance:
Fran Coughlin, Chair, Low Income Rep.
Dee Lacey, Public Rep.
Carlos Sosa, Low Income Rep.
Marci Sperlo, Recording Secretary

The meeting was called to order at 3:50 pm by Chair Fran Coughlin.

Fran went over the selection process and read the By-laws related to the selection of Board members to the Committee.

Fran had previously sent Board members a survey asking their priorities when filling the current open positions. Some suggestions include:
- Small business owner.
- Person dedicated to clients.
- Retired professional, perhaps one with experience in HR.
- Bilingual person.
- A low income person and/or a past or current Head Start Parent.

One survey made suggestions for reaching out to Cuesta College Counselors and Community Advocates Janet Flores, Louie Quade and Dee Limon.
- Dee will reach out to Dee Limon.
- Fran will call Margie to see if she can reach out to Janet Flores and Louie Quade.
- Carlos will reach out to Fred Nunez's wife.

Advertising:
Fran will compose a letter with information on the positions to send to the following:
- KCBX Radio
- Craigslist
- Chambers
  - Requesting a list for small businesses
- Head Start Centers.
  - Marci will send Fran the South County Area Managers contact information. Fran will reach out to the Area Managers to ask for help in recruiting parents interested in being on the Board.

Rotating Public Officials:
It was decided to not rotate from Los Osos, as Chuck Cesena did not have a complete term.
Dee, Fran and Rob will look at the Templeton CSD members and will discuss rotating to Templeton CSD or Atascadero.
Outside Agency Committee Members:
Marci will reach out to:
  • Salvation Army
  • Tri Counties Regional Center
  • Family Care Network
  • HASLO

Interview dates will be in preference order and depending on number of applications:
  • 11-17 from 12-4
  • 11-14 anytime of day

The cutoff date for receipt of applications will be November 9th.
ITEM: 2017-18 Emergency Solutions Grant (ESG) Applications to the County of San Luis Obispo for funding to support the Maxine Lewis Memorial Shelter (MLM) and Prado Day Center

ACTION REQUIRED: Board approval to submit applications

SUMMARY NARRATIVE:
ESG funding is available to provide day and night sheltering services to homeless persons in San Luis Obispo County. The County’s annual ESG allocation funds the Maxine Lewis Memorial Shelter and the Prado Day Center, among other homeless service providers throughout the county.

BUDGET/ FINANCIAL IMPACT:
CAPSLO is requesting funds for MLM in the amount of $52,000 and $38,400 for the Prado Day Center based on last year’s award amounts of $49,997 and $36,573.

STAFF RECOMMENDATION:
Recommend approval. Both MLM and Prado are highly aligned with ESG funding priorities and these funds help secure additional match funding from the County General Fund.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. The MLM and Prado Day Center are key service sites for the county’s homeless individuals and families, and ESG funding is essential to keeping our programs fully staffed and operational.
ITEM: 2017-18 Applications to the County of San Luis Obispo General Fund for funding to support the Maxine Lewis Memorial Shelter (MLM) and Prado Day Center

ACTION REQUIRED: Board approval to submit applications

SUMMARY NARRATIVE:
SLO County General Fund has allocated $218,000 for the provision of day and night sheltering services to homeless persons in San Luis Obispo County for 2017-18. This funding provides required match for ESG funds and needed monetary support for MLM and Prado.

BUDGET/FINANCIAL IMPACT:
CAPSLO is requesting funds for MLM in the amount of $100,000 and $34,000 for the Prado Day Center based on last year’s funding requests and County allocations to other providers.

STAFF RECOMMENDATION:
Recommend approval. Both MLM and Prado depend on General Fund support for their annual operations.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. The Maxine Lewis Memorial Shelter and Prado Day Center are key service sites for the county’s homeless individuals and families, and this funding is essential to keeping our programs fully staffed and operational.
BOARD ACTION REQUIRED
October 20, 2016

ITEM: Applications to the San Luis Obispo County and various cities for the 2017 Community Development Block Grant (CDBG) to support various Community Action Partnership programs in the amount of $343,516

ACTION REQUIRED: Board approval to submit applications

SUMMARY NARRATIVE:
CDBG funding is available to serve the needs of low- and very low-income persons throughout San Luis Obispo County. San Luis Obispo County and the following cities participate in CDBG funding: Arroyo Grande, Atascadero, Morro Bay, Paso Robles, and San Luis Obispo. The following criteria are used to determine which proposals will be funded:

1. Consistency with federal regulations and laws
2. Community support (for example, approval of project by a city council)
3. Seriousness of community development need proposed to be addressed by project
4. Degree to which project benefits low-income and very low-income families or persons.
5. Feasibility of the project to be completed as budgeted or by May 31, 2017 for public service activities; planning and capacity building and administrative costs, or by December 31, 2017 for projects involving acquisition, construction or rehabilitation.
6. Cost effectiveness of funds requested and leveraging of other funds
7. Organization’s experience or knowledge regarding CDBG or HOME requirements

Community Action Partnership wishes to apply for funding in these categories for the following programs: Public Services: Prado Day Center, Maxine Lewis Memorial Homeless Shelter, and Adult Day Center; and Housing: Energy Services’ Minor Home Repair Program.

BUDGET/FINANCIAL IMPACT:

<table>
<thead>
<tr>
<th>Program</th>
<th>2016 Request</th>
<th>2016 Awarded</th>
<th>2017 Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless Shelter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$125,000 (City of SLO)</td>
<td>$69,188 (City of SLO, plus General Funds *TBA)</td>
<td>$125,000 (City of SLO)</td>
</tr>
<tr>
<td></td>
<td>$68,494 (County of SLO)</td>
<td>$65,822 (County of SLO)</td>
<td>$68,494 (County of SLO)</td>
</tr>
<tr>
<td>Prado Day Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$8,600 (Morro Bay)</td>
<td>$37,022 (County of SLO)</td>
<td>$37,022 (County of SLO)</td>
</tr>
<tr>
<td></td>
<td>$29,354 (County of SLO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Home Repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$85,000 (County of SLO)</td>
<td>$0 (County of SLO)</td>
<td>$78,000 (County of SLO)</td>
</tr>
<tr>
<td></td>
<td>$30,000 (City of Pismo)</td>
<td>$29,607 (City of Pismo)</td>
<td>$25,000 (City of Pismo)</td>
</tr>
<tr>
<td>Adult Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$10,000 (City of Paso)</td>
<td>$9,580 (City of Paso)</td>
<td>$10,000 (City of Paso)</td>
</tr>
</tbody>
</table>

*TBA – Amounts to be determined by SLO County and communicated with CAPSLO upon receipt of the contract.
STAFF RECOMMENDATION:
Recommend approval. CDBG funds are critical to the continued operation of each of these programs.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:
Recommend approval. The Maxine Lewis Memorial Shelter and Prado Day Center could not operate without these funds. The Minor Home Repair program helps families retain safe housing in this tight housing market. The Adult Day Center is the only program of its kind in San Luis Obispo County.
ITEM: Renewal contract for California Department of Community Services and Development (CSD) Low-Income Home Energy Assistance Program (LIHEAP) from 10/1/16-12/31/17 in the amount of $588,495

ACTION REQUIRED: Board approval to renew contract

SUMMARY NARRATIVE:
The Energy Services Division operates the LIHEAP program for San Luis Obispo County, providing energy conservation and weatherization services for low-income county residents, including utility payment assistance and repair and replacement of heating and cooling systems and water heaters. Work performed also includes furnace repair and replacement, water heater replacement, duct system testing and sealing, blower door testing, installation of evaporative coolers and air conditioning units, door and window replacement, weather-stripping, attic insulation, and other energy conservation measures. In 2016, Energy Services weatherized 96 homes, performed heating and cooling work on 110 homes, and assisted over 900 households with payment of utility bills.

BUDGET/FINANCIAL IMPACT:
Payment for all activities performed under this contract is a simple reimbursement for all costs incurred, including labor, materials, program support, and administration. Below is the budget for the initial 2017 contract. Additional funding will be added to the contract in 2017.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIHEAP Weatherization Assistance:</td>
<td>$ 92,919</td>
</tr>
<tr>
<td>ECIP Heating and Cooling:</td>
<td>274,425</td>
</tr>
<tr>
<td>HEAP/Fast Track Utility Payments:</td>
<td>221,151 (non-consideration, paid directly to Utility Company)</td>
</tr>
<tr>
<td>Total Contract Amount:</td>
<td>$588,495</td>
</tr>
</tbody>
</table>

STAFF RECOMMENDATION:
Recommend approval. In addition to weatherization services, heating and cooling funds will be used to replace hazardous furnaces, water heaters, non-operable heating and cooling systems, and make repairs that address carbon monoxide and other safety problems discovered by Energy staff. The contract also includes the HEAP and Fast Track utility assistance programs, which provide seniors, disabled, and low-income households with a once-a-year payment from the State of California for their energy bills. Utility assistance funds are not directly administered by CAPSLO; instead, utility payments are made by the HEAP office in Sacramento and are listed as non-consideration funds in the budget.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. This contract provides three vital services (weatherization, furnace and water heater replacement, and utility assistance) for San Luis Obispo County’s low-income residents.
RESOLUTION NO. R-2016-4

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC.
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ACCEPT 2017 CONTRACTS FROM THE STATE
OF CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

WHEREAS, the Community Action Partnership of San Luis Obispo County, Inc. (hereafter referred to as "CAPSLO") Board of Directors is the governing body for CAPSLO, a private nonprofit corporation doing business in the State of California; and

WHEREAS, the CAPSLO Board of Directors has designated Elizabeth “Biz” Steinberg, as the Chief Executive Officer and official representative of CAPSLO; and

WHEREAS, the CAPSLO Board of Directors authorizes the Chief Executive Officer, or her designee, to enter into all CSD contracts, agreements, memoranda of understanding, and other arrangements that advance the mission of CAPSLO;

NOW, THEREFORE, BE IT RESOLVED that Elizabeth “Biz” Steinberg, or her designee, is authorized to sign all CSD contracts, agreements, memoranda of understanding, and other documents, including all exhibits and assurances contained therein, and any amendments thereto, and to sign subsequent required fiscal and programmatic reports, and to perform any and all responsibilities in relationship to CAPSLO programs.

UPON MOTION OF __________________________, seconded by __________________________, the foregoing Resolution is hereby passed and adopted at the regular meeting of the CAPSLO Board of Directors this 20th day of October 2016, on a roll call vote, to wit:

Ayes:

Noes:

Abstain:

Absent:

Attest: __________________________

Marci Sperlo, Recording Secretary

______________________________  ______________________________
Frances I. Coughlin                Elizabeth "Biz" Steinberg
Board President                   Chief Executive Officer
ITEM: Budget carry over of Early Head Start Partnership Grant 09HP0025/01 funds for Start-up, Operating and Training and Technical Assistance (T/TA) Budgets for the fiscal year ending July 31, 2016 in an amount not to exceed $510,000.

ACTION REQUIRED: Board approval for carry-over of funds from year one to year two.

SUMMARY NARRATIVE: A budget carry-over request not to exceed $510,000 is being made due to under-expenditures in operating, training and startup funds awarded in our Early Head Start Child Care Partnership Grant (EHS-CCP).

Carry-over of operating funds will be expended to repair flooring in centers in San Luis Obispo and Kern County that were in progress when the year ended. Additional projects such as a bike path, artificial turf, paint and shade structures will be installed at centers in San Luis Obispo and Kern County.

Training funds were underspent at year end due to the late awarding of $295,331 in funds in February 2016. These funds will be carried over for additional training for staff located at ten Early Head Start Centers in San Luis Obispo, Kern and San Diego counties. Trainings include onboarding new staff with curriculum, program policies and procedures, health and safety training to include CPR/First Aid and training to meet all Performance Standards.

Unexpended Start-up funds due to difficulties in recruiting family child care homes resulted in savings in the Startup and Operating budgets. These funds will be utilized to furnish developmentally appropriate environments and supplies for provider day care homes. Renovation and repair projects including facility upgrades and shade structure installations need to be completed in our three county service area.

BUDGET/FINANCIAL IMPACT:
Carryover funds requested consist of the following amounts:

- Unspent Operating Funds $120,000
- Unspent Training Funds $175,000
- Unspent Start-up Funds $215,000

Total not-to-exceed Carryover Request $510,000

The program has until October 31, 2016 to report final expenditures, thus funds above are based on expenses as of October 10, 2016.

POLICY COUNCIL RECOMMENDATION:
This carry-over request will be presented for approval by the HS/EHS Policy Council at their meeting on October 15, 2016.

STAFF RECOMMENDATION:
Recommend approval. Carry-over will help provide safe, quality environments, and additional T/TA for current and future staff.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:
Recommend approval. Carryover funds will ensure that our centers are well equipped and have qualified staff for the children and families in our programs.

Frances I. Coughlin, Board President

Date

October 20, 2016
ITEM: Approval of expanded definition of migrant work for Migrant and Seasonal Head Start Program

ACTION REQUIRED: Board approval of expanded definition

SUMMARY NARRATIVE:
With the release of the new Head Start Performance Standards on September 1, 2016, the definition of “migrant family” has been expanded and is no longer limited to families involved in the production and harvesting of tree and field crops. The new broader definition includes families who migrate for “the purpose of engaging in agricultural work.” This new definition is much more inclusive of the many tasks associated with agriculture and will allow the program to serve more families.

To better align CAPSLO’s Migrant and Seasonal Head Start (MSHS), Head Start, Early Head Start, and State Child Development programs’ eligibility procedures and to improve clarity and transparency, MSHS will begin using the California Department of Education’s definition of “agricultural work.” This definition is more comprehensive and representative of agricultural activities in California. “Agricultural work” or “agricultural labor” means all service performed:

1. on a farm, in the employ of any person, in connection with cultivating the soil, or in connection with the production or processing of any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and fur-bearing animals/wildlife;

2. in the employ of the operator of a farm, in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment, or in salvaging timber or clearing land of brush and other debris left by a hurricane;

3. in the employ of the operator of a farm in handling, planting, drying, packing, packaging, processing, freezing, canning, grading, storing, or delivering to storage or to market or to a carrier for transportation to market, in its unmanufactured state, any agricultural or horticultural commodity.

The definition of agricultural work is not be deemed applicable with respect to service performed in connection with any agricultural or horticultural commodity after its delivery to a terminal market for distribution for consumption; or on a farm operated for profit if such service is not in the course of the employer’s trade or business or is domestic service in a private home of the employer. The term “farm” includes stock, dairy, poultry, fruit, fur-bearing animal, and truck farms, plantations, ranches, nurseries, ranges, greenhouses or other similar structures used primarily for the raising of agricultural or horticultural commodities, and orchards.

BUDGET/FINANCIAL IMPACT: None

POLICY COUNCIL RECOMMENDATION:
This definition will be presented and approved by the MSHS Policy Council at their meeting on October 17, 2016.

STAFF RECOMMENDATION:
Recommend approval. A list of specific approved and unapproved activities will serve as a guide. MSHS will still need to document that applicants are engaged in agricultural work; parents are currently working; the family’s income is primarily from agricultural activities; and that mobility criterion has been
Families that are able to document their eligibility to reside in a migrant camp also qualify as migrant in MSHS.

**CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:**
Recommend approval. This expanded definition will allow CAPSLO to serve more migrant families in need of quality, comprehensive child care and early childhood education.

Frances I. Coughlin, Board President

Date

October 20, 2016
ITEM: Migrant and Seasonal Head Start (MSHS) 2015-2016 Self-Assessment

ACTION REQUIRED: Board approval of MSHS 2015-2016 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 data 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 conducted their annual self-assessment from October, 2015-September, 2016 with a report date of September 15, 2016. A Program Improvement Plan has been developed to address the noted findings.

BUDGET/FINANCIAL IMPACT: None

POLICY COUNCIL RECOMMENDATION:
The MSHS 2015-2016 Self-Assessment Report and Program Improvement Plan will be presented for approval at the Policy Council meeting on October 17, 2016.

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.

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.

Frances I. Coughlin, Board President

October 20, 2016
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 forms 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 24 center visits and 61 family child care home visits as well as interviewing staff, parents, and Policy Council representatives. 114 children’s files were reviewed and 25 teacher staff files were reviewed.

STRENGTHS

Disabilities:
- Documentation
  - Teachers were more consistent in placing an ‘X’ on lesson plan to symbolize an activity that supported a goal from the child’s IFSP/IEP. Teachers were able to explain why they chose the activity in relationship to the child’s IFSP/IEP.
- Teachers / children
  - Staff improved in their abilities to identify “red flags” for disabilities and confidence in addressing these concerns with the parents.
- Family Service Advocates (FSA)
  - FSAs/FCCCs demonstrated good understanding of how the system worked to refer children to Regional Center and School District. They knew who to contact and the schedules of the various agencies. Their documentation was clear and complete in how they followed through so children could be assessed and/or receive services.

Education 0-3:
- Teachers in both program options demonstrated positive, respectful and responsive interactions while attending to the needs of each infant and toddler.
- Provider’s indoor environments displayed multiple learning areas accessible to children.

Education 3-5:
- Classrooms have displays of children’s dictation and documentation of children’s work posted as well as charts and graphs the children participated in creating.
- FCC homes provide caring environments and providers and children seem to have a genuine connection.
- FCC providers are eager for feedback and want to improve their practice as much as possible.

ERSEA:
- Staff was friendly and helpful with questions in regards to the child’s file
- Staff seems eager to want to know how to comply with the ERSEA Policies and Procedures

Health:
- Child Plus entries
  - Entering Health Events as they occur to retain “the story” of the child’s progress through health issues as well as to document the case management services provided by staff
- Centers hosting a Health Fair with parents in the evening – bringing in community partners on health topics and making the event fun/festive as well as informative
- Transitioning to standardized products in place (Ecolab); all containers labeled

**Mental Health:**
- Families feel safe when approaching staff for help accessing mental health support.
  - 36 families were supported in getting their mental health needs met through authorized visits with a mental health consultant.
- The Family Child Care option is accessing mental health support more and more.
  - We received 35 internal referrals from FCCCs during the 2015-2016 program, we received 18 in 2014-2015 and 11 in 2013-2014.
  - We provided 13 specific child observations at provider homes to offer classroom management support, behavioral support or additional developmental screening.

**Nutrition:**
- Nutrition Services - Family Style Dining at Meal Time: Center staff demonstrated good understanding and providers welcomed adopting family style dining meals into their childcare options; encouraging children to assume responsibilities of setting the table, engaging in conversation, trusting the children to regulate their own food intake, staff modeling good technique with dental hygiene, and using effective strategies in transitioning to mealtime.
- Nutrition Services - CACFP: The CACFP adherence to the food program provides consistently high quality meals throughout the agency with excellent implementation of kitchen sanitation procedures.

**Parent, Family, and Community Engagement:**
- 2016 is the first year of implementation of using Child Plus to input documentation of FPA Events and Actions. Overall staff made this shift well. There is some fine tuning needed, but the tools and resources available have supported a successful first year in this process.
- 35 Staff completed the Family Development Credential in 2015. 33 Staff are enrolled in the Family Development Credential for 2016.

**Program Design & Management:**
- Area Manager county tracking sheets contain current required documentation for teachers.
AREAS NEEDING IMMEDIATE ATTENTION

Education 0-3:
- Center Supervisors, staff, FCC Coordinators and FCC Providers need guidance on appropriate strategies to maintain supervision and ratios.
- The FCC Coordinators and Providers need training on appropriate use of cribs, playpens, high chairs, toddler transition chairs, car seats, bouncy seats, to ensure infants are not confined. Provide some strategies and guidance for supporting the development of young infants and how to arrange safe spaces for infants in both indoor and outdoor environments.

Health:
- Bike seat broken in pre-school play area.
- Peeling paint/weathering material off of cabinets in toddler outdoor areas.
- Wooden box in outdoor area broken.
- Worn toothbrushes need replacing

Mental Health:
- Policies and Procedures for the 2016-2017 program year that make the procedure for timely referrals clear.

See Program Improvement Plan (PIP) for plan to address these findings
SHORT TERM – 6 MONTHS

Disabilities:
- Policy and Procedures: DS 2.2
  - ASQ-3: When teachers filled out score sheet it was confusing since the wording asked for “Administering program/provider”. We can’t change the sheet since it is a proprietary form of the ASQ-3. Our procedure and reviewers want the teacher’s name listed. Training was done at 2016 pre-service again, and improvement in carrying out this procedure was made, however monitors still found several incorrect scoresheets at each center or FCCC files with center name or MSHS only recorded.
- Policy and Procedure: DS 2.2
  - ChildPlus: Date stamping is part of our monitoring system. Coordinators/Specialists are able to check notes in ChildPlus to be sure teachers and center supervisors open IRs in a timely manner. By stating who scored the sheets and if an IR was opened, we can contact the appropriate person for clarification or questions.
- Staff seems to look at ASQs as something to check off their list instead of seeing how the screening tool can help them have a better understanding of the child. Staff also feels parents don’t understand the questions, so they often don’t feel the answers are valid. On many instances, teachers would rather wait until they rescore to see if child is still in gray/black area; yet staff is not resoring so it is hard to know if child has made any progress. We had developed a center level IR that was easy to fill out and done by hand so teachers wouldn’t need access to a computer to complete the task.

Education 0-3:
- Individualization for children in some FCC homes was still lacking as defined by the lesson planning process.
- In reviewing the child/family files for FCC, the Reference Record process is fragmented; there is not a clearly defined process.

ERSEA:
- Basic Interview-6/14 or 43% of the MSHS Centers & 3/6 or 50% of the FCCC
  - The Basic Interviews need to be filled out completely.
  - Mobility dates need to have Month, Day & Year
  - The “Office Use Only Box” needs to be completed
- Eligibility Statement-7/14 or 50% of the MSHS Centers & 2/6 or 33% of the FCCC
  - Selection Criteria missing in Child’s file
  - Points aren’t matching the status of the child’s Income
- Employment Verification-9/14 or 64% of the MSHS Centers & 2/6 or 33% of the FCCC
  - The Job Description may not meet the definition for Migrant Head Start, needs to be clarified through Employer
  - Missing phone number and address of Employers
  - Employment Verification need to be current and if not then a new one needs to be submitted and verified
  - The “Office Use Only Box” needs to be completed showing that the Employment was verified by either a phone call or reviewing a check stub
- 12 Months of Income-13/14 or 93% of the MSHS Centers & 3/6 or 50% of the FCCC
  - The family income must be verified by the Head Start program before determining that a child is eligible to participate in the program.
Income must be calculated for the past twelve (12) months prior to the month the application is taken.
- The Financial Statement of Support form is to be completed by any parent/guardian who, for whatever reason, does not have income tax forms, W-2 forms, or check stubs to verify their gross income for any given month

- Mobility- 5/14 or 36% of the MSHS Centers & 1/6 or 17% of the FCCC
  - Proof of Mobility needs to be collected and attached to the Basic Interview
  - If the documentation submitted isn’t on the approved list, then it needs to be submitted to the ERSEA Coordinator for approval
  - Mobility needs to be from the location the family moved FROM

**Health:**

- Emergency Preparations and requirements
  - Integrative Pest Management (IPM) Plan still incomplete/not sent out to all parents/indicated on reference record for Center-based childcare (this does not apply to FCC).
    - Aerosol spray cans being used.
  - Medical and Dental Emergency plan not posted
  - Emergency facility sketch needs “You are here” Sticker
  - Fire/earthquake/lockdown drill logs not complete.
  - Fire Extinguisher tag not checked or initialed monthly by providers.
  - 72-Hour disaster kit:
    - Kit not located during visit. Staff not aware of 72-hour kit.
    - 72 Hour kit used but not replaced

- Documentation in Child Plus
  - 4th does HIB vaccine notifications I Child Plus are not consistently accurate. Most cases reviewed confirmed 4th dose of HIB vaccine was not needed
  - Blood lead tests are not routinely ordered for children after the age of 2 years. Closer review of these entries in 2017 will confirm accuracy in Child Plus.

- Cleaning Practice concerns
  - Daily Cleaning Checklist is not being fully completed by staff.
  - Weekly Cleaning Checklist not present.
    - Aerosol spray cans being used.

- Parent Engagement concerns
  - Including parents in the CAT process in 2017
  - Cueing on parent concerns assessment at the beginning of the season – what concerns are reported through the intake process and how can those findings be shared with Health?
  - Consider completing a health segment/message at one parent meeting in every center/region in 2017 on waterless tooth brushing (model to parents what their children are doing everyday at MSHS) – use video conferencing or a recorded video of this practice to share every location
  - Health to be involved in Education policy reviews related of EHS maternal/child health content to establish case-finding and referral for pregnant/postpartum mothers as needed

**Nutrition:**

- Staff may lack skills/resources about some nutrition-related duties. (Training issue)
  (Performance Std. 1304.23(c)(4) & 1304.23(e)(1), 1304.52(l)(5); Observation Score: 86%
Plan for program improvement: identify family child care staff needing initial and refresher food safety trainings. Issues to be addressed:

- Work in concert with staff development and area managers to schedule food safety trainings in FCC monthly meetings or during the annual FCC conference.
- Identify critical nutrition related program supplies and work with providers to properly distribute and train on use.
- Complete periodic safety audits (including food safety) and provide coaching as needed.

*See Program Improvement Plan (PIP) for plan to address these findings*
Disabilities:
- Not meeting our 10% for Disabilities
  - Disabilities Performance Standards 1308.5(4)
  - Staff has made progress in identifying and referring children who may qualify for disabilities yet we still haven’t met our 10%. There are other issues that have made it difficult for us to meet our 10%:
    - Children who received an IFSP/IEP may not return for the following program year.
    - Parents are 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 they are exhausted from working long days. Parents often feel they can’t fit one more thing into their schedule.
    - We are running into difficulty with LEAs delaying the identification of children with concerns.

Education 0-3:
- Parent input and Individualization is not noted on page 1 of the Infant/Toddler Experience Plans as guided by the agency’s policies and procedures.
- Several FCC Providers still lacking knowledge in working with young infants during routines and free play time.
- The DRDP Assessment Reports revealed the areas of Language/Literacy and Cognitive Development in the FCC option.
- The DRDP Assessment Reports revealed the lowest gains in the areas of Language/Literacy and Fine Motor Development in the Center-Based program.

Mental Health:
- Addressing Behavior Support/Classroom Management
- Addressing ASQ-SE-2 Procedure and Documentation

Nutrition:
- Families (of children with weight or other concerns) take a passive versus proactive role in their health and wellness and are difficult to motivate to take effective steps. (Cultural/engagement issue) Performance Std. 1304.40(f)(2)(ii) Observational Score: 83% - improved)
  - Plans for program improvement: Encourage leaders from within our centers/FCCs. Plan to address issues:
    - Identify and incorporate wellness activities, challenges and resources to share with staff (meetings, break rooms, periodic newsletters)- partner with HR interventions to support their wellness.
    - Provide training and tools for Teachers, FCCS in background nutrition and fitness recommendations. Identify and provide guidance for implementing best practices to promote wellness within their centers and FCC provider homes as a way of supporting staff and modeling with families.

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

Completed: 9/16
ITEM: Migrant and Seasonal Head Start and Early Head Start Eligibility, Recruitment, Selection, and Attendance Criteria Plan (ERSEA)

ACTION REQUIRED: Board approval of selection criteria for ERSEA of Migrant and Seasonal Head Start/Early Head Start (MSHS/MSEHS) 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 and expectant mothers. The attached selection criteria ensures compliance with the new Federal Performance Standards 1302.12 (c)(i-iv), which calls for merging MSHS/MSEHS criteria with prenatal criteria (pregnant women are on equal status with an eligible child). Criteria delineated in green represent existing but merged elements. Criteria delineated in red represent changes in selection criteria. According to Standard 1302.14, children who are in the 0-3 age bracket will now get priority because of the full day State Preschools available in the area.

BUDGET/FINANCIAL IMPACT: None

MSHS POLICY COUNCIL RECOMMENDATION:
This item will be presented to the MSHS Policy Council for approval at their meeting on October 17, 2016.

STAFF RECOMMENDATION:
Recommend approval. As Head Start Performance Standards change, staff must update or develop documents and procedures to maintain program compliance.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:
Recommend approval. This is an on-going process to ensure that our Migrant and Seasonal Head Start/Early Head Start Programs are meeting the new Federal Performance Standards regarding ERSEA.

Frances I. Coughlin, Board President

Date

October 20, 2016
# SELECTION CRITERIA PRIORITY POINTS (MSHS & Prenatal)

**Child’s Name:** ___________________________  
**Date of Birth:** ___________________________

## PARENT/FAMILY STATUS

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<tr>
<th>Status</th>
<th>Points</th>
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<tbody>
<tr>
<td>Foster Parent(s)</td>
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<tr>
<td>Single Parent</td>
<td>50</td>
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<tr>
<td>Grandparent(s) or Guardian(s)</td>
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<tr>
<td>Two Parent</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Birth (Prenatal Only)</td>
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</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; or More Birth (Prenatal Only)</td>
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## PRENATAL/AT RISK PERIOD (Prenatal Only)

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<th>Period</th>
<th>Points</th>
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<tbody>
<tr>
<td>First Trimester (conception thru 3 months)</td>
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<tr>
<td>Second Trimester (4 thru 6 months)</td>
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<td>Third Trimester (7 thru Birth)</td>
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<td>Twins or Multiples</td>
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<tr>
<td>Diagnosed (Confirmed before selection)</td>
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<tr>
<td>Suspected by qualified person</td>
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<tr>
<td>Suspected by parent</td>
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<tr>
<td>Not At Risk</td>
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## DISABILITY

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<tr>
<td>Diagnosed (Confirmed before selection-IFSP or IEP attached)</td>
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<td>Suspected by qualified person</td>
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<td>Suspected by parent</td>
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<tr>
<td>Zero Disability</td>
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## INCOME

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<th>Points</th>
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<tbody>
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<td>Income Eligible</td>
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<tr>
<td>Over-income/0-30% above poverty guidelines</td>
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<tr>
<td>Over-income/31-50% above poverty guidelines</td>
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<tr>
<td>Over-income/51-75% above poverty guidelines</td>
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<tr>
<td>Over-income/76% or more above poverty guidelines</td>
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## CHILD’S AGE

<table>
<thead>
<tr>
<th>Age</th>
<th>Points</th>
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<tbody>
<tr>
<td>0-3 Years Old by September 1st of the funded Year</td>
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<tr>
<td>4-5 Years Old by September 1st of the funded Year</td>
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## EMPLOYMENT STATUS

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<th>Status</th>
<th>Points</th>
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<td>Single Parent/Guardian working</td>
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<tr>
<td>Both Parents/Guardians working</td>
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<tr>
<td>One parent working and one on “incapacitated” status</td>
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</tr>
<tr>
<td>One parent working and one attending school or training</td>
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<tr>
<td>Both parent on “incapacitated” status</td>
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## OTHER FACTORS

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<thead>
<tr>
<th>Factor</th>
<th>Points</th>
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<tbody>
<tr>
<td>Homeless- Living in a shelter/hotel/motel</td>
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<tr>
<td>Homeless- Living with family/friends</td>
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<tr>
<td>CWS/CPS Referral</td>
<td>10</td>
</tr>
<tr>
<td>Domestic /Family Violence</td>
<td>10</td>
</tr>
</tbody>
</table>

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Green: Merging of the 2 Selection Criteria (MSHS & Prenatal)  
Red: Changes/Updates

Revised 9/2016 Policy Council Approval 10/24/15 -CAPSLO Board Approval 11/19/2015  
EL-4.4  

40
<table>
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<tr>
<th>Subcategory</th>
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<tr>
<td>Smoking</td>
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<tr>
<td>Mental Illness (Diagnosed) of a Parent</td>
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<tr>
<td>Teen Parent (under 19 years of age) at birth of the child you are enrolling</td>
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</tr>
<tr>
<td>Recent death of Parent/Guardian or Sibling (within 12 months)</td>
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</tr>
<tr>
<td>WIC/SNAP</td>
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</tr>
<tr>
<td>Permanently Disabled Custodial Parent or Guardian</td>
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<td>Custodial Parent/Guardian with no high school or GED/Diploma</td>
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<tr>
<td>Impacted by Major Natural Disaster</td>
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<tr>
<td>Currently Incarcerated Parent/Guardian</td>
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</tr>
<tr>
<td>Military Family, Including Veterans</td>
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<tr>
<td>Family with one parent on an Extended absence (Deportation)</td>
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<tr>
<td>Housing Authority</td>
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<tr>
<td>Family has children currently enrolled in a MSHS program option</td>
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**TOTAL POINTS**

41
### OTHER FACTORS

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<th>Fact:</th>
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<tbody>
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<td>Homeless-</td>
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<tr>
<td>If yes- Living at shelter/hotel/motel OR Living with friends/family?</td>
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<tr>
<td>CWS/CPS Referral</td>
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<tr>
<td>Domestic/Family Violence</td>
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<tr>
<td>Substance Abuse of a Parent</td>
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<td>Mental Illness (diagnosed) of a Parent</td>
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<td>Teen Parent (under 19 years of age at birth)</td>
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<tr>
<td>WIC/SNAP</td>
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</tr>
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<td>Disabled Custodial Parent or Guardian</td>
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<td>Family has children currently enrolled in a MSHS program option</td>
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### OTROS FACTORES

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<td>Si es así- Viviendo en un refugio/hotel/motel? O Viviendo con familia/amistades?</td>
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<td>Referido por CWS/CPS</td>
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<tr>
<td>Violencia Domestica/Familiar</td>
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<tr>
<td>Abuso de Sustancias de un Padre</td>
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<td>Enfermedad Mental (diagnosticado) de un Padre</td>
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<tr>
<td>Padres Adolescentes (menos de 19 años de edad al nacer)</td>
<td></td>
</tr>
<tr>
<td>La familia tiene otros niños matriculados en el programa</td>
<td></td>
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</table>
BOARD ACTION REQUIRED  
October 20, 2016  

ITEM: Approval to renew the Agency’s secured annual revolving line of credit, Loan No. 3101102456, in an amount not to exceed $1,000,000 with a variable interest rate calculated at Wall Street Journal Prime rate (WSJP) plus 1.5%. Security will be in the form of a UCC-1 filing on certain assets of the organization and a 2nd deed of trust on the Arroyo Grande clinic property located at 1152 E. Grand Avenue.

ACTION REQUIRED: Board Approval

SUMMARY NARRATIVE:  
The current line of credit of $1,000,000 matures November 15, 2016. The line of credit has been renewed annually since 2003 and was last increased from $750,000 to $1,000,000 in 2015 due to growth of the agency.

The agency needs access to funds through a line of credit to assist in cash management during the interim periods between billing and collection of revenues from various funding sources. The revolving line of credit is utilized only to cover budgeted allowable costs incurred as a result of Local, State, and Federal contract obligations. We have approved budgets for these expenditures and consider the receivables to be collectable. Borrowing is a result of the timing difference between the incurrence of cost and the reimbursement from the awarding agency.

As security for the loan, Bank of the Sierra (acquirer of our former bank, Coast National Bank) has a UCC-1 filing on certain assets of the organization as well as a 2nd Deed of Trust on the Arroyo Grande Clinic property located at 1152 E. Grand Avenue. This is consistent with the current and prior years’ collateral arrangement and no additional security has been requested for the renewal. Interest is consistent with the terms of the current Line of Credit agreement.

FINANCIAL IMPACT:  
Interest expense incurred on debt is not allowable in our State and Federal Grants (unless prior approval is obtained) and therefore will be paid from the unrestricted funds of the programs borrowing from the line of credit. Current rate of interest paid is 5%.

FINANCE COMMITTEE RECOMMENDATION:  
Recommend approval. On a monthly basis, the Finance Committee reviews borrowing, payments and balance owed on the revolving line of credit. The Committee will meet on October 19, 2016 to review and approve the renewal request.

STAFF RECOMMENDATION:  
Recommend approval. Without our line of credit to pay salaries and operating expenses it would be necessary to suspend programs and lay off staff. The UCC filing is only applicable to assets where there is not a pre-existing Federal or State interest.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:  
Recommend approval. The line of credit ensures continued services to cover payroll and operating expenses as a result of normal operating fluctuations in cash due to timing of the collections of receivables from Local, State and Federal agencies.
RESOLUTION NO R 2016-5

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC. TO RENEW LINE OF CREDIT IN AN AMOUNT NOT TO EXCEED $1,000,000 THROUGH BANK OF THE SIERRA

WHEREAS, on October 20, 2016, the Community Action Partnership of SLO County, Inc. (CAPSLO) Board approved a motion for renewing the current revolving line of credit at an amount not to exceed $1,000,000, and;

WHEREAS, renewal of the current revolving line of credit of $1,000,000, will enable Community Action Partnership to cover certain payroll and operating costs, and;

WHEREAS, renewing the line of credit in an amount not to exceed $1,000,000 is essential to the timeliness of covering payroll and operating costs. Security will be in the form of a UCC-1 filing on certain assets of the organization and a 2nd Deed of Trust on the Arroyo Grande clinic property located at 1152 E. Grand Ave.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Community Action Partnership of San Luis Obispo County, Inc., hereby approves renewal of the line of credit not to exceed $1,000,000 through Bank of the Sierra and hereby authorizes the Chief Executive Officer, Elizabeth “Biz” Steinberg, or her designee, to execute any related or necessary contracts or documents required to this Resolution.,

UPON MOTION OF __________________________, seconded by __________________________, the foregoing resolution is hereby passed and adopted at the regular meeting of the CAPSLO Board of Directors this 20th day of October 2016, on a roll call vote, to wit:

Ayes: ______

Noes: ______

Abstained: ______

Absent: ______

Attest: ____________________________

Marci Sperlo, Recording Secretary

______________________________     ______________________________
Frances I. Coughlin      Elizabeth “Biz” Steinberg
Board President      Chief Executive Officer
Alfred McCready

Alfred C. McCready, 90, of Shell Beach, Calif., was called to his Lord on September 25, 2016. After a long and brave battle with dementia, Al died peacefully surrounded by his family. Born in Jamaica, New York, he was the youngest of three children. Al was raised in New York until he graduated from High School. Putting his education on hold, Al joined the Navy in 1944 to serve during WWII. After the Navy he graduated from Hofstra University in 1950. During that time he married his high school sweetheart Ruth Meyer (deceased 1975). Al and Ruth had four children, Al (deceased) Sue Modesto, Bill (Cheryl) Alameda, Carol Lewis (Craig) Portola Valley, and Laurie Gordon (Jim) Sugar Land, Texas. In 1977 Al married Gay Bergman, loved her dearly and subsequently fathered a devoted son and stepfather to Scott Bergman (Nancy) Santa Rosa and Tiffany Faith Schipper (Adam) Sebastapol. Al’s 60 year wholesale carpet career began in 1950 with Mohawk and he retired in 2010 from Gulistan Carpet. During his career he was referred to as “A Legend”, Al called himself ACM “America’s Carpet Man”. In Al’s career he worked and traveled in all 50 states. By the end of his career Al was calling on the dealer’s grandchildren. Among Al’s many interests, golf was one of his favorites. As a former member of Peninsula Golf and Country Club in San Mateo, Al was active and served on the Board of Directors. After moving to the Central Coast Al became a member of San Luis Obispo Country Club and enjoyed his time fishing and challenging rounds of golf. Even with his dementia Al still wanted to go to the driving range to hit golf balls. Al is survived by his loving wife Gay, his sister Dorothy Jensen of Chatsworth, five children, 17 grandchildren and 9 great grandchildren.

Santos Arrona

Santos Arrona Jr. of San Luis Obispo, age 66, passed away peacefully of liver cancer on August 31, 2016, at Bella Vista Transitional Care Center, surrounded by family members. Santos was born in Visalia, California in October 1949 to parents Santos Arrona Sr. and Anita Corrales Arrona. He attended George McCann Memorial Catholic School through the 8th grade and graduated from Redwood High School in Visalia in 1967. After attending College of the Sequoias, Santos went on to graduate from Cal Poly San Luis Obispo with degrees in Business Administration, Master of Guidance and Counseling and an MBA. He was employed by the High School Equivalency Program at Cal Poly prior to working for San Luis Obispo County as a Personnel Analyst for 34 years. Santos was active in the community, serving on the boards of Community Counseling Center, Juvenile Justice Commission and the Community Action Partnership of San Luis Obispo (CAPSLO) for over 25 years. While at CAPSLO Santos served as board president for 12 years and was the current vice president. He served on the audit and HR committees and was the Migrant and Seasonal Head Start Liaison as a mentor. In May 2016 he was honored with the dedication of the Santos Arrona Head Start Center in Atascadero to commemorate Community Action Month and to thank him for his commitment and dedication to the low income community over the past 30 years. He attended many Head Start conferences in Washington D.C. as well as many national Community Action Partnership conferences around the country.

Santos participated for over 30 years at Old Mission Church, San Luis Obispo as a Eucharistic Minister, usher and bell ringer and was a member of the Knights of Columbus. He was also a member of Elks Lodge 322 and the Sons of the Golden West. He was a past member of the Ethnic Minority Advocacy Network and Vision Unida, having completed the organization’s inaugural leadership program. Santos played slow pitch softball on the “Reasonable Doubts” for many years and enjoyed coaching his sons’ Youth Baseball teams, the Giants. He also enjoyed his membership in the Cal Poly Stampeade Club and loved attending Cal Poly football, basketball and baseball games. Santos participated in several Mardi Gras parades as a member of the Sybarite Krew. The family took vacations to the Pacific Northwest and Hawaii to visit family members over the years. Santos is survived by his wife, Karen, of 43 years; sons David (Melissa) and Ben (Maggie); sister Velia Diaz (Conrad); brother Rudy Arrona; and numerous sisters and brothers in law, nieces and nephews. His granddaughters, Kayleigh and Kaitlin held a special place in his heart.

The family wishes to thank Santos’ good friend, Deacon Chuck Koeder, who helped guide him throughout his journey.

A memorial Mass will be held at 10:00am, Thursday, October 20, 2016, at Old Mission San Luis Obispo. A Rosary is scheduled for 9:00am, with a reception to follow Mass.

Donations may be made to Old Mission Church, CAPSLO, Central Coast Hospice or a charity of your choice.

Sign his guestbook at sanluisobispo.com/obituaries

Georgia Lee

Georgia Lee passed away in her home on July 9, 2016, after a brief illness. Her granddaughter Rachel Lee and Cynthia Morin, daughter of Georgia’s lifelong partner, Frank, were by her side. Georgia was loved and respected by many people. She inspired us with her sense of humor, intellect, work ethic and knowledge. Georgia will be deeply missed by her family, friends and colleagues.

Georgia was born in Alameda, Calif. in 1926, and lived in Orinda for most of her childhood. She married Charles Fleshman in 1947, and they had 3 children; Stephen, Wendy and Stacey. Georgia received her Associate of Arts degree from Stephens College in Columbia, Mo. in 1945. In 1948, she graduated from the California College of Arts and Crafts in Oakland with a Bachelor’s degree in Art and a teaching credential.

Later in life, at age 45, Georgia decided to go back to school, proving that it’s never too late to follow your dreams. In 1978 she received her MA in Art History from U.C. Santa Barbara. In 1986 she received her Ph.D. in Archeology from the University of California, Los Angeles, with her thesis on the rock art of Easter Island. Georgia’s Ph.D. was based on six years of fieldwork on Easter Island and included the publication of her classic book, The Rock Art of Easter Island: Symbols of Power, Prayers to the Gods, which includes comprehensive documentation of thousands of petroglyphs and rock