



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

Agenda

**Thursday, May 9, 2024
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, Inc., 1225 Gill Avenue, Madera, CA 93637.

Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours.

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

PLEDGE OF ALLEGIANCE – Eric LiCalsi, *Chairperson*

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for

consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

C- 1 *Victims of Crime Act (VOCA) Funding Update*
Jennifer Coronado, Victim Services Program Manager

D. CONSENT ITEMS

All items listed under the Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – April 11, 2024.

D-2 Review and consider accepting the Bank of America Credit Card Statements:

- March 2024
- April 2024

D-3 Review and consider accepting the America Express and All Other Credit Card Statements:

- December 2024
- January 2024
- February 2024
- March 2024

D-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – March 2024
- In-Kind Report – March 2024
- CACFP Program Report – March 2024

D-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – March 2024
- In-Kind Report – March 2024
- CACFP Program Report – March 2024

D-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – March 2024
- In-Kind Report – March 2024

D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – April 2024
- In-Kind Report – March 2024

- D-8 Review and consider approving the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey.
- D-9 Review and consider approving the reclassification and updated job description of the Family Services Quality Assurance Associate to Quality Assurance Associate I / II / III for the Alternative Payment and Resource & Referral Program (APP/RR).
- D-10 Review and consider approving the salary adjustment for the *Professional Development Coach/Mentor* position for Head Start.
- D-11 Review and consider approving the reclassification of the *Human Resources Assistant II* to *Human Resources Specialist* for Head Start.
- D-12 Review and consider approving the addition of a *Health Services Technician* position for Head Start.
- D-13 Review and consider approving the addition of the *Human Resources Technician* position for Head Start.
- D-14 Review and consider approving the job description update for the *Food Service Worker* position for Head Start.
- D-15 Review the Madera County Child Advocacy Center Report for April 2024. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for April 2024. (Informational Only)
- D-17 Review the Community Services Program Report for April 2024. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for April 2024. (Informational Only)
- D-19 Review the Victim Services Report for April 2024. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA).
- E-2 Review and consider approving the Workers' Compensation coverage and consulting fee under Service American Indemnity Company.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – April 2024
- F-4 Financial Statements – April 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – April 2024
- F-7 CAPMC Board of Directors Attendance Report – April 2024
- F-8 Staffing Changes Report for April 3 – April 30, 2024

G. CLOSED SESSION

None

H. CORRESPONDENCE

- H-1 “Freedom” – Juneteenth Celebration Flyer

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for May 9, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on May 3, 2024.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

April 11, 2024

1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:43 p.m. by Vice-Chairperson David Hernandez.

Members Present

David Hernandez, Vice-Chair
Supervisor Leticia Gonzalez
Debi Bray
Donald Holley
Molly Hernandez
Martha Garcia
Richard Gutierrez
Diana Palmer

Members Absent

Eric LiCalsi, Chair
Sherrif Tyson Pogue, Secretary/Treasurer
Deborah Martinez
Council Member Steve Montes
Council Member Jeff Troost
Otilia Vasquez
Aurora Flores

Personnel Present

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Maritza Gomez-Zaragoza
Daniel Seeto
Ana Ibanez
Irene Yang
Julie Doll
Julie Gowin

Public – Other Present

None

A. PUBLIC COMMENT

- Board Member, Debi Bray, thanked CAPMC for hosting a Relay for Life event and shared a community event – Madera Prayer Breakfast.
- Board Member, Martha Garcia, shared a Little League baseball community event/fundraiser.
- Board Member, Supervisor Leticia Gonzalez, extended an invitation to the Board of Directors and CAPMC to attend a road improvement project kick-off event.

B. ADOPTION OF THE AGENDA

ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVED AS PRESENTED.

Moved by Donald Holley, Seconded by Richard Gutierrez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

C- 1 *Conscious Discipline*

Julie Doll, Disabilities/Mental Health Content Area Specialist

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – February 8, 2024.

D-2 Review and consider approving the Minutes for:

- Fresno Migrant and Seasonal Executive Policy Committee – December 13, 2023
- Fresno Migrant and Seasonal Policy Committee – March 19, 2024
- Madera Migrant and Seasonal Head Start Policy Committee – February 6, 2024
- Madera Mariposa Regional Head Start – February 1, 2024

D-3 Review and consider accepting the Bank of America Credit Card Statements:

- February 2024
- March 2024

D-4 Review and consider approving the following **Madera Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – February 2024
- CACFP Program Report – February 2024
- Program Information Report – February 2024

D-5 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – January & February 2024
- CACFP Program Report – January & February 2024

D-6 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:

- Monthly Enrollment Report – January & February 2024
- In-Kind Report – January & February 2024

D-7 Review and consider approving the following **Fresno Migrant and Seasonal Head Start** Reports:

- Monthly Enrollment Report – January 2024
- In-Kind Report – February 2024
- CACFP Program Report – January & February 2024

D-8 Review Fresno Migrant and Seasonal Head Start's 2022-2023 Annual Report.

D-9 Review and consider approving the *Fresno Migrant and Seasonal Head Start* Recruitment and Selection Procedures for the 2024 – 2025 program year.

D-10 Review and consider approving the Fresno Migrant and Seasonal Head Start Quality Improvement Plan with Community Action Partnership of San Luis Obispo (CAPSLO).

- D-11 Review and consider approving the results of the 2023-2024 Head Start Programs Fiscal Self-Assessment.
- D-12 Review and consider approving the 2021-2025 Community Needs Assessment Final Report for Fresno Migrant and Seasonal Head Start.
- D-13 Review the CSBG Closeout Report for Contract 23F-4023. (Informational Only)
- D-14 Review and consider approving the Enrollment Selection Criteria and the Recruitment Procedure for the 2024-2025 program year for *Madera Migrant and Seasonal Head Start*.
- D-15 Review the Madera County Child Advocacy Center Report for March 2024. (Informational Only)
- D-16 Review the Child Care Alternative Payment and Resource & Referral Program Report for February & March 2024. (Informational Only)
- D-17 Review the Community Services Program Report for February & March 2024. (Informational Only)
- D-18 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for February & March 2024. (Informational Only)
- D-19 Review the Victim Services Report for March 2024. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Donald Holley

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider authorizing the renewal of a line of credit with West America Bank.

Daniel Seeto, Chief Financial Officer, presented regarding the renewal of a line of credit with West America Bank. The agency has maintained a line of credit for many years with West America Bank. The line of credit has been established for emergencies. The agency has not used the line since it was established. The current line of credit in the amount of \$200,000 matured on January 31, 2024.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-2 Review and consider ratifying the submission of the Kaiser Permanente Housing for Health II Grant 2024 application.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Kaiser Permanente Housing for Health II Grant 2024 application. Kaiser Permanente has invited CAPMC once again to submit a grant proposal of \$25,000 under their Housing for Health Common Area of Focus with an emphasis to Prevent Homelessness by expanding evidence-based prevention, diversion, and housing stabilization strategies to keep people in their homes or quickly rebound from homelessness.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Debi Bray

Vote: Carried Unanimously

E-3 Review and consider approving the Underenrollment Plan with Community Action Partnership of San Luis Obispo (CAPSLO) for the 2023-2024 and 2024-2025 Program Year.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Underenrollment Plan with Community Action Partnership of San Luis Obispo (CAPSLO) for the 2023-2024 and 2024-2025 Program Year. On November 2024, CAPMC was notified by CAPSLO that OHS had been identified as underenrolled. Neither the Recipient – CAPSLO nor delegate – CAPMC had reached their funded enrollment for the 2022-2023 program year. Therefore, the Recipient and delegate need to develop a plan to address the program's underenrollment. CAPMC provided information to CAPSLO in order to develop strategies to include on the plan and ensure that CAPMC reaches its funded enrollment.

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Richard Gutierrez

Vote: Carried Unanimously

E-4 Review and consider approving the submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the Fresno Migrant Seasonal Head Start Refunding application for the 2024-2025 Program Year. A parent survey was deployed to centers to gather information on the time period that would best benefit families' work season. 98% of families requested that the season start in late May and end in mid-December of each year. This would be the case for most centers except Inez-Reedley and Orange Cove. The extension of days will provide families with an additional 28 days of services, the calendar will go from 109 days to 137 service days. For Inez-Reedley and Orange Cove, the service days will go from 109 to 172 days. Salary disparities are also addressed as part of the proposed budget.

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-5 Review and consider authorizing the Executive Director to renew the lease agreements with Kings Canyon Unified School District for the Orange Cove and Inez C. Rodriguez Migrant Head Start centers.

Mattie Mendez, Executive Director, presented regarding the renewal of the lease agreements with Kings Canyon Unified School District for the Orange Cove and Inez C. Rodriguez Migrant Head Start centers. The lease agreement with Kings Canyon Unified School District will commence February 27, 2024 through February 26, 2027 for the Orange and Cove Inez C. Rodriguez Migrant Head Start center.

Motion: APPROVE AS PRESENTED

Moved by Richard Gutierrez, Seconded by Martha Garcia

Vote: Carried Unanimously

E-6 Review and consider approving the 2023 Impact Report.

Mattie Mendez, Executive Director, presented regarding the 2023 Impact Report. The Annual Impact Report serves as a comprehensive overview of the achievements, challenges, and the overall impact of CAPMC. Through quantitative data and qualitative insights, the report showcases CAPMC's commitment to making a positive difference in the community we serve. The report serves as a valuable tool for staff, community partners, and stakeholders to understand the breadth and depth of CAPMC's impact.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – February & March 2024
- F-4 Financial Statements – February & March 2024
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – February & March 2024
- F-7 CAPMC Board of Directors Attendance Report – February 2024
- F-8 Staffing Changes Report for February 3 – April 2, 2024

Adjourn to Closed Session at 6:40 pm

G. CLOSED SESSION

Closed Session – Public Employee Performance Evaluation & Compensation Review
Title: Executive Director
(Pursuant to Government Code 54957)

Reconvene to Public Session at 6:45 pm

H. CORRESPONDENCE

H-1 Correspondence from the Office of Head Start regarding the 2024 monitoring review.

H-2 Victim Services – Denim Day Flyer

H-3 Victim Services – National Crime Victim’s Rights Week Flyer

H-4 Victim Services – Advocate Training Flyer

I. ADJOURN

Vice-Chair, David Hernande, adjourned the Board of Directors Meeting at 6:55 pm

Motion: APPROVE AS PRESENTED

Moved by Supervisor Leticia Gonzalez, seconded by David Hernandez

Vote: Carried Unanimously

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

March 2024 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/5/2024	RankMath	No	WordPress tool for Agency Website	\$ 69.00	200.0-6112-2.0-000-90	Yes
3/6/2024	Screenfluence	No	Annual Software Subscription for Digital Display	\$ 378.00	200.0-6112-2.0-000-90	Yes
3/6/2024	Amazon	No	IOGear wireless screen share adapter	\$ 54.11	321.0-6112-3.2-057-00	Yes
3/7/2024	Amazon	No	Foldable Laptop Stand, Apple Air Pods & Projector screen arm bracket	\$ 215.41 \$ 16.23 \$ 178.62	200.0-6112-2.0-000-90 311.0-6112-3.1-002-00 331.0-6112-3.3-031-00	Yes
3/8/2024	Etsy	No	CAC office decoration	\$ 53.41	535.0-6130-5.0-000-00	Yes
3/8/2024	Etsy	No	CAC office decoration	\$ 114.81	535.0-6130-5.0-000-00	Yes
3/8/2024	Etsy	No	CAC office decoration	\$ 5.42	535.0-6130-5.0-000-00	Yes
3/9/2024	Wonder Idea Technology Ltd.	No	Digital Book Monthly Subscription for Agency PPP	\$ 35.00	200.0-6112-2.0-000-90	Yes
3/10/2024	Flywheel	No	CAPMC Website Hosting	\$ 30.00	200.0-6112-2.0-000-90	Yes
3/11/2024	Pecks Printery	No	CAPMC Banner	\$ 162.38	200.0-6130-2.0-000-90	No
3/14/2024	iStock	No	Stock images used for Agency website	\$ 70.00	200.0-6112-2.0-000-90	Yes
3/15/2024	Amazon	No	Makita Case for tools	\$ 65.40	200.0-6432-2.0-000-90	Yes
3/25/24	Amazon	No	Fluke Networks cable tester & toner	\$ 212.15	200.0-6112-2.0-000-90	Yes
4/3/24	Fandango	No	Film for CAC	\$ 9.99	535.0-6130-5.0-000-00	Yes
4/4/24	Amazon	No	Network cabling for Fresno Office network	\$ 353.25	331.0-6112-3.3-031-00	Yes
			Total	\$ 2,023.18		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available).

Xai Vang, Information Technology Program Manager

Date

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

APRIL 2024 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
03/06/2024	UNITED AIRLINES	No	Baggage Fees for Mattie Mendez 2024 NCAF Annual Conference March 2024 Washington, DC	\$35.00	200.0-6714-2.0-000-90	Yes
03/06/2024	UNITED AIRLINES	No	Baggage Fees for Mattie Mendez 2024 NCAF Annual Conference March 2024 Washington, DC	\$100.00	200.0-6714-2.0-000-90	Yes
03/09/2024	MAILCHIMP	No	IT Mass Communication/Newsletter Software	\$60.00	200.0-6130-2.0-000-90	Yes
03/15/2024	SQ*UVC	No	Transportation for Mattie Mendez 2024 NCAF Annual Conference March 2024 Washington, DC	\$31.37	200.0-6714-2.0-000-90	Yes
03/15/2024	HYATT	No	Lodging for Mattie Mendez 2024 NCAF Annual Conference March 2024 Washington, DC	\$1,711.44	200.0-6714-2.0-000-90	Yes
03/15/2024	UNITED AIRLINES	No	Baggage Fees for Mattie Mendez 2024 NCAF Annual Conference March 2024 Washington, DC	\$35.00	200.0-6714-2.0-000-90	No
03/25/2024	UNITED AIRLINES	No	Baggage Fees for Mattie Mendez 2024 NCAF Annual Conference March 2024 Washington, DC	\$45.00	200.0-6714-2.0-000-90	Yes
			Total	\$2,017.81		

Bank of America Business Card
Credit Card Charges

APRIL 2024 Statement (2)

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
04/18/2024	COUNTRY CLUB AUTO BODY	No	Auto Collision Repair	\$2,411.17	281.0-6640-2.0-000-00	Yes
04/10/2024	MAILCHIMP	No	IT Mass Communication/Newsletter Software	\$60.00	200.0-6130-2.0-000-90	Yes
04/10/2024	DICCICOS	No	Board of Directors Meeting	\$348.05	200.0-6121-2.0-000-90	Yes
			Total	\$2,819.22		

Bank of America Business Card
Credit Card Charges

April 2024 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/5/2024	The Shirt Shak	No	CAPMC function representation wears	147.86	200.0-6130-2.0-000-90	Yes
3/10/2024	Biometrics4all, Inc.	No	Livescan relay fees	1.50 0.75	200.0-6852-2.0-000-90 426.0-6852-0.0-000-00	Yes
4/1/2024	Indeed	No	Job posting	91.61 91.60	321.0-6312-3.2-000-00 331.0-6312-3.3-000-00	Yes
TOTAL:				333.32		

Platinum Plus Business Card
Credit Card Charges

April Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
3/19/24	No	Dollar Tree	Walk a Mile supplies	\$31.12	500.0-6130-5.0-000-00	Yes
3/25/24	No	F&R Mexico Restaurant	Food for SA client	\$18.39	500.0-7230-5.0-000-00	Yes
3/26/24	No	La Quinta Motor Inns refund	Lodging for SA client	-\$113.56	500.0-7226-5.0-000-00	Yes
				Total	\$49.51	

**Bank of America Business Card ending 8462
Credit Card Charges**

April 2024 Statement
Ana Ibanez / Community Services

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
3/5/24	Boot Barn	No	Work boots for outreach workers	\$482.95	278.0-6130-2.0-000-18	Yes
4/3/24	Greyhound	No	Travel fee to send HELP Center client home	\$440.89	226.0-7210-2.0-000-00	Yes
			Total	\$923.84		

American Express
Credit Card Charges
DECEMBER 2023 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	30002.22	Yes
Comcast	Net service	1238.33	Yes
Community Playthings	Supplies for centers	6343.39	Yes
Discount School Supply	Supplies for centers	1461.72	Yes
Ecolab	Dishwasher rental/repairs	0.00	No
Fedex	Postage	479.61	Yes
Lakeshore	Supplies for centers	5871.27	Yes
Matson Alarm	Alarm service	647.00	Yes
Verizon	Wireless devices	5636.18	Yes
Office Depot	Supplies for office/centers	5283.25	Yes
	TOTAL	56962.97	01/05/24 LA

01/24
JDC

Card Member Service

COSTCO Credit Card Charges

DEC 2023 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness event	458.85
Jennifer Coronado	Items for progam	110.79
		569.64

JDC

U/CARD MEMBER BOD

American Express
Credit Card Charges
JANUARY 2024 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	30112.26	Yes
Comcast	Net service	1035.21	Yes
Community Playthings	Supplies for centers	1166.95	Yes
Discount School Supply	Supplies for centers	0.00	No
Ecolab	Dishwasher rental/repairs	137.46	Yes
Fedex	Postage	97.86	Yes
Lakeshore	Supplies for centers	6091.71	Yes
Matson Alarm	Alarm service	727.00	Yes
Verizon	Wireless devices	5810.98	Yes
Office Depot	Supplies for office/centers	4567.20	Yes
	TOTAL	49746.63	02/08/24 LA

Card Member Service

COSTCO Credit Card Charges

JAN 2024 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness items	465.27
Maritza Gomez-Zaragoza	Items for program	137.05
Jennifer Coronado	Items for program	809.17
		1411.49

JDC

U/CARD MEMBER BOD

Credit Card Charges

JANUARY 2024

Fiscal

Name of Vendor	Description	Amount	
Capital One/Walmart	Supplies for centers	1030.09	
Home Depot	Supplies for centers		
Wex Bank (Chevron)	Fuel	164.48	
Wex Bank (Valero)	Fuel	1999.15	
JAN STMT DATES			
LA			

04/24
JD

American Express
Credit Card Charges
FEBRUARY 2024 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	35772.87	Yes
Comcast	Net service	1160.73	Yes
Community Playthings	Supplies for centers	41024.70	Yes
Discount School Supply	Supplies for centers	4406.29	Yes
Ecolab	Dishwasher rental/repairs	148.31	Yes
Fedex	Postage	166.94	Yes
Lakeshore	Supplies for centers	33905.73	Yes
Matson Alarm	Alarm service	737.00	Yes
Verizon	Wireless devices	5551.68	Yes
Office Depot	Supplies for office/centers	11395.02	Yes
	TOTAL	134269.27	02/28/24 LA

01/24
JDC

Card Member Service

COSTCO Credit Card Charges

FEB 2024 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness items	396.40
Maritza Gomez-Zaragoza	Items for program	109.69
Jennifer Coronado	Items for program	164.56
	FEES	42.34
		712.99

JDC

U/CARD MEMBER BOD

**American Express
Credit Card Charges**

MARCH 2024 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	30076.72	Yes
Comcast	Net service	1160.73	Yes
Community Playthings	Supplies for centers	51938.53	Yes
Discount School Supply	Supplies for centers	6403.82	Yes
Ecolab	Dishwasher rental/repairs	296.62	Yes
Fedex	Postage	530.35	Yes
Lakeshore	Supplies for centers	39373.29	Yes
Matson Alarm	Alarm service	737.00	Yes
Verizon	Wireless devices	5660.87	Yes
Office Depot	Supplies for office/centers	10152.20	Yes
Amex	Membership	75.00	Yes
	TOTAL	146405.13	03/29/24 LA

Card Member Service

COSTCO Credit Card Charges

MAR 2024 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness items	602.83
Maritza Gomez-Zaragoza	Items for program	715.42
Jennifer Coronado	Items for program	686.58
Mattie Mendez	Items for program	393.78
		2398.61

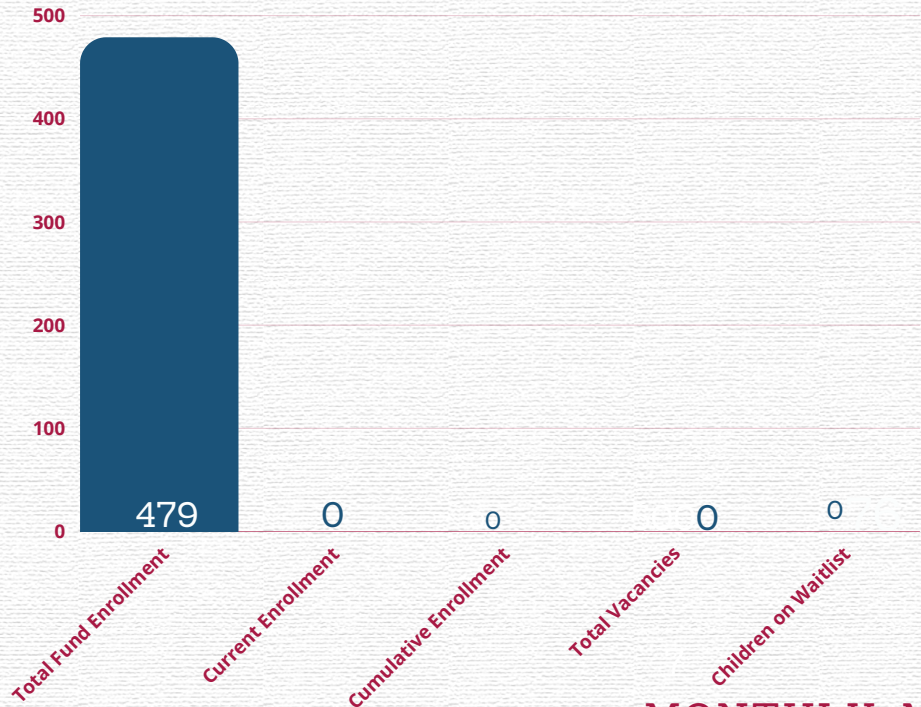
JDC

U/CARD MEMBER BOD



Migrant Seasonal Head Start Monthly Enrollment Report March 2024

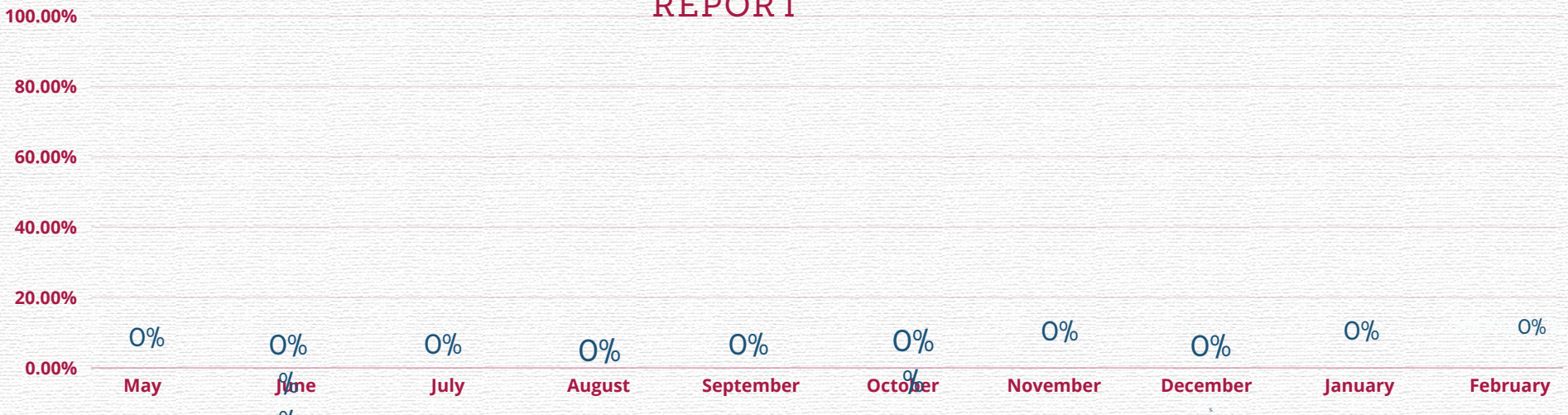
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



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

IN-KIND MONTHLY SUMMARY REPORT 2024-2025 / REPORTE SUMARIO MENSUAL DE IN KIND 2024-2025

MIGRANT AND SEASONAL HEAD START 2024-2025 MIGRANTE/TEMPORAL HEAD START 2024-2025

Month-Year MARCH 2024/ Mes-Año Marzo 2024

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	420,096.00	0.00	0.00	0.00	420,096.00
A. Professional Services/Servicios Profesionales	0.00	0.00		0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	420,096.00	0.00		0.00	420,096.00
Other/Policy Council/Otro/Comité de Póliza	0.00	0.00		0.00	0.00
State Collaboration/Colaboracion de Estado	1,016,480.00	0.00		0.00	1,016,480.00
Donated Supplies/Materiales Donanos	0.00	0.00		0.00	0.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	111,010.00	0.00	9,251.00	9,251.00	101,759.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,547,586.00	0.00	9,251.00	9,251.00	1,538,335.00

A. Y-T-D In-Kind / In-Kind asta ahora	9,251.00
B. Contracted In-Kind/ In-kind Contratado	1,547,586.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	0.60%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
March-2024

FREE MEALS	0	0
REDUCED	0	0
BASE	0	0
TOTAL	0	0

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	0	X	100.0000%	X	\$2.2800	=	\$0.00
			0.0000%	X	\$0.0000	=	\$0.00
			0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	100.0000%	X	\$4.2500	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	100.0000%	X	\$1.1700	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00

0
TOTAL FEDERAL REIMBURSEMENT \$0.00

CASH IN LIEU: LUNCHES X \$0.2950 \$0.00

TOTAL REIMBURSEMENT **\$0.00**

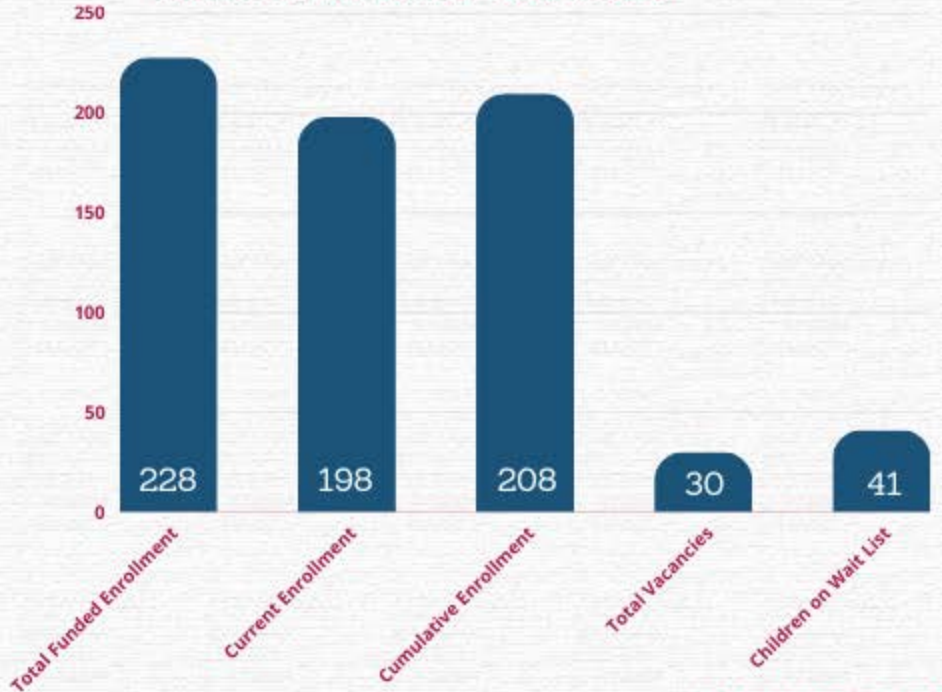
	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	-	-	-
MMHS-MADERA MIGRANT HEAD START	-	-	-	-
	-	-	-	-
	-	-	-	-

TOTAL FEDERAL REIMBURSEMENT:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
CASH IN LIEU:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	\$0.00	\$0.00	\$0.00

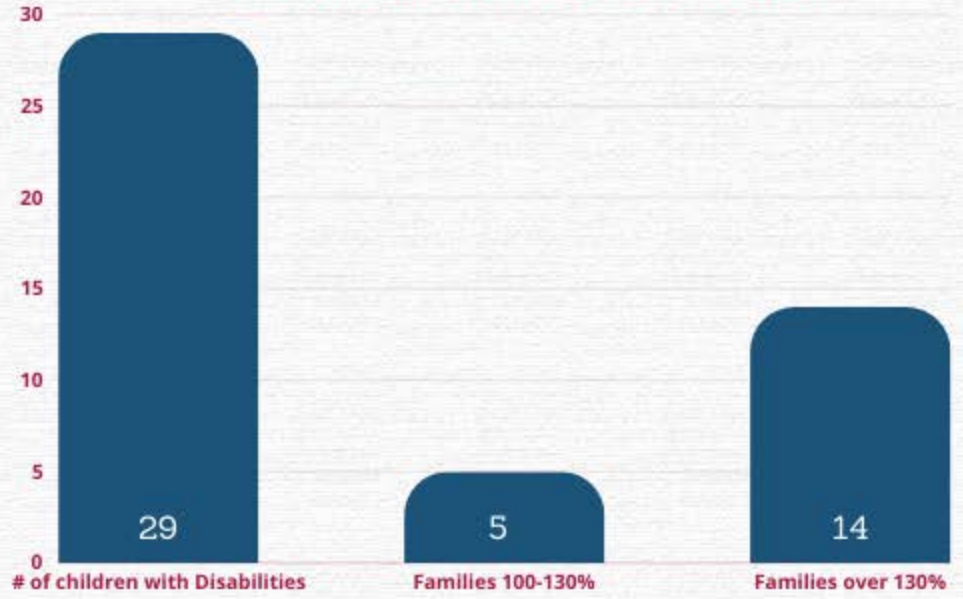


Madera Regional Head Start Monthly Enrollment Report March 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

MARCH

Year

24-25

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	60,628.00	534,484.06	82,921.27	617,405.33	(556,777.33)
A. Professional Services/Servicios Profesionales	-	10,879.80		10,879.80	(10,879.80)
B. Center Volunteers/Voluntarios en el Centro	58,203.00	522,764.96	82,921.27	605,686.23	(547,483.23)
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	839.30		839.30	1,585.70
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	-	0.00		-	0.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	318,251.00	177,088.95	19,676.55	196,765.50	121,485.50
Transportation/ Transportación	-	0.00		-	0.00
TOTAL IN-KIND	378,879.00	711,573.01	102,597.82	814,170.83	(435,291.83)
State Fund 319	\$1,091,317	752,633.00	94,079.00	846,712.00	244,605.00
Grand Total	1,470,196.00	1,464,206.01	196,676.82	1,660,882.83	(190,686.83)

B. YTD In-Kind \$ 1,660,882.83

C. Percent Y-T-D In-Kind 112.97%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
March-2024**

FREE MEALS	204		136
REDUCED	0		0
BASE	0		0
TOTAL	204		136

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	2,065	X	100.0000%	X	\$2.2800	=	\$4,708.20
	2,065	X	0.0000%	X	\$0.0000	=	\$0.00
	2,065	X	0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	2,408	X	100.0000%	X	\$4.2500	=	\$10,234.00
	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	173	X	100.0000%	X	\$1.1700	=	\$202.41
	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

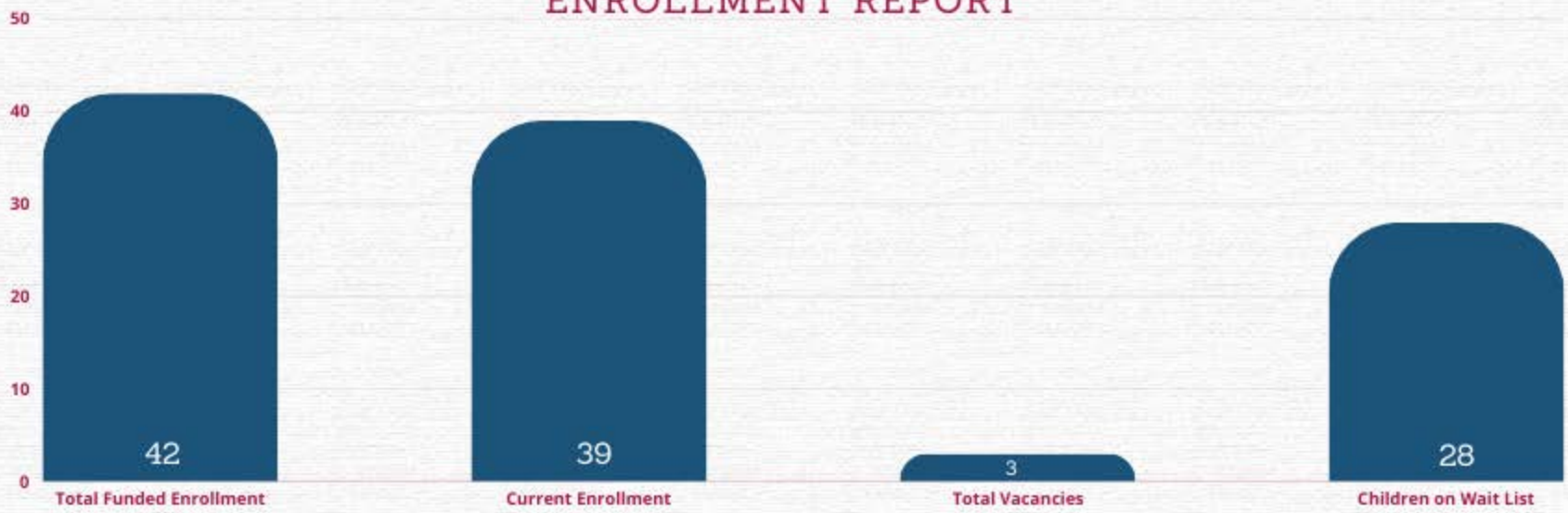
	4,646			\$15,144.61
		TOTAL FEDERAL REIMBURSEMENT		
CASH IN LIEU:		LUNCHES X \$0.2950		\$710.36
TOTAL REIMBURSEMENT				\$15,854.97

	Breakfast	Lunch	Snack	Total
RHS	430	2,408	173	3,011
CSPP	1,635	-	-	1,635
	2,065	2,408	173	4,646

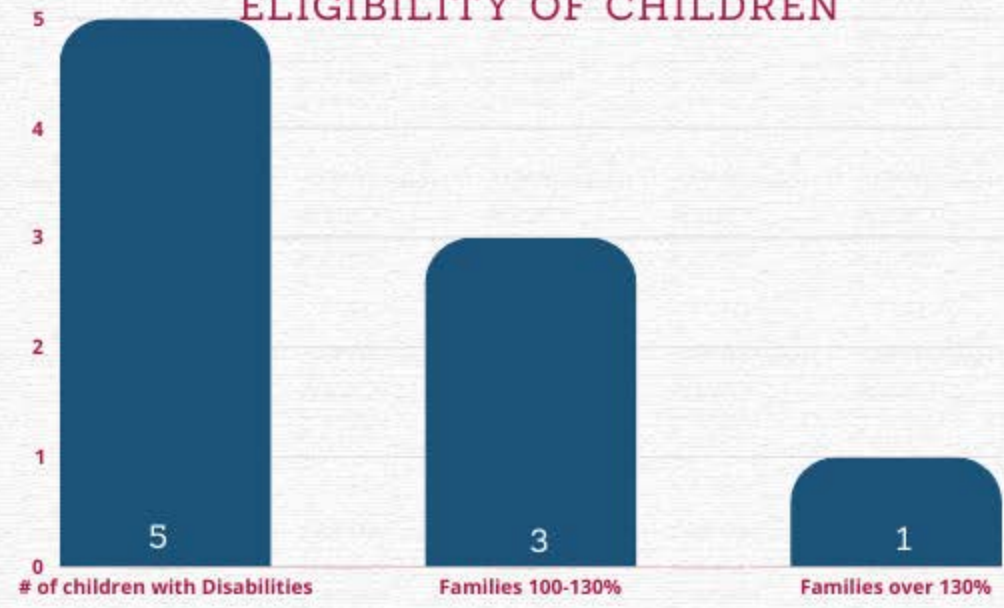
	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>	
TOTAL FEDERAL REIMBURSEMENT:	\$11,416.81	\$3,727.80	\$15,144.61	
CASH IN LIEU:	<u>\$710.36</u>	<u>\$0.00</u>	<u>\$710.36</u>	
	\$12,127.17	\$3,727.80	\$15,854.97	

Madera Early Head Start Monthly Enrollment Report March 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



IN-KIND MONTHLY SUMMARY REPORT

Month

MARCH

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	208,706.03	21,224.44	229,930.47	(71,826.47)
A. Professional Services/Servicios Profesionales	-	0.00		-	0.00
B. Center Volunteers/Voluntarios en el Centro	155,652.00	208,706.03	21,224.44	229,930.47	(74,278.47)
C. Other/Policy Council/Otro/Comité de Póliza	2,452.00	0.00		-	2,452.00
Donated Food/Comida Donada	-	0.00		-	0.00
Donated Supplies/Materiales Donado	1,655.00	0.00		-	1,655.00
Donated Equipment	-	0.00		-	0.00
Donated Bus Storage	-	0.00		-	0.00
Donated Space/Sitio Donado	-	0.00		-	0.00
Transportation/ Transportación	-	0.00		-	0.00
TOTAL IN-KIND	159,759.00	208,706.03	21,224.44	229,930.47	(70,171.47)

		0.00			0.00
--	--	------	--	--	------

Grand Total	159,759.00	208,706.03	21,224.44	229,930.47	(70,171.47)
--------------------	-------------------	-------------------	------------------	-------------------	--------------------

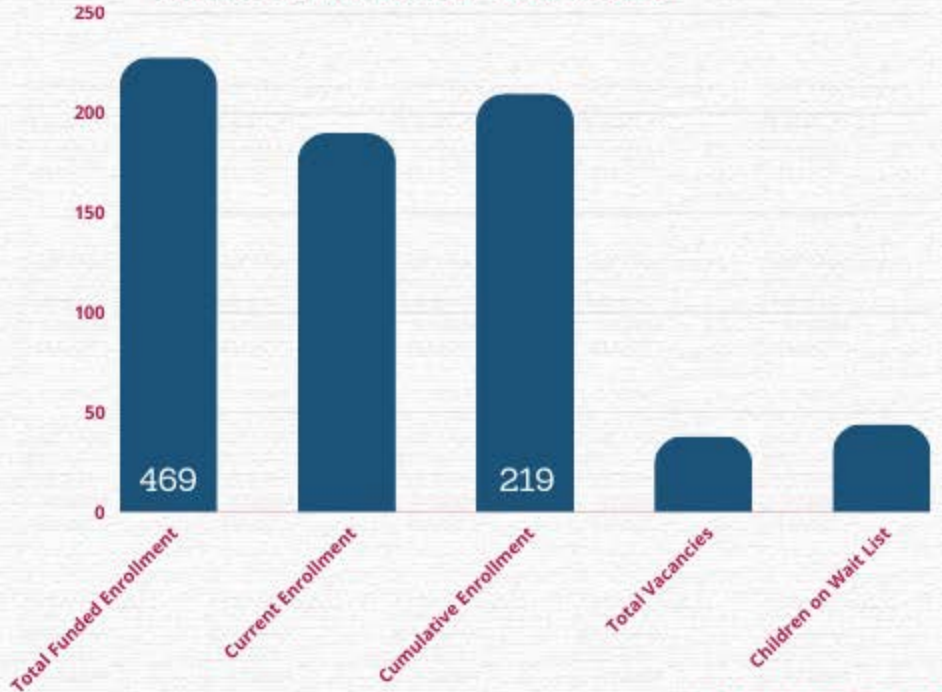
B. YTD In-Kind \$ 229,930.47

C. Percent Y-T-D In-Kind 143.92%

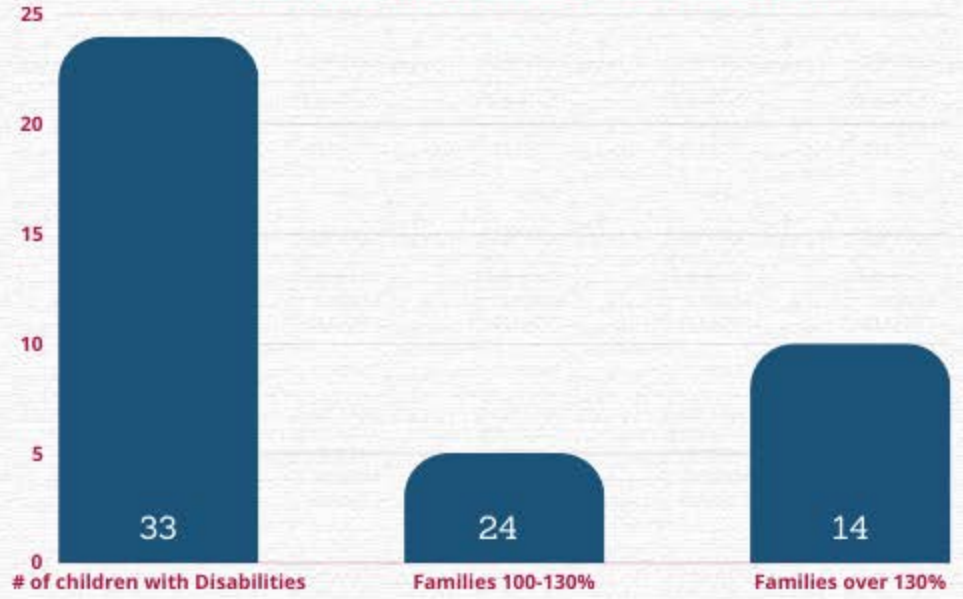


Fresno Migrant Seasonal Head Start Monthly Enrollment Report April 2024

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

MARCH

Year

2024

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	630,885.00	386,959.27	9,191.03	396,150.30	(234,734.70)
A. Professional Services	0.00	750.00		750.00	750.00
B. Center Volunteers	630,885.00	386,209.27	9,191.03	395,400.30	(235,484.70)
C. Policy Concl/Committee	0.00	0.00		0.00	0.00
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	2,356.00	0.00		0.00	(2,356.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	167,503.00	83,751.48	13,958.58	97,710.06	(69,792.94)
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	800,744.00	470,710.75	23,149.61	493,860.36	(306,883.64)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	800,744.00	470,710.75	23,149.61	493,860.36	(306,883.64)

A. Y-T-D In-Kind	493,860.36
B. Contracted In-Kind	800,744.00
C. Percent Y-T-D In-Kind	61.68%



Report to the Board of Directors

Agenda Item Number: D-8

Board of Directors Meeting for: May 9, 2024

Author: Leticia Murillo

DATE: May 09, 2024

TO: Board of Directors

FROM: Leticia Murillo – APP/R&R Program Manager

SUBJECT: California Department of Social Services – Child Care and Development Division
Program Self – Evaluation for two (2) departments:

A. Child Care Alternative Payment and Resource & Referral Program (APP/R&R)

I. RECOMMENDATION:

Review and consider approving the California Department of Social Services (CDSS), Child Care and Development Division Program Self-Evaluation (PSE) Survey.

II. SUMMARY:

The PSE Report is comprised of the following: Survey – Program Self-Evaluation Process:

A. Child Care Alternative Payment and Resource & Referral Program. The APP/R&R Program was required to complete the PSE – Survey. The Program Manager completed the process using the monitoring instrument.

III. DISCUSSION:

1. The PSE Survey was completed utilizing CDSS Program Self-Evaluation Instrument Item Report for all applicable domains and items.

2. Upon review & approval, the PSE will be submitted electronically to the CDSS website by the due date of June 1, 2024, by 5:00pm.

IV. FINANCING:

Funds are allocated in the budget.

Desired Results Parent Survey
Group Data Summary

Parent	Question 1			Question 2			Question 3													
	VS	S	NS	VS	S	NS	A-Y	A-N	B-Y	B-N	C-Y	C-N	D-Y	D-N	E-Y	E-N	F-Y	F-N	G-Y	G-N
1	x			x			x		x		x		x		x		x		x	
2	x			x			x		x		x		x		x		x		x	
3	x			x			x		x		x		x		x		x		x	
4	x			x			x		x		x		x		x		x		x	
5	x			x			x		x		x		x		x		x		x	
6	x			x			x		x		x		x		x		x		x	
7	x			x			x		x		x		x		x		x		x	
8	x			x			x		x		x		x		x		x		x	
9	x			x			x		x		x		x		x		x		x	
10	x			x			x		x		x		x		x		x			x
11	x			x			x		x		x		x		x		x		x	
12	x			x			x		x		x		x		x		x		x	
13	x			x			x		x		x		x		x		x		x	
14	x			x			x		x		x		x		x		x		x	
15	x			x			x		x		x			x		x		x		
16	x			x			x		x		x		x		x		x		x	
17	x			x			x		x		x		x		x					x
18	x			x			x		x		x		x				x		x	
19	x			x			x		x		x		x		x		x		x	
20		x			x			x		x		x		x		x				x
21	x			x			x		x		x		x		x		x		x	
22	x			x			x		x		x		x			x	x			x
23	x			x			x		x		x		x		x		x		x	
24																				
25																				
26																				
27																				
28																				
29																				
30																				

Question 1:

How satisfied are you with the overall quality of the Alternative Payment Program?
VS -Very Satisfied
S -Satisfied
NS -Not Satisfied

B - A brochure in Community & Family Services Child Care Resource & Referral and Alternative Payment Program Yes or No

C - A brochure in Child Care & Development Selections for Educational Experiences in Madera County Yes or No

D - Child Care Alternative Payment Program Parent & Provider Handbook of Written Policies Yes or No

E - CAPMC/Alternative Payment Program Subsidized Child Care Eligibility List Application Yes or No

F - A Brochure for California Background Check for In-Home Child Care – Trust Line Yes or No

G - How to find other services in the community

(e.g., employment and training opportunities, parenting classes, health care) Y

Question 2:

How satisfied are you with the overall quality of Resource & Referral?:
VS -Very Satisfied
S -Satisfied
NS -Not Satisfied

Question 3:

Have you received information from the program about the following?

A -A brochure in Choosing Quality Care For Your Child
 Yes or No

SUBTOTALS																					
Question 1			Question 2				Question 3														
23			23		0		23		23		23		23		22		23		23		
# VS	# S	# NS	#A-YES	# A-NO	# B-YES	# B-NO	#A-YES	# A-NO	# B-YES	# B-NO	# C-YES	# C-NO	#D-YES	# D-NO	# E-YES	# E-NO	# F-YES	# F-NO	# G-YES	# G-NO	
22	1	0	22	1	0	0	23	0	23	0	23	0	22	1	21	1	22	1	19	4	
VS	S	NS	A YES	A NO	B YES	B NO	A YES	A NO	B YES	B NO	C YES	C NO	D YES	D NO	E YES	E NO	F YES	F NO	G YES	G NO	
96%	4%	0%	96%	4%			100%	0%	100%	0%	100%	0%	96%	4%	95%	5%	96%	4%	83%	17%	
Total % 100%			Total % 100%		Total % 0%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		Total % 100%		

Desired Results Parent Survey

Overview Chart

Name of Agency: Community Action Prtnership of Madera County, Inc. - Program: APP/R&R Date: 04/29/2024

Question 1 - How satisfied are you with the overall quality of Alternative Payment Program?			
	% Very Satisfied	% Satisfied	% Not Satisfied
	96%	4%	0%
Question 2 - How satisfied are you with the overall quality of Resource & Referral Program?			
	% Very Satisfied	% Satisfied	% Not Satisfied
	96%	4%	
Question 3 - Have you received information from the program about the following?			
	% Yes	% No	
Section A – A brochure in Choosing Quality Care for Your Child?	100%	0%	
Section B – A brochure in Community & Family Services Child Care Resource & Referral and Alternative Payment program?	100%	0%	
Section C – A brochure in Child Care & Development Selections for Educational Experiences in Madera County?	100%	0%	
Section D – Child Care Alternative Payment Program Parent & Provider Handbook of Written Policies?	96%	4%	
Section E – CAPMC/Alternative Payment Program Subsidized Child Care Eligibility List Application?	95%	5%	
Section F – A brochure for California Background Check for In-Home Child Care - Trust Line?	96%	4%	
Section G – How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)	83%	17%	
Section H – Parental Choice Child Care Options in Madera County?	96%	4%	
Section I - Where to report health/safety concerns and complaints?	91%	9%	
Section J - Uniform Complaint Procedures?	74%	26%	
Section K – Developing a relationship with your provider?	96%	4%	
Question 4 - Would you like more information about finding a child care provider that will meet your needs?			

"N/A." "No." "Yes (no feedback given)." "No." "No." "No." "No." "Already met
one." "No." "No." "No." "No." "No." "No." "No." "No." "No." "No." "Someone for Emerie's age 12
yr." "No." "No."

Question 5 - Has your child's enrollment in this program made it easier for you to:			
	% Yes	% No	% N/A
Section A – Accept a job?	55%	15%	30%
Section B – Keep a job?	81%	10%	10%
Section C – Accept a better job?	63%	5%	32%
Section D – Attend educational or training programs?	70%	5%	25%
Question 6 - How satisfied are you with these characteristics of the Alternative Payment and Resource & Referral Program?			
	% Very Satisfied	% Satisfied	% Not Satisfied
Section A – Hours of operation	90%	10%	0%
Section B – Location of program	90%	10%	0%
Section C – When visiting your office, someone was there in-person to greet me	90%	10%	0%
Section D – When visiting your office, the staff was knowledgeable and able to answer	81%	19%	0%
Section E – Languages spoken by staff	76%	24%	0%
Section F – How program staff communicate with you	86%	14%	0%
Section G – While visiting your office, I was treated with respect	90%	10%	0%
Section H – When visiting your office, I was treated in a friendly manner	90%	10%	0%
Section I – When visiting your office, the staff I dealt with was truly sincere about meeting my need(s)	81%	19%	0%
Section J – When visiting your office during the last 30-days, I was able to reach someone without leaving a voicemail message	85%	15%	0%
Section K – Resource & Referral equipment and materials	81%	19%	0%
Section L – Monthly parent & child activities, Let's Move Handout	65%	35%	0%
Section M – Online access to agency events	70%	25%	5%
Section N – Program Referral Complaint form	74%	26%	0%
Section O – Uniform Complaint form	72%	28%	0%
Section P – Health and safety policies and procedures	75%	25%	0%
Section Q – How the program promotes your child's learning and development	86%	10%	5%

Question 7 - Is there anything else you would like to say about how this program meets your family's needs?

"N/A." "The program helped me, my family's need." "No, everything is great." "No." "Fun social time with daycare staff and friends. He also is able to get some homework done." "No, I have been satisfied with the program overall." "Thank you Patricia for all your hard work." "No, I am grateful to have this resource and I thank you from our family." "Yo Gisela estoy muy contenta con el programa porque me a ayudado mucho con mis ninos para poder trabajar y saber que estos estan bien asi puedo ir a muchos trabajos (I Gisela am very happy about this program. It has helped me with my children in order for me to work. And, in knowing that they are fine, I am able to work different jobs)." "It's a great program." "thank you for all you do to help us with day care." "No." "No." "Yes (No feedback given)." "I am very grateful for this program. It has helped a lot since I am single. The staff is great and I feel like they care about my needs." "The program is helpful." "More involvement with developmental stones and learning." "I have been very grateful for this program." "Estoy totalmente agradecida por la oportunidad que ustedes como programa me an ayudado (I am beyond grateful for the opporunity the program and you all have helped me)." "No."

Question 8 - Do you have any suggestions on Alternative Payment and Resource & Referral Program can improve ?

"N/A." "N/A." "N/A." "Smiley face" "None." "No, they are friendly and meet their criteria 100%." "None." "No." "No." "Everything is fine." "No." "Have more books and games and materials for provider/parents to check out." "More information on those who has full time day care inside/outside of there house. There family, etc." "N/A." "no."



Report to the Board of Directors

Agenda Item Number: D-9

Board of Directors Meeting for: May 9, 2024

Author: Leticia Murillo

DATE: May 9, 2024

TO: Board of Directors

FROM: Leticia Murillo, Child Care Alternative Payment and Resource & Referral Program Manager

SUBJECT: Quality Assurance Associate (QAA) I / II / III and Job Reclassification of current employee along with title change.

I. RECOMMENDATION:

Review and consider approving the job description for the reclassification of the Family Services Quality Assurance Associate to Quality Assurance Associate I / II / III.

II. SUMMARY:

The Quality Assurance Associate position for Alternative Payment (APP) is under the immediate supervisor's direction, provides comprehensive quality control & technical assistance to Family Services Associates I / II / II, case management, conducts quality assurance to ensure compliance with Title 5 Regulations and the funding terms and conditions for all the APP program contracts. No additional duties have been added for the change of the position title.

III. DISCUSSION:

- A. The current organizational structure of Alternative Payment and Resource & Referral program contains eleven employees; one (1) Quality Assurance Associate who sustains a caseload of 41, conducts monthly quality assurance on family files, provides training and technical assistance to Family Services Associates I/II/III, does case management, parent enrollment/annual recertification, and monthly provider payments. The new structure will provide two (2) Quality Assurance Assistance. This provides an opportunity for career advancement and employee retention.
- B. The Quality Assurance Associate I position will require a High School Diploma or GED and three (3) years' experience in Social Services, Family Education, or a Health – related field with eligibility and case management. New Salary Range 21.0/\$21.66.
- C. The Quality Assurance Associate II position will require Associates degree in Social Services or related field and two (2) years' experience in Social Services, Family Education or a Health – related field with eligibility and case management. New Salary Range 22.5/\$23.32.

D. The Quality Assurance Associate III position will require a Bachelor's degree in Social Services or related field and two (2) years' experience in Social Services, Family Education or a Health – related field with eligibility and case management. The current Salary Range 23.0/\$23.91, it will change to 24.0/\$25.12.

E. Will be discussed with the Personnel Committee on May 6, 2024.

FINANCING:

Current contract amounts for 2023-24 are as follows: Contract amounts are subject to change annually based on state budget outcomes.

Alternative Payment (Madera County)	\$7,810,104.00
CalWORKs Stage 2 (Madera County)	\$1,103,944.00
CalWORKs Stage 3 (Madera County)	\$1,236,710.00
Resource & Referral (Madera County)	\$ 294,215.00



05/24

Community Action Partnership of Madera County

- JOB TITLE:** QUALITY ASSURANCE ASSOCIATE I / II / III
- DEPARTMENT:** Child Care Alternative Payment and Resource & Referral Program
- UNIT:** Alternative Payment Program
- REPORT TO:** Child Care Alternative Payment and Resource & Referral Program Manager
- SUPERVISE:** Family Services Associate I / II / III, Volunteers and Trainees
- COMPENSATION:** Range 21.0 / 22.5 / 24.0
- FLSA:** Full-time; Non-Exempt; may work evenings and overnight travel.
- JOB OVERVIEW:** This position is responsible for providing comprehensive quality control & technical assistance to Family Services Associates I/II/III and other departmental personnel; responsible for case management. Assists in meeting the terms & conditions of state and federal regulations for the Alternative Payment Program contracts.

QUALIFICATIONS:

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

EDUCATION and EXPERIENCE:

Quality Assurance Associate I

- High School Diploma or GED
- Three years' experience in Social Services, Family Education or a Health-related field with eligibility and case management responsibilities

Quality Assurance Associate II

- Associate's degree in Social Services or related field
- Two years' experience in Social Services, Family Education or a Health-related field with eligibility and case management responsibilities

Quality Assurance Associate III

- Bachelor's degree in Social Services or related field.
- Two years' experience in Social Services, Family Education or a Health-related

QUALITY ASSURANCE ASSOCIATE I / II / III

Page 2 of 8

field with eligibility and case management responsibilities

ABILITY TO:

- Read, speak, and write Spanish is required.
- Use Microsoft Outlook, Teams, 365 products.
- Work closely with immediate supervisor to ensure program compliance, timelines for reporting, and fraud investigation.
- Attend and relay training from various sessions as they apply to the program.
- Establish effective communication and maintain effective working relationships with staff and community members.
- Provide leadership to staff through motivation, team building and technical support.
- Be self-motivated with strong time management skills; be concerned about self-improvement and career development.
- Be able to relate well to all people of the community regardless of ethnic, racial, religious background or social-economic level.
- Communicate clearly and concisely in both verbal and written formats.
- Work effectively with individuals and groups.
- Exhibit excellent organizational skills.

KNOWLEDGE OF:

- Computer and database programs.
- General knowledge of principles, data processing, and record keeping skills.
- Thorough knowledge of general office practice, correspondence preparation, grammar, spelling and punctuation.
- Regulations as how they apply to program funding.
- Child care practices and procedures pertaining to providing care, parenting and child development education.
- Eligibility and Need requirements for Alternative Payment Program.
- Data and documentation requirements for reporting purposes.
- Licensing regulations for family day care, centers, and licensed exempt providers.
- Various social services are available throughout the community to assist families in need.

CORE COMPETENCIES:

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

QUALITY ASSURANCE ASSOCIATE I / II / III

Page 3 of 8

GENERAL PHYSICAL REQUIREMENTS

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

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

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

ADMINISTRATION

- Works closely with Family Services Associates I/II/III, Volunteers, and Trainees to ensure that program's compliance issues are met.

QUALITY ASSURANCE ASSOCIATE I / II / III

Page 4 of 8

- Works closely with Family Services Associates I/II/III, Volunteers, and Trainees in designing training or program services for clients.

CASE MANAGEMENT

- Sets up family data file at initial certification and enters accurate data into childcare software program.
- Maintains family data file within Title 5 regulations with required documentation to determine ongoing eligibility and need for the Child Care & Development Division Programs.
- Performs childcare referral requests and family support in promoting quality childcare.
- Performs ongoing maintenance of family files.
- Conducts re-certification (e.g., Completes the Child Care & Development Division - Initial Confidential Application for Development Services and Certification of Eligibility forms, Notice of Action, Child Care Agreement and provides Due Process Brochure.
- Mediates between parent and provider concerns.
- Shares information regarding APP/R&R programs with individuals or refers to other community agencies or resources, as necessary.
- Performs activities to prevent fraud and abuse.
- Verifying providers' services and fees are within the Regional Market Rates for reimbursements.
- Maintains written record of substantiated parental complaints.
- Assists with audit preparation.

PARENT ENROLLMENT

- Reviews Stage 1 to Stage 2 referral packet and completes the required Nine (9) Data Clements Checklist. Reviews Stage 2 referral and completes the request for eligibility verification form. Ensures all documents are complete, accurate and legible.
- Communicates with clients regarding their application process and explains required documentation, *if needed*.
- Schedules appointments with CalWORKs clients to initiate pre/final enrollment into APP CalWORKs Stage 1 to Stage 2 and Stage 2 programs, *if needed*.
- Maintains initial data entry of all CalWORKs clients, *if needed*.
- Utilizes the childcare subsidy eligibility waitlist to contact families in need of services and initiates pre-enrollment process and completion, *if needed*.
- Establishes the parent/child's eligibility and needs according to State and Federal Funding guidelines.
- Explains parental choices of provider and legal licensing requirements of providers.
- Explains all policies and procedures of program as outlined in APP Parent & Provider Handbook of Written Policies.
- Completes the Child Care & Development Division - Initial Confidential Application for Development Services and Certification of Eligibility forms, Notice of Action, Child Care Agreement and provides Due Process Brochure.
- Documents income for 85% Income Ceiling for the Child Care & Development

QUALITY ASSURANCE ASSOCIATE I / II / III

Page 5 of 8

Division Programs.

- Documents needs for child care services (e.g., employment, self-employed, seeking employment, vocational training, educational program, seeking permanent housing, homelessness, and parental incapacity).
- Obtains necessary health information, such as child's immunization records and provides referrals for health and social services, *if applicable*.

PROVIDER ENROLLMENT

- Contacts provider to confirm parent enrollment.
- Communicates with provider through Child Care Agreement and/or Provider Notice of Action for any changes based on the parent/child certified need.
- Explains policies and procedures of program as outlined in APP Parent & Provider Handbook of Written Policies.
- Verifies current license status of providers.
- Ensures that License-Exempt Providers meet TrustLine requirements, and if needed, Health & Safety Certifications.

PAYMENT PROCESS

- Sends out attendance/invoice forms to providers.
- Collects all attendance/invoice forms from providers.
- Screens form for attendance verification of parents' contracted hours of care and signatures.
- Calculates provider payment based on child's current approved need and provider contract.
- Reviews invoice against parent and provider contract.
- Meets fiscal reporting timelines.
- Performs activities to prevent fraud and abuse.

QUALITY CONTROL

- Meets contract compliance established between CAPMC and contractors.
- Maintains required data/documentation from parents and providers.
- Monitors and reviews random samples of family files compiled by Family Services Associates I/II/III to ensure compliance with established need, eligibility and proper provider reimbursement.
- Monitors and reviews a random sample of Attendance Sheets monthly and prior to payment.
- Monitors and reviews child care provider files to ensure compliance.
- Meets fiscal reporting timelines.
- Conducts Peer Reviews.
- Collaborates with immediate supervisor to coordinate training and implement protocols/procedures as needed.

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.

QUALITY ASSURANCE ASSOCIATE I / II / III

Page 6 of 8

- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

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

OTHER REQUIREMENTS:

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

PHYSICAL ACTIVITIES

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

QUALITY ASSURANCE ASSOCIATE I / II / III

Page 7 of 8

parts or other devices.

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

QUALITY ASSURANCE ASSOCIATE I / II / III

Page 8 of 8

- Repetitive Motions: Making frequent or continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

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

WORK ENVIRONMENT

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

WORKING CONDITIONS

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

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



Report to the Board of Directors

Agenda Item Number: D-10

Personnel Committee Meeting for: May 9, 20204

Author: Maritza Gomez-Zaragoza

DATE: May 1, 2024

TO: Board of Director

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start Program Changes to Personnel and Job Descriptions

I. **RECOMMENDATIONS:**

Review and approve consider approving the salary adjustment for the *Head Start Professional Development Coach/Mentor* position.

II. **SUMMARY:**

Due to program changes, staff is proposing a salary adjustment for the Head Start Professional Development Coach/Mentor

III. **DISCUSSION:**

Salary Adjustment - Head Start Professional Development Coach/Mentor: Head Start has been unable to hire a PD Coach/Mentor in the last 12 months. The main reason for candidates to decline has been the pay that the program/agency offers. After consideration of the qualifications required by Head Start Performance Standards, staff are recommending to reclassify the position to a higher pay in order to compensate for the educational requirements and attract potential candidates. Staff is proposing a 10% salary increase for the position going from Range 25.0/\$26.39 to Range 27.0 \$29.13. It is also important to mention that CAPMC Head Start Grantee, Stanislaus County Office of Education, strongly recommended that CAPMC consider increasing the pay for the position to ensure the program was able to hire a PD Coach/Mentor as required by Head Start Performance Standards.

IV. **FINANCING:**

Program budgets will support the salary changes and new positions. As stated, the programs will have cost savings by not filling the mid-management positions and instead hiring staff to support current managers.



05/24

Community Action Partnership of Madera County

JOB TITLE: HEAD START PROFESSIONAL DEVELOPMENT COACH

DEPARTMENT: Head Start Programs

REPORT TO: Deputy Head Start Director – Child Development Services

SUPERVISE: N/A

COMPENSATION: Range 27.0

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for providing on-site coaching / mentoring for Head Start teaching staff using a reflective practice model. Provides mentor/coaching to enhance teacher-child interactions and gains towards the program's adopted school readiness goals.

QUALIFICATIONS:

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

EDUCATION / EXPERIENCE

- Bachelor 's Degree in Early Childhood Education (ECE) / Child Development (CD) or related field with 24 ECE / CD units including core courses
- 3 units in ECE / CD infant and toddler units
- 6 units in administration
- 2 units in adult supervision
- 2 years teaching experience
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES / CERTIFICATES

- Must have a current and valid Site Supervisor Permit or obtain it within 12 months of hire.
- CLASS Reliability Certificate (Preschool) within 12 months of hire.

ABILITY TO

- Read, write, and speak Spanish is preferred.
- Use Microsoft Outlook, Teams, 365 products, and with software including MS

HEAD START PROFESSIONAL DEVELOPMENT COACH

Page 2 of 8

Work, Excel, Power Point, ChildPlus, and COPA.

- Understand and carry out oral and written directions
- Communicate effectively, orally and in writing.
- Develop and maintain supportive, respectful, and empowering relationships with families and children.
- Plan, organize and implement approved training programs.
- Identify and analyze complex problems and recommend viable solutions.
- Analyze and prepare a variety of necessary reports.
- Remain calm in stressful situations.
- Work effectively with all socioeconomic and cultural backgrounds.
- Maintain confidentiality of information on Head Start families.

KNOWLEDGE OF

- CAPMC Head Start Programs, Head Start Performance Standards, State regulations (where applicable), and licensing regulations (where applicable).
- General understanding of child development 0-5 years.
- Awareness of the services and agencies in the assigned service area.
- Preparation and use of individual education plans, record keeping, adult education principles, and principles of leadership and supervision.
- Child development theories and practices
- Early childhood education.
- Individual differences, learning styles, cultural needs, child development and community needs in setting up and implementing curriculum for the year.
- Assist in the development and implementation of staff development and in-service programs, inclusive of education plans for teaching staff.
- Trained in maternal child health practices.
- Key components of Practice Based Coaching (PBC) and Together Learning and Collaborating (TLC).
- Basic knowledge of CPR and First Aid

CORE COMPETENCIES:

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

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with

HEAD START PROFESSIONAL DEVELOPMENT COACH

Page 3 of 8

Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.

- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

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

ADMINISTRATION

- Works closely with Area Managers, Site Supervisors / Teachers, Center Directors and Content Area Specialists to ensure that Head Start Performance Standards and the Head Start Program requirements are met.
- Reviews and analyzes children's outcomes, school readiness goals, CLASS, and monitoring data annually for planning and recommendations for program improvement and professional development
- Prepares and submits requisitions for supplies and materials, as needed.
- Participates in scheduled self-evaluation of the Head Start Program.

HEAD START PROFESSIONAL DEVELOPMENT COACH

Page 4 of 8

- Responsible for promoting strong community relations for the Agency & Head Start Program.
- Collaborates with the immediate supervisor and all the Content Specialists in Parent Involvement, Disabilities, Facilities and Education to develop a comprehensive child program to meet Federal requirements.
- Attends all meetings, training and workshops designated by the Deputy Director – Child Development Services and Head Start Program Director.
- Always maintain confidentiality.
- Participates in the data analysis of children outcomes, Classroom Assessment Scoring System (CLASS) assessments, monitoring, Program Information Report (PIR), to develop a training plan for teaching staff based on data findings.
- Collects and Analyzes data to prepare reports for staff, managers, Policy Council / Committee and Board of Directors.
- Develops systems to gather information and data on the effectiveness of mentoring/coaching practices.
- Annually analyses data collected throughout the year and shares information with mentored/coached staff for feedback and input.
- Facilitate the Practice Based Coaching process (PBC) and/or Together Learning Collaboration cycle (TLC).

COACHING

- Coaches teaching staff to increase their knowledge and skills in developmentally appropriate practice.
- Fosters professional growth of teachers and instructional staff in CLASS and Center on the Social and Emotional Foundations for Early Learning (CSEFEL) strategies, Program Curriculum(s), Home Observation Visiting Rating Scales (HOVRS), Program for Infant Toddler Care (PITC) Philosophy and other research-based practices used by CAPMC.
- Conducts observations of staff-child interactions and staff-parent interactions.
- Provides opportunities for discussion and reflection to give feedback in a non-judgmental way by establishing positive relationships.
- Provides opportunities for staff to reflect and apply theory and learning to everyday practice.
- Provides support for formal training on CLASS, CSEFEL, pre-service, in-service and any other research-based practices that promote positive teacher-child interactions and promote school readiness.
- Assists in conducting CLASS assessments under pre and post stages to determine areas of need for individuals and classrooms to develop a support plan.
- Develops individual support plans with specific goals and areas for growth identified which are based on teacher self-assessment, classroom and teacher observations and other areas identified by teacher, coach, and supervisor.
- Facilitates group workshops on relevant child development topics based on program monitoring outcomes.

HEAD START PROFESSIONAL DEVELOPMENT COACH

Page 5 of 8

TRAINING AND DEVELOPMENT

- Supports and assists in the training for employees regarding program curriculum, developmental screenings and assessments, individualization, class assessment and related areas.
- Assists in the coordination of training for staff focusing on newly hired Head Start staff needs, program findings, program goals, objectives, policies, procedures and program area plans.

OTHER DUTIES:

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

LIMITS OF AUTHORITY

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

OTHER REQUIREMENTS:

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

HEAD START PROFESSIONAL DEVELOPMENT COACH

Page 6 of 8

PHYSICAL ACTIVITIES

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

HEAD START PROFESSIONAL DEVELOPMENT COACH

Page 7 of 8

so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.

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

VISUAL ACUITY

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

WORK ENVIRONMENT

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

HEAD START PROFESSIONAL DEVELOPMENT COACH

Page 8 of 8

WORKING CONDITIONS

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

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



Report to the Board of Directors

Agenda Item Number: D-11

Personnel Committee Meeting for: May 9, 20204

Author: Maritza Gomez-Zaragoza

DATE: May 1, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start Program Changes to Personnel and Job Descriptions

I. **RECOMMENDATIONS:**

Review and consider approving the reclassification of the *Human Resources Assistant II* to *Human Resources Specialist*.

II. **SUMMARY:**

Due to program changes, staff is proposing the reclassification of the Human Resources Assistant II to Human Resources Specialist.

III. **DISCUSSION:**

Reclassification - Human Resources Assistant II to Human Resources Specialist:

This is a reclassification for the Human Resources Assistant II. The position will have additional responsibilities that are required by the Head Start Performance Standards and both Recipients, CAP of San Luis Obispo and Stanislaus Co. Office of Education. Since the Fresno/Madera merged, the responsibilities and demands have increase related to center staff and ensuring compliance with HS requirements and agency personnel policies and systems.

Some of the responsibilities will consist of personnel recruitment. Tasks will include networking with colleges and universities, employment agencies, and High Schools to encourage potential candidates to apply for Head Start positions. This position will be the combination of two previous Human Resources Assistant II, one was allocated to Madera and one to Fresno Head Start programs. This will allow for cost savings to the program.

IV. **FINANCING:**

Program budgets will support the salary changes and new positions. As stated, the programs will have cost savings by not filling the mid-management positions and instead hiring staff to support current managers.



05/24

Community Action Partnership of Madera County

JOB TITLE: HUMAN RESOURCES SPECIALIST

DEPARTMENT: Head Start Programs

REPORT TO: Head Start Director

SUPERVISE: Program Technician – Human Resources

COMPENSATION: Range 27.0

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for ensuring adherence to Head Start and Licensing requirements related to personnel. Support the Head Start program with recruitment, hiring processes, employee, and labor relations, including establishing and monitoring Head Start employees' personnel files, providing information on personnel procedures, rules, and employee benefits, and carrying out related tasks as required.

QUALIFICATIONS:

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

EDUCATION and EXPERIENCE:

- Bachelor's degree in Business Administration, Human Resource Management, or related field.
- Two years' experience in a similar position.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

ABILITY TO:

- Communicate effectively orally and in writing with individuals and groups.
- Use Microsoft Outlook, Teams, product 365. Have excellent computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint and have good skills in database management and record keeping.
- Practice a high level of confidentiality.
- Work effectively under conditions of limited supervision, time constraints to meet deadlines and schedules and rapidly changing situations and circumstances.
- Work with employees and peers in professional manners.

HUMAN RESOURCES SPECIALIST

Page 2 of 8

- Demonstrate sensitivity to the sexual/cultural/ethnic diversity of the service population.
- Organize and prioritize a variety of job duties and assignments.
- Deal with frequent interruptions and changing work priorities.

KNOWLEDGE OF:

- Administrative and clerical procedures, systems, and terminologies.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems.
- Head Start Program, Head Start Performance Standards, Head Start bargaining unit contracts, Federal/ State regulations (where applicable), and licensing regulations.
- Business and management principles are involved in strategic planning, resource allocation, human resources modeling, and coordination of people and available resources.
- Local, state, federal laws and regulations on employment and human resources topics.
- Head Start Program, Head Start Performance Standards, and licensing regulations.
- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets.
- CPR and First Aid.

CORE COMPETENCIES:

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

GENERAL PHYSICAL REQUIREMENTS

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

HUMAN RESOURCES SPECIALIST

Page 3 of 8

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

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

HUMAN RESOURCE DUTIES

- Provides information regarding personnel procedures, employment process, salary ordinances, personnel policies, insurance enrollment process, and related areas to agency staff.
- Keep updates of current laws relating to leave of absences, e.g., FMLA, Disability & COBRA/HIPPA.
- Protects the integrity and confidentiality of individual personnel issues.
- Conduct audits to monitor compliance of employee personnel files and health files.
- Ensures Head Start employee personnel, health, worker's compensation, retirement, center files are created, maintained, and updated.
- Processes employee evaluation to appropriate supervisor on a timely basis;

HUMAN RESOURCES SPECIALIST

Page 4 of 8

follows up, as necessary.

- Assists Head Start Director in carrying out various human resources programs and procedures for all agency employees.
- Participates in developing and evaluating department goals, objectives, and systems.
- Make recommendations to Head Start Director on new approaches, policies, and procedures to effect continual improvements in efficiency of department and services delivery to agency employees.
- Assists in organizational training and employee development.
- Oversees Professional Development plan for employees.
- Assists in agency compliance with federal and state regulations.
- Prepares Personnel Action Forms for new hires, transfers, leaves, merits, etc. to ensure all changes are made in a timely manner to facilitate the payroll process.
- Ensures HR data entry and staff training/professional development hours information are accurately entered into appropriate systems – COPA/ChildPlus.
- Participates in annual self-evaluation of the Head Start & State Programs.
- Prepares Policy Council / Committee Meeting Staffing Changes Reports monthly.
- Generates reports to track number of staff vacancies, staff turnover, staff's longevity, education status, etc. as requested by Head Start Director and/or Recipient.
- Responsible for program employee recall process that includes meeting with staff, reviewing employment information, and tracking information to ensure staff stay in compliance with employment, Head Start and Licensing requirements.
- Process new hires staff including conducting Head Start New Hire orientations.
- Assists in the placement of center staff based on their qualifications and updates center rosters.
- Collects, reviews, and submits employee's timesheets bi-weekly. Ensure all information is accurate and submit it to the Head Start Director for final signature / review.
- Participates in the review and analysis of children's outcomes, school readiness goals, CLASS, and monitoring data annually for planning and recommendations for program improvement and professional development.
- Responsible for the program's compliance with Head Start and Community Care Licensing personnel requirements by utilizing a variety of methods for on-going monitoring.
- Communicates/contacts Community Care Licensing as needed to comply with center personnel files.
- Performs Livescans for all Head Start newly hired and Head Start employees.
- Responsible for processing of volunteer information under ADA principles.

Hiring Processes

- Creates recruitment folders, position requisitions, prepare job announcements and post in various media.
- Screens applications to ensure candidates meet minimum qualification guidelines.
- Creates and sends notifications letters when candidates do not meet the minimum qualifications, pass the written exam, etc.

HUMAN RESOURCES SPECIALIST

Page 5 of 8

- Works with the Head Start Director to schedule and conduct interviews of eligible candidates. Prepare interview materials including research and gathering of interview questions. Conduct reference checks.
- Completes eligibility lists and recruitment folders and forward them to the Human Resources office within 24 hours after interview processes.

OTHER DUTIES:

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

LIMITS OF AUTHORITY

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

OTHER REQUIREMENTS:

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

PHYSICAL ACTIVITIES

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

HUMAN RESOURCES SPECIALIST

Page 6 of 8

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

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

HUMAN RESOURCES SPECIALIST

Page 7 of 8

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

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

VISUAL ACUITY

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

WORK ENVIRONMENT

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

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.

HUMAN RESOURCES SPECIALIST

Page 8 of 8

- The worker may be exposed to infectious diseases.

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



Report to the Board of Directors

Agenda Item Number: D-12

Personnel Committee Meeting for: May 9, 20204

Author: Maritza Gomez-Zaragoza

DATE: May 1, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start Program Changes to Personnel and Job Descriptions

I. **RECOMMENDATIONS:**

Review and consider approving the addition of a *Health Services Technician* position for Head Start.

II. **SUMMARY:**

Due to program changes, staff is proposing to create a new position - Health Services Technician.

III. **DISCUSSION:**

Health Services Technician- New Position: The Head Start Program has had difficulty in filling vacant mid-management positions. The vacancies have been mainly from the Fresno Migrant HS positions.

Since Madera and Fresno programs are now merged, staff is proposing to create a position to support the current Health Specialist creating a Health Services Technician. The position will allow the proper oversight of the Health Services for all three programs. The Health Services Technician position will benefit the program since is a lower classification and the program will not be paying for another Health Specialist.

IV. **FINANCING:**

Program budgets will support the salary changes and new positions. As stated, the programs will have cost savings by not filling the mid-management positions and instead hiring staff to support current managers.



05/24

Community Action Partnership of Madera County

JOB TITLE: HEALTH SERVICES TECHNICIAN

DEPARTMENT: Head Start Programs

BARGAINING UNIT: SEIU, Local 521 (Madera Programs Only)

REPORT TO: Health Services Content Specialist

SUPERVISE: N/A

COMPENSATION: Range 18.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for performing the necessary duties to assist in the planning and implementation of a comprehensive program and perform a variety of functions to support the program's service delivery around health services in the areas of data input compliance and data/files review.

QUALIFICATIONS:

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

EDUCATION and EXPERIENCE

- Associate's Degree in child development, health & human services, or related field and 1 year of increasingly responsible experience in a clerical or secretarial field.
- OR**
- High School Diploma or GED and 2 years of increasingly responsible experience in a clerical or secretarial field.
- AND**
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

ABILITY TO

- Speak, read, and write Spanish is preferred.
- Operate a 10-key, copy machine, use Microsoft Outlook, Teams, 365 products and other office machinery, computer software.

HEALTH SERVICES TECHNICIAN

Page 2 of 8

- Create reports, graphs, and spreadsheets as needed for reporting purposes.
- Demonstrate sensitivity to the cultural / ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Manually operate program equipment and machinery, such as the Agency's computers, copy machines, and White Fleet.
- Effectively communicate with staff, customers and agency/business representatives.
- Possess interpersonal, problem solving, and organizational skills.
- Manage time effectively and meet deadlines.
- Sustain cooperative relationships with those contacted in the course of work.
- Follow work schedule as well as written and oral instructions.
- Establish and maintain cooperative working relationships with vendors.
- Obtain Pediatric First Aid and CPR certification within 6 calendar months of hire, and re-certification bi-annually.

KNOWLEDGE OF:

- CAPMC Head Start Program, Head Start Performance Standards, State regulations (where applicable), and licensing regulations.
- Health education and planning
- Child and family health care which includes preventative, early intervention, and health maintenance practices.
- Early childhood growth and development principles.
- Understanding of Mandated Reporting Requirements.
- Understanding of California Immunization Requirements.
- Emergency / accident responding procedures.
- Computer applications, i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Principals of data processing and record keeping skills.
- Basic business math.

CORE COMPETENCIES:

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

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with

HEALTH SERVICES TECHNICIAN

Page 3 of 8

Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.

- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

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

PROGRAM DUTIES

- Performs a variety of duties as assigned by the immediate supervisor and/or by the Deputy Director of Child Family Services.
- Assists with the planning, administration, and implementation of the health component (medical, dental).
- Assists in monitoring the Program Information Report to ensure information in health services is accurate and current. Works and shares information with the immediate supervisor to complete reports.

HEALTH SERVICES TECHNICIAN

Page 4 of 8

- Assists with monitoring of health data in ChildPlus or COPA to ensure timeliness are in compliance.
- Follows up with program Advocates on any identified findings or areas of concern to ensure appropriate follow up is completed.
- Communicate with Advocates and Site Supervisor/Center Director of any concerns/findings related to health services and provide a timeline for completion.
- As needed, provide support to Advocate and/or families in communicating with medical providers, local hospitals, and/or clinics to ensure appropriate medical/dental care is provided to enrolled children.
- Meet with Health Service Specialist and Deputy Director for Child & Family Services to report any data review findings and/or monitoring findings and status of completion by program Advocates.
- Attends case conference to support Health Specialist in identifying medical/dental follow-up or support.
- As needed, supports file review to determine if children's files correlate with program's data system.
- Assists in gathering data to analyze children's and family's outcomes, school readiness goals, CLASS, and monitoring data.
- Assists in reviewing the collection and inputting of children's information and data into appropriate database systems for accuracy.
- Has knowledge of the Child Welfare Services and Community Care Licensing when related to health services and assist as needed.
- Performs a variety of office administrative tasks such as purchasing requisitions; ordering materials and supplies; makes accurate mathematical calculations and performs general accounting operations.
- Assists in ensuring that the centers are stocked with first aid supplies, equipment, dental supplies, and disbursement of diapers and as needed delivering materials and supplies to sites.
- Assists in clerical duties, entering reports into the database system, filling documents, and analyzing data on children and families in the program.
- Reviews bid specifications and documentation along with supervisor to ensure proper processes are followed.
- Assists in identifying and/or securing vendors to purchase medical and dental supplies.
- Inventories health office supplies on hand and submits orders as needed.
- Maintains an organized system to keep records of all purchase and check requests. Collects packing slips and invoices to submit information for proper payment.
- Reviews request for purchase orders to ensure accuracy of amounts and quantities.
- Communicates with vendors when issues arise with received items, backorders, returns, etc.
- Assists in the planning, coordinating, and developing training and guidance to center staff on completion of health forms.
- Participates as needed in community meetings to represent CAPMC's Head Start Programs and reports back to direct supervisor.

HEALTH SERVICES TECHNICIAN

Page 5 of 8

- Participates as needed in the monthly Advocate, Center Director, Site Supervisor meetings and reports back to direct supervisor.
- Attends trainings and workshops to enhance knowledge of health services and keep up to date with information related to health.
- Assists with the planning and preparation of the Health Services Advisory Committee Meetings.
- Performs files / data review to meet compliances.

OTHER DUTIES:

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

LIMITS OF AUTHORITY

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

OTHER REQUIREMENTS:

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

HEALTH SERVICES TECHNICIAN

Page 6 of 8

always ensure maximum safety to oneself, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

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

HEALTH SERVICES TECHNICIAN

Page 7 of 8

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

VISUAL ACUITY

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

WORK ENVIRONMENT

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

HEALTH SERVICES TECHNICIAN

Page 8 of 8

WORKING CONDITIONS

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

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



Report to the Board of Directors

Agenda Item Number: D-13

Personnel Committee Meeting for: May 9, 20204

Author: Maritza Gomez-Zaragoza

DATE: May 1, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start Program Changes to Personnel and Job Descriptions

I. **RECOMMENDATIONS:**

Review and consider approving the addition of the Human Resources Technician position for Head Start.

II. **SUMMARY:**

Due to program changes, staff is proposing to create one new position - Human Resources Technician.

III. **DISCUSSION:**

Human Resources Technician – New Position: This position will support the Human Resources Specialist in clerical tasks to ensure the collection of program and licensing requirements from program/center staff. Tasks will include entering data into the various program data system for all Head Start employees to ensure all requirements are met. Assist with the monitoring and auditing of personnel and center files to ensure all required documents are in place and in compliance during Licensing visits, Grantee or Federal program reviews.

IV. **FINANCING:**

Program budgets will support the salary changes and new positions. As stated, the programs will have cost savings by not filling the mid-management positions and instead hiring staff to support current managers.



05/24

Community Action Partnership of Madera County

JOB TITLE: PROGRAM TECHNICIAN – Human Resources

DEPARTMENT: Head Start Programs

BARGAINING UNIT: SEIU, Local 521; apply to Madera Program Only

REPORT TO: Human Resources Specialist

SUPERVISE: N/A

COMPENSATION: Range 18.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for performing essential duties to assist in processing, maintaining, and updating agency personnel files. This role involves attention to detail and adherence to confidentiality protocols. Including entering data information into the agency's database system accurately and efficiently.

QUALIFICATIONS:

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

EDUCATION/ EXPERIENCE

- Associate's Degree in business administration or related field and one year of increasingly responsible experience in a clerical or secretarial field.

OR

- High School Diploma or GED and two years of increasingly responsible experience in a clerical or secretarial field.

AND

- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

ABILITY TO

- Speak, read, and write Spanish is preferred.
- Operate a 10-key, copy machine, and other office machinery, Use Microsoft Outlook, Team, 365 products, inclusive of Microsoft Word, Excel.

PROGRAM TECHNICIAN – HUMAN RESOURCES

Page 2 of 7

- Create reports, graphs, spreadsheets as needed for reporting purposes and have good skills in database management and record keeping.
- Practice a high level of confidentiality.
- Demonstrate sensitivity to the cultural / ethnic diversity of the service populations and to be sensitive to the needs of low-income families and children.
- Manually operate program equipment and machinery, such as the Agency's computers and copy machines.
- Work with employees and peers in professional manners.
- Effectively communicate with staff, customers and agency/business representatives.
- Organize and prioritize a variety of job duties and assignments.
- Manage time effectively and meet deadlines.
- Follow work schedule as well as written and oral instructions.

KNOWLEDGE OF:

- Administrative and clerical procedures, systems, and terminologies.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems.
- Business and management principles are involved in strategic planning, resource allocation, human resources modeling, and coordination of people and available resources.
- Local, state, federal laws and regulations on employment and human resources topics.
- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets.
- Basic knowledge of CPR and First Aid.

CORE COMPETENCIES:

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

GENERAL PHYSICAL REQUIREMENTS

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

PROGRAM TECHNICIAN – HUMAN RESOURCES

Page 3 of 7

- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

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

ADMINISTRATIVE/TECHNICAL DUTIES

- Performs a variety of duties as assigned by the immediate supervisor and/or by the Head Start Director.
- Files and organizes Head Start personnel folders, correspondence, and other confidential materials. Ensures the security and confidentiality of individual personnel matters.
- Establishes, maintains, and updates employee center files.
- Tracks and enters new hires information in COPA/Child Plus in a timely manner.
- Responsible for record keeping/updating of Human Resources and staff training/professional development hours information in both COPA and Child Plus Database.

PROGRAM TECHNICIAN – HUMAN RESOURCES

Page 4 of 7

- Responsible for sending program employee recall letters, collecting recall packets, and entering information to ensure staff stay in compliance with employment, Head Start and Licensing requirements.
- Enters, and updates teaching staff permits, degrees, and transcripts in the program's software.
- Supports management staff in ensuring that staff permits, degrees, and transcripts are appropriately uploaded.
- Reviews personnel files quarterly along with supervisor to ensure proper documentation follows Community Care Licensing, Head Start, and Agency requirements.
- Updates and sends Center Timesheet Logs with timesheet labels bi-weekly.
- Organizes and attaches the timesheet labels to timesheets, as needed.
- Responsible for distributing finalized PAF to Head Start staff with discretion and ensuring that it is only shared with authorized personnel.
- Assists with job recruitment events: Schedules and makes travel arrangements, organizes, and prepares informational materials supplies for the events.
- Assists with interviews: Prepare materials, schedule the panel, and send letters to candidates, as needed.

OTHER DUTIES:

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

LIMITS OF AUTHORITY

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

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.

PROGRAM TECHNICIAN – HUMAN RESOURCES

Page 5 of 7

- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

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

PROGRAM TECHNICIAN – HUMAN RESOURCES

Page 6 of 7

- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- **Repetitive Motions:** Making frequent on continuous movement.
- **Alternate Standing/Sitting at Will:** The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- **Sitting:** Remaining in a seated position.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.

PROGRAM TECHNICIAN – HUMAN RESOURCES

Page 7 of 7

- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

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

WORKING CONDITIONS

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

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



Report to the Board of Directors

Agenda Item Number: D-14

Personnel Committee Meeting for: May 9, 20204

Author: Maritza Gomez-Zaragoza

DATE: May 1, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Head Start Program Changes to Personnel and Job Descriptions

I. **RECOMMENDATIONS:**

Review and consider approving the job description update for the *Food Service Worker* position for Head Start.

II. **SUMMARY:**

Due to program changes, staff is proposing to a job description update for Food Service Worker.

III. **DISCUSSION:**

Food Service Worker – Job Description Update: The job description is being updated to include additional tasks for the Food Service Workers to provide additional support in the classroom. Classroom support has become a great need since staff are encountering more children with challenging behaviors and therefore, additional support is needed in the classroom. Staff will be required to obtain 3 child development units to have a basic understanding of age-appropriate interactions with children. Management staff will ensure to provide appropriate support including creating a cohort to obtain the 3 units. The current staff will be given 12 months to obtain the 3 required units.

IV. **FINANCING:**

Program budgets will support the salary changes and new positions. As stated, the programs will have cost savings by not filling the mid-management positions and instead hiring staff to support current managers.



05/24

Community Action Partnership of Madera County

JOB TITLE: FOOD SERVICE WORKER / INSTRUCTIONAL AIDE

DEPARTMENT: Head Start Programs

BARGAINING UNIT:

SEIU, Local 521; apply to Madera Programs Only

REPORT TO: Center Director I / II, Site Supervisor / Teacher

SUPERVISE: N/A

COMPENSATION: Range 16.0

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for assisting with the preparation, transporting, and serving of meals for children in a nutritious and sanitary manner in accordance with the Child Care Food Program and Head Start Performance Standards.

QUALIFICATIONS:

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

EDUCATION and EXPERIENCE:

- High School Diploma or GED.
- 3 Early Childhood Education (ECE) or Child Development (CD) units within 12 months of hire.
- Preparation of food for large groups in a school or restaurant setting.
- Volunteer time as a cook may be substituted for experience.
- Ensure yearly a minimum of 15 professional growth hours are completed and documented.

LICENSES / CERTIFICATES / PERMITS:

- Pass and hold a valid ServSafe Food Handler Certificate. Obtain within 12 months of hire.

ABILITY TO:

- Make mathematical computation and keep accurate records.
- Follow standard recipes.

FOOD SERVICE WORKER / INSTRUCTIONAL AIDE

Page 2 of 7

- Work effectively with children and parents; carry out oral and written directions; respect the confidentiality of program-related incidents and information; operate necessary program equipment.
- Maintain a positive classroom environment.
- Use Microsoft Outlook, Teams, 365 products.

KNOWLEDGE OF:

- Food preparation for children aged 0-5 years.
- The importance of serving attractive, nutritious meals for children.
- The importance of food safety and sanitation
- Basic knowledge of CPR and First Aid

CORE COMPETENCIES:

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

GENERAL PHYSICAL REQUIREMENTS:

- Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP:

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.

FOOD SERVICE WORKER / INSTRUCTIONAL AIDE

Page 3 of 7

- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and works as a team member to support the functions and operations of the department and the agency.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

PROGRAM DUTIES:

- Checks environment to ensure no food service equipment is left in reach of children.
- Assists in promoting a healthy, safe, and clean environment.
- Models positive interaction with co-workers, volunteers, families, and children daily.
- Follows food service regulations, approved housekeeping, and sanitation practices to assure the sanitary and safe conditions are maintained in the kitchen and dining / servicing areas.
- Manages food preparation on a continual basis to avoid accident or spoilage.
- Helps teaching staff members to incorporate cooking experiences in classroom activities.
- Occasionally sits with children at mealtime to model good nutrition choices, to build interactions, socialization and self-help skills.
- Attends in-service, staff and parent meetings as required.
- Assists with menu planning, meal count and inventory forms as required by the Child Care Food Program.
- Assists with preparation of meals and snacks in a nutritional manner, limiting salt, fat, and sugar.
- Makes mathematical computations of inventory and meal count and keeps accurate records for data analysis.
- Checks food and supplies received against original order and contacts Head Cook to correct errors.
- Reports hazards or poor/dangerous conditions of equipment to supervisor.
- Presents meals that are tasty and served in an attractive manner.
- Assist in the preparation and serving of food required for special diets.

FOOD SERVICE WORKER / INSTRUCTIONAL AIDE

Page 4 of 7

- Assist with the inventory of kitchen supplies, food, and equipment.
- Transports food & dishes to and from main kitchen and assigned site.
- Ensures vehicle used to transport food is kept clean inside and outside. Reports any issues or concerns immediately for maintenance.
- Understand their role in the collection and importance of data for the program.
- Completes vehicle logs as required.

CHILD DEVELOPMENT SERVICES

- Assists in maintaining a healthy, safe and clean environment.
- Assists teachers in helping children improve skills in all developmental areas.
- Acts as a language model for children.
- Provides positive interaction with children.
- Assists in supervision of children, which includes but not limited to, covering other classroom staff's rest periods, interacting with children during indoor and outdoor play.
- Assists children in personal hygiene (e.g., toothbrushing, handwashing).
- Supports center with Instructional Aide tasks when needed and/or during a vacancy.

OTHER DUTIES:

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

LIMITS OF AUTHORITY:

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

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.

FOOD SERVICE WORKER / INSTRUCTIONAL AIDE

Page 5 of 7

- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

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

FOOD SERVICE WORKER / INSTRUCTIONAL AIDE

Page 6 of 7

- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- **Pushing or Pulling:** Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- **Reaching at or below Shoulder Level:** Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- **Reaching Overhead -** Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- **Repetitive Motions:** Making frequent or continuous movement.
- **Alternate Standing/Sitting at Will:** The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- **Sitting:** Remaining in a seated position.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.

FOOD SERVICE WORKER / INSTRUCTIONAL AIDE

Page 7 of 7

- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

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

WORKING CONDITIONS

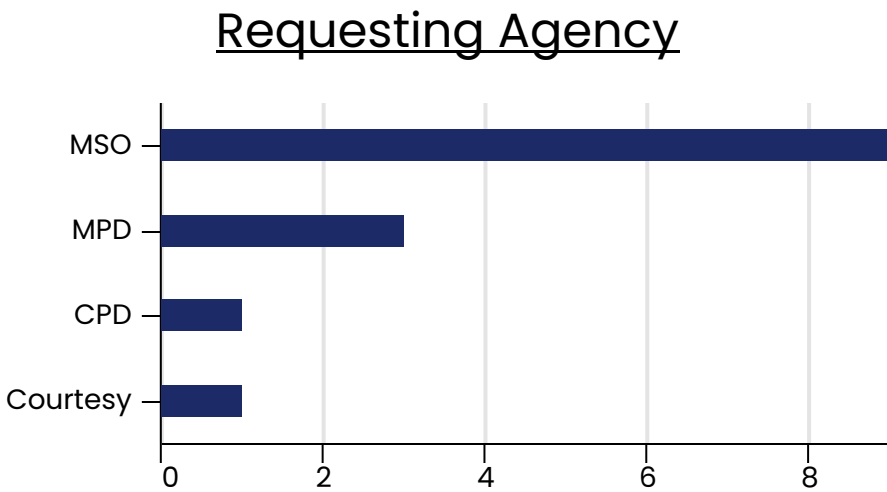
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

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



Madera County Child Advocacy Center (CAC)

April 2024



*Law Enforcement investigations are conducted as a joint response with Madera County Child Protective Services

Counseling Services

Referrals Made: 5
Onsite Counseling Sessions: 2

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2024	7	14	27	41								
2023	8	17	27	37	44	53	64	69	75	79	94	97



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [April 2024](#)**

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

General Contract - CAPP	493
CalWORKs Stage 2 – C2AP	152
CalWORKs Stage 3 – C3AP	143
Bridge Program - BP	18
Total Children Enrolled	806

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	40
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	47
LICENSE-EXEMPT CHILD CARE PROVIDERS	67
Total Providers Enrolled	154

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	135
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Common Mental Health Illness (Spanish): 11 Attendees
- Common Mental Health Illness (English) upcoming

Family, Friend and Neighbor Activity:

- None at this time.

Bridge Program Coaching Session:

- TIC Coaching (Spanish): 21 Attendees
- TIC Coaching (English): upcoming



Community Services Monthly Report to the Board of Directors

April 2024

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	11-1-2021 to June 30, 2024 Fiscal YTD Total
ESLIHEAP 2023 – Non- Emergency	53	154
ESLIHEAP 2023 – FAST TRACK	57	240
ESLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – Non-Emergency	0	275
FAST TRACK 2024 – Emergency	0	308
WPO 2024 – WOOD/PROPANE/OIL	0	19

LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	0	624

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	44	0
Madera Mental Health Services Act	12	0

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2023 through June 30, 2024

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$50,000	\$50,000	\$0	100%
Objective	Goal	YTD Achieved	Balance	% Achieved

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2024 through June 30, 2025

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$25,000 pending			
Objective	Goal	YTD Achieved	Balance	% Achieved



Homeless Engagement for Living Program (HELP Center) Services Report - April 2024

Below are the number of services provided and contacts made in Madera County for the period of 04/01/2024 - 04/30/2024.

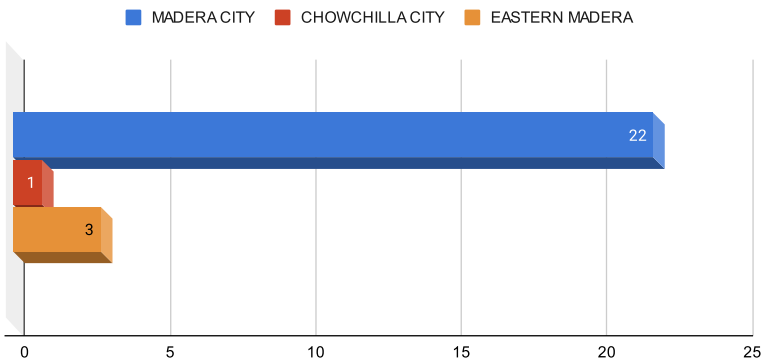
	Individuals	Families	DV	TAY	Veterans
Madera City	342	35	11	9	1
Chowchilla City	40	2	0	0	0
Eastern Madera	35	0	0	0	0
Total:	417	37	11	9	1

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	2	26
TRIAGE HOUSING	2	17
REUNIFICATION WITH FAMILY	2	6
HOUSING RESOURCE GUIDE	5	58
SUBMITTED RENTAL APPLICATIONS	15	129
PERMANENT HOUSING	6	56
PERMANENT SUPPORTIVE HOUSING	2	17
PROVIDED MOVE-IN COSTS	2	18
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	4	38
SOCIAL SECURITY CARD	1	18
BIRTH CERTIFICATE	1	7
INCOME VERIFICATION	5	28
DISABILITY CERTIFICATION	0	16
PSH SUPPORT LETTERS	4	30
EMOTIONAL SUPPORT ANIMAL LETTER	0	3
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	1	32
VICTIM SERVICES	2	10
VETERAN AFFAIRS	1	5
BEHAVIORAL HEALTH	13	149
IMMIGRATION SERVICES	0	4
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	4	43
SUBSTANCE ABUSE PROGRAM	0	6
DEPARTMENT OF SOCIAL SERVICES - APS	0	7
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	0	15
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	0	7
ASSISTED IN OBTAINING CASH AID / TANF	0	3
ASSISTED IN OBTAINING CALFRESH BENEFITS	1	6
ASSISTED IN OBTAINING HEALTH INSURANCE	1	7
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	2	6
PROVIDED HYGIENE KITS	32	158
DELIVERED COMMODITIES	31	325
ASSISTED WITH SSI BENEFITS	0	1
ARRANGED TRANSPORTATION	10	114
ADVOCACY WITH LEGAL MATTER	0	6
ASSISTED IN OBTAINING A GOVT. PHONE	0	3
PROVIDED SHOES OR CLOTHES TO CLIENT	1	32
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	0	4
ASSISTED IN OBTAINING INCOME	0	3
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	2	14
PLACED ON RRH PRIORITY LIST	0	6
PLACED ON BY-NAME LIST	14	54

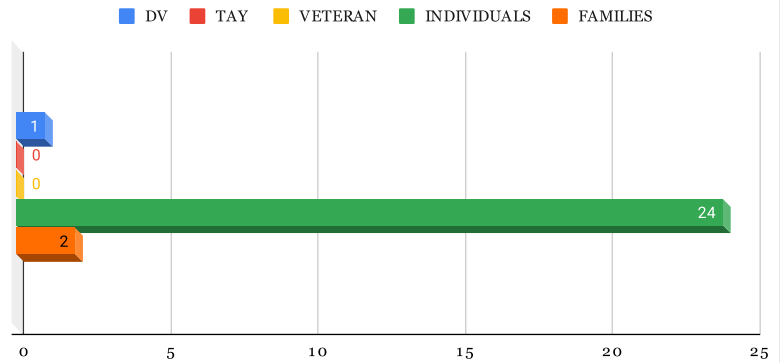


Homeless Engagement for Living Program (HELP Center) - April 2024 Services Report

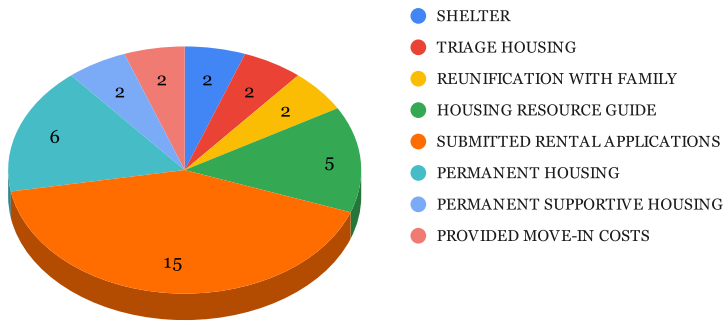
LOCATIONS



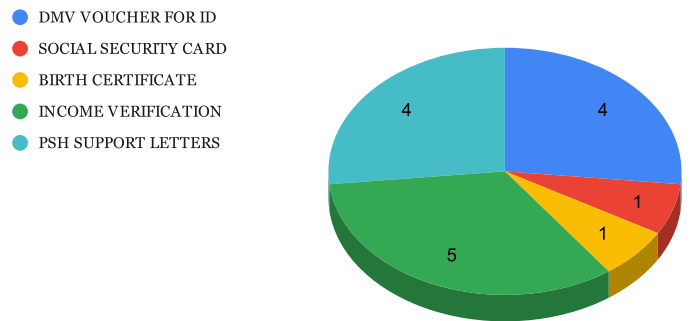
SUBGROUPS



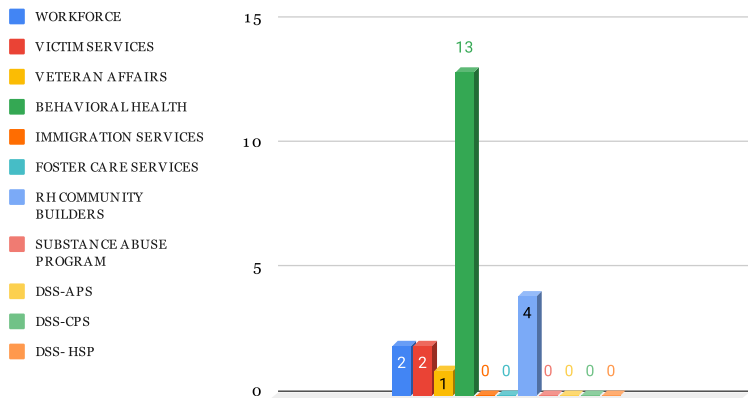
HOUSING SERVICES



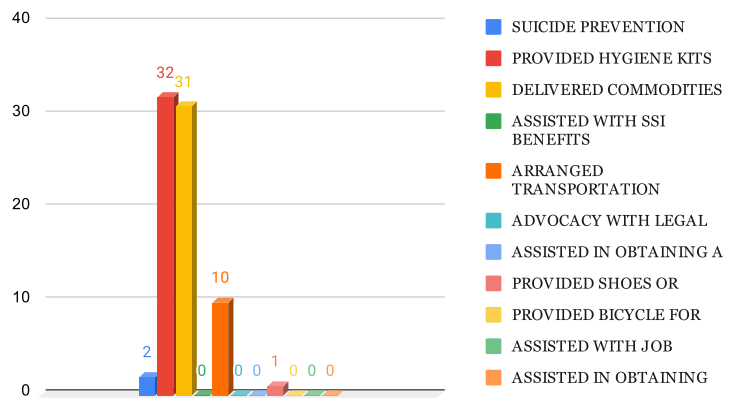
DOCUMENT COLLECTION



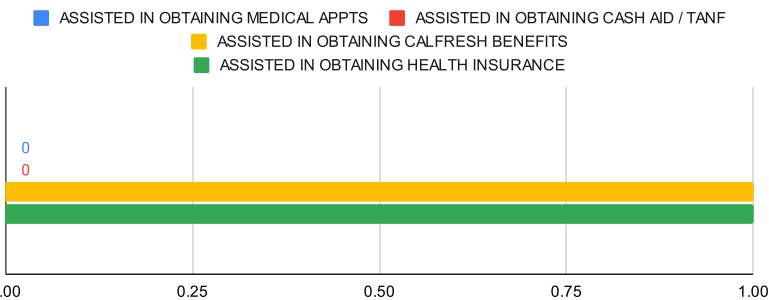
REFERRALS



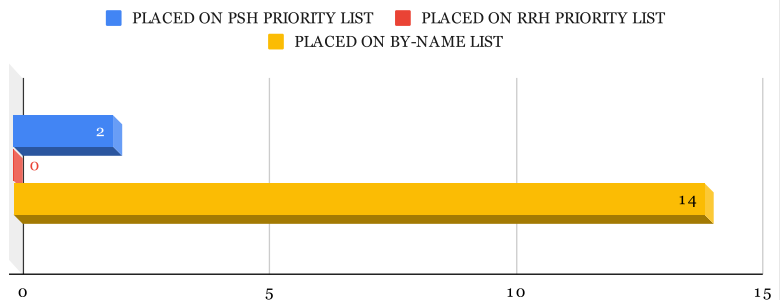
OTHER SERVICES



OTHER NON-CASH BENEFITS



COORDINATED ENTRY





Report to the Board of Directors

Month: April 2024

Program Manager: Jennifer Coronado

ACCOMPLISHMENTS:

- Walk a Mile in Her Shoes had forty-five participants.
- Denim Day: 1,292 pins distributed throughout Madera County in honor of denim day. Denim day is known worldwide for shifting the responsibility of sexual assault to the perpetrator instead of the victim. Victims should not be blamed for sexual assault based on what they are wearing.
- Attended the annual Children's Memorial Flag Day.
- National Crime Victims' Rights Week Memorial and Award event. There were eighty-four people in attendance for this year's event. Many families were present to honor a loved one. The 2024 award recipients were Esthela Williamson-Madera County District Attorney's Office, Karlene Ortiz-Department of Social Services, Kayla Bianchi-Madera Police Department, Immigrant Legal Resource Center, & Madera County Probation. Each recipient has in one way, or another went beyond their regular duties to assist victims of crime.
- VS also participated in MCCAPC lobby decoration contest for Child Abuse Aware Awareness and took third place.

UPCOMING EVENTS:

- Outreach event on 5/3/24 at Matilda Torres High School for MUSD Mental Health Conference.
- Outreach event on 5/9/24 at the Madera County Justice Center.

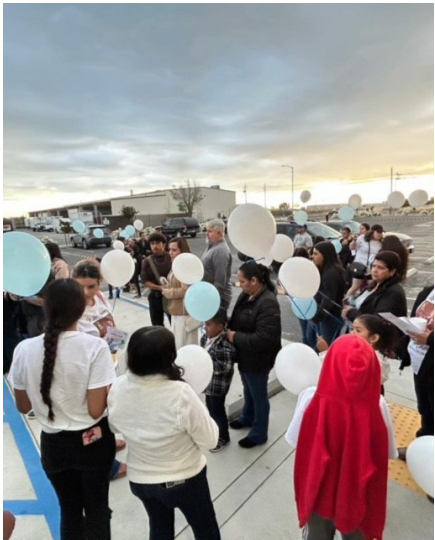
STATISTICAL REPORTS:

To be provided on a quarterly basis.

Children's Memorial Flag Day



National Crime Victims' Rights Week: Victim Memorial Display and Award Ceremony



MCCAPC Lobby Contest





Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: May 9, 2024

Author Maritza Gomez-Zaragoza

DATE: April 29, 2024

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Review and Approve the Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA) for the contract year ending May 31, 2025.

I. RECOMMENDATIONS:

Review and consider approving the 2024-2025 Madera/Mariposa Regional and Early Head Start Cost of Living Adjustment (COLA).

II. SUMMARY:

The Consolidated Appropriations Act of 2024 contain an increase to Head Start Programs for the fiscal year of 2024. Part of the funding was earmarked for a Cost of Living Adjustment (COLA) The funding is intended to increase the on-going funding level of Head Start Programs through a COLA increase in the amount of 2.35.

III. DISCUSSION:

- A. The COLA funds were earmarked for a 2.35% salary increase for staff. After some consideration of all CAPMC Head Start Program's funding, it was proposed to consider a 2.5% increase for all staff.
- B. The Regional and Early Head Start budgets have been amended to reflect the 2.5% salary increase with the COLA funds beginning June 1, 2024. Related fringe benefit cost (FICA taxes, worker's compensation insurance, and retirement benefits) have been increased accordingly. Any remaining funds will be used to offset the rent category for both Head Start and Early Head Start budgets.
- C. Per the OHS notification letter, CAPMC does not have to submit an application for the funds. The funds will be added to the basic funds for both programs on the Notice of Award letter.
- D. The attachments provide a summary of the original funding, addition of the COLA funding, and where it was applied.
- E. The allowable indirect expense for the two (2) grants is the agency's approved rate of 9.1%.
- F. Non-Federal Share amounts will be added under volunteer hours.

III. FINANCIAL IMPACT:

COLA Funding Increase:	Head Start \$106,278	Early Head Start \$15,943
Non-Federal Share:	\$26,570	\$3,986



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

April 27, 2024

Grant No. 09CH011519

Dear Head Start Grant Recipient,

The Further Consolidated Appropriations Act, 2024, contains an increase for Head Start of \$275 million over the Fiscal Year (FY) 2023 level for a cost-of-living adjustment (COLA). The COLA supports a 2.35 percent adjustment above FY 2023 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, and delegate agency or other partners providing direct services.

The following table reflects the COLA increase(s) available for FY 2024.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$106,278	\$15,943
Total Funding		\$122,221

Please note, this permanent increase is effective at the start of the FY 2024 budget period and is retroactive if this period has already commenced. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each program **must** be applied accordingly.

Application Submission Requirements/Notice of Award (NoA)

Recipients that have already submitted a FY 2024 non-competing new (NCN) or non-competing continuation (NCC) application **are not** required to submit a COLA supplemental request. Each recipient will receive a Notice of Award for an amount proportionate to the COLA increase appropriated by Congress. The table above reflects the increase(s) added to your FY 2024 base levels.

Recipients that have not yet submitted their FY 2024 NCN or NCC application must include their COLA allocation in the annual application.

For additional information on the allowable uses of COLA funding, refer to Program Instruction ACF-OHS-PI-24-02.

Required Use of COLA Funds

Recipients are required to ensure COLA funds are applied as follows:

- A permanent increase to the pay scale of no less than the required 2.35 percent adjustment for each Head Start/Early Head Start (including EHS-CCP) position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The provision of a no less than 2.35 percent increase to all delegate agencies and partners providing direct services;
- Ensure increases are applied retroactively to the start of the FY 2024 budget period including distributing funds to affected employees, if applicable;
- Any remaining amount following the required 2.35 percent increase to the Head Start pay scale, and delegate agencies and partners, may be applied to fringe benefits, and other costs necessary to operate the program.

Recipients must maintain documentation to justify applying differential COLA adjustments to pay scales and/or to delegate agencies and partners.

Other Uses or Declination of COLA Funds

Recipients planning to use COLA funds for any purpose other than as required above, must submit a budget revision amendment for consideration in the Head Start Enterprise System (HSES) no later than thirty (30) days from the issuance date of the Notice of Award.

If any portion of the funding identified above will not be needed, a statement regarding this decision must be submitted through HSES Correspondence no later than thirty (30) days from the issuance date of the Notice of Award. The subject line of the HSES Correspondence should read –“[recipient grant number] [recipient name] –declination of [all or portion] COLA funds”. Please note, this declination must be signed by the Board Chair. As a reminder, these funds are permanent increases to the Head Start and Early Head Start base funding levels. A declination of any portion of the funds may impact budgets for subsequent years.

Non-Federal Match

The requirements of Sec. 640(b) of the Head Start Act are applicable to COLA funding increases. Any previously approved non-federal match waivers for a recipient’s FY 2024 budget period will apply to the entire budget, including COLA. The non-federal match requirement will be reduced proportionally.

Program Improvement (One-Time) Requests

Recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for through the appropriate supplemental amendment type in HSES. Program Improvement requests generally include, but are not limited to, facility projects (construction, purchase, or major renovations requiring 1303 applications or minor repairs and enhancements). Requests are prioritized and funded based on funding availability and may require additional time before a final decision is made. For questions regarding program improvement needs and requests, please contact your regional office.

For any questions or assistance, please contact Josh Jagerman, Head Start Program Specialist, at 415-437-8460 or joshua.jagerman@acf.hhs.gov or Tara Taylor, Grants Management Specialist, at 312-980-3411 or tara.taylor@acf.hhs.gov.

Sincerely,

The Office of Head Start

Regional Basic
2024- 25 Budget Comparable

	RHS Budget w/5% Increase	Cola 2.50 %	Variance
6a. <u>SALARIES</u>	1,930,446.00	2,148,208.00	72,530.00
6b. <u>FRINGE BENEFITS</u>	683,130.00	717,540.00	11,458.00
	<u>2,613,576.00</u>	<u>\$ 2,865,748.00</u>	<u>83,988.00</u>
	-		
6c. <u>TRAVEL</u>	16,580.00	\$ 16,580.00	-
6d. <u>EQUIPMENT</u>	95,000.00	\$ 185,000.00	-
	-		
6e. <u>SUPPLIES</u>	-		
1 OFFICE SUPPLIES	18,900.00	18,900.00	-
2 DATA SUPPLIES	61,800.00	61,800.00	-
3 FOOD SUPPLIES	10,000.00	10,000.00	-
4 PROGRAM SUPPLIES	74,000.00	74,000.00	-
5 INSTRUCTIONAL SUPPLIES	19,500.00	19,500.00	-
6 CUSTODIAL SUPPLIES	24,000.00	24,000.00	-
7 MEDICAL & DENTAL SUPPLIES	500.00	500.00	-
8 POSTAGE	600.00	600.00	-
	<u>\$ 209,300.00</u>	<u>\$ 209,300.00</u>	<u>\$ -</u>
	-		
6f. <u>CONTRACTUAL</u>	\$ 49,000.00	49000	
	-		
6h. <u>OTHER</u>	-		
1 Linen/Laundry Costs	140.00	140.00	-
2 Uniform Purchases:	450.00	450.00	-
3 Rental, Leases & Repair	25,956.00	25,956.00	-
4 Equipment Maintanance & Repair	20,580.00	20,580.00	-
5 Publications / Advertising / Printing	15,200.00	15,200.00	-
6 Telephone/Internet -Mobile Communications	212,682.00	165,828.00	-
7 Annual Rent	190,633.00	204,058.00	13,425.00
8 Utilities - Electricity, Water, & Disposal	107,436.00	107,436.00	-
9 Building Maintenance/Repair and Other Occupancy	103,151.00	92,031.00	-
10 Building and Liability Insurance	35,335.00	35,335.00	-
11 Consultants	5,000.00	5,000.00	-
12 Consultant Expenses	-		-
13 Child Service Consultants	-		-
14 Human Resource & Personnel Fees	36,600.00	36,600.00	-
15 Transportation	48,000.00	48,000.00	-
16 Local Travel	6,500.00	6,500.00	-
17 Parent Services	3,100.00	3,100.00	-
18 Training or Staff Development	47,500.00	47,500.00	-
19 Property Taxes	293.00	293.00	-
	<u>\$ 858,556.00</u>	<u>\$ 814,007.00</u>	<u>\$ 13,425.00</u>
	-		
Indirect Cost	351,925.00	359,872.00	8,865.00
	-		
Total	<u>\$ 4,193,937.00</u>	<u>\$ 4,499,507.00</u>	<u>106,278.00</u>
	-		
Contract	4,193,937.00	\$ 4,499,507.00	106,278.00
Variance	-		
Children	196	196	
Cost per Child	\$ 21,398	\$ 22,957	

Early Head Start
2024-25 Budget Comparable

	EHS Budget w/5% Increase	Cola 2.50 %	Variance
6a. <u>SALARIES</u>	462,551.00	473,519.00	10,968.00
6b. <u>FRINGE BENEFITS</u>	120,285.00	121,764.00	1,479.00
	\$ 582,836.00	\$ 595,283.00	\$ 12,447.00
6c. <u>TRAVEL</u>			
6d. <u>EQUIPMENT</u>			
6e. <u>SUPPLIES</u>			
1 OFFICE SUPPLIES	4,800.00	4,800.00	-
2 DATA SUPPLIES	4,020.00	4,020.00	-
3 FOOD SUPPLIES	1,080.00	1,080.00	-
4 PROGRAM SUPPLIES	5,384.00	5,384.00	-
5 INSTRUCTIONAL SUPPLIES	504.00	504.00	-
6 CUSTODIAL SUPPLIES	300.00	300.00	-
7 MEDICAL & DENTAL SUPPLIES	500.00	500.00	-
8 POSTAGE	60.00	60.00	-
	\$ 16,648.00	\$ 16,648.00	\$ -
6f. <u>CONTRACTUAL</u>			
6h. <u>OTHER</u>			
1 Linen/Laundry Costs			
2 Uniform Purchases:			
3 Rental, Leases & Repair	7,296.00	7,296.00	-
4 Equipment Maintenance & Repair	180.00	180.00	-
5 Publications / Advertising / Printing	2,000.00	2,000.00	-
6 Telephone/Internet -Mobile Communications	19,800.00	19,800.00	-
7 Annual Rent	74,306.00	76,473.00	2,167.00
8 Utilities - Electricity, Water, & Disposal	13,992.00	13,992.00	-
9 Building Maintenance/Repair and Other Occupancy	6,348.00	6,348.00	-
10 Building and Liability Insurance	3,600.00	3,600.00	-
11 Consultants	1,500.00	1,500.00	-
12 Consultant Expenses			-
13 Child Service Consultants			-
14 Human Resource & Personnel Fees			-
15 Transportation	6,900.00	6,900.00	-
16 Local Travel			-
17 Parent Services	984.00	984.00	-
18 Training or Staff Development	3,840.00	3,840.00	-
19 Property Taxes	40.00	40.00	-
	\$ 140,786.00	\$ 142,953.00	\$ 2,167.00
Indirect Cost	\$ 67,365.00	\$ 68,694.00	\$ 1,329.00
Total	\$ 807,635.00	\$ 823,578.00	\$ 15,943.00
Contract	\$ 807,635.00	\$ 823,578.00	\$ 15,943.00
Variance			-
Children	50	50	
Cost per Child	\$ 16,153	\$ 16,472	



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors' Meeting for: May 9, 2024

Author: Irene Yang

DATE: April 30, 2024
TO: Board of Directors
FROM: Irene Yang, Human Resources Director
SUBJECT: 2024-2025 Workers' Compensation Renewal

I. RECOMMENDATION:

Review and consider approving the Workers' Compensation coverage and consulting fee under Service American Indemnity Company.

II. SUMMARY.

CAPMC's Workers' Compensation Insurance Broker, Heffernan Insurance Brokers (HIB) recommended to consider accepting Service American Indemnity for the coverage effective June 1, 2024, to June 1, 2025.

III. DISCUSSION.

A. Marketing results are:

- | | |
|---|------------------------|
| i. Cypress Insurance Company
(Berkshire Hathway Homestate Companies) | \$380,663 |
| ii. Service American Indemnity Company
(Tangram Insurance Services) | \$370,890 |
| iii. Comp West Insurance Company | Indication - \$500,000 |
| iv. Care West Insurance Company | Could not compete |
| v. Employers Insurance Company | Declined |
| vi. Church Mutual | Declined |

B. Heffernan Insurance Brokers (HIB) proposed to accept Service American Indemnity Company under the group of Tangram Insurance Services because:

- i. It wants to earn the business by participating in proposal process for the last three years, and it provides lower policy premium this renewal.
- ii. Tangram is based in Petaluma, California that is specialized in niche industry, notably in social services industries. It has been in business since 1999 and written more than \$100M total premium across our national programs.

- iii. Insured employers will have full access to a dedicated team, complimentary Medcor nurse triage, online claims access, claims reviews and stewardship reports.
 - iv. Tangram will tailor loss control services to meet specific needs; services will include onsite survey, consultation, training, safety review and development, return to work program assistance.
 - v. Tangram has an “A++” rating under A.M. Best standard.
- C. The experience modification rate decreases from 1.79 to 1.72 this renewal; it is a change of 7 points due to the decrease of claims.
- D. The renewal rate increase is due to an 8.34% increase of payroll from 2023 to 2024.
- E. Heffernan Insurance Broker’s consulting fee is \$5,000. This fee provides webinar training, legislation updates, issuing certificates of insurances, accessing risk management centers for safety training materials, reviewing and managing claims and providing loss control supports.
- IV. **FINANCIAL IMPACT:** Funds are allocated in the appropriate budgets for the year 2024-2025.

PROPOSAL OF INSURANCE

PREPARED FOR COMMUNITY ACTION PARTNERSHIP
OF MADERA COUNTY



Because You're Different

PRESENTED BY

Brian O'Callaghan
Senior Vice President
(925) 942-4606
BrianOC@heffins.com

ADDRESS

(WC) Heffernan Insurance
Brokers
1350 Carlback Avenue
Walnut Creek, CA 94596

INFORMATION

WWW.HEFFINS.COM
LICENSE # 0564249
(925) 934-8500
(925) 934-8278

DATE PREPARED

4/16/2024

Stephanie Lawrence
Executive Account Manager
(925) 295-2577
StephanieL@heffins.com

YOUR HEFFERNAN SERVICE TEAM

SERVICING OFFICE	1350 CARLBACK AVENUE WALNUT CREEK, CA 94596		
PRODUCER	Brian O'Callaghan	BrianOC@heffins.com	(925) 942-4606
	Facilitate marketing and carrier negotiations, assess client exposures, and analyze coverages. Work closely with Account Manager to assure proper servicing of account.		
ACCOUNT MANAGER	Stephanie Lawrence	StephanieL@heffins.com	(925) 295-2577
	Marketing of renewals, including negotiate terms, conditions, coverages and pricing, premium/coverage comparisons, policy changes, invoicing, facilitate premium financing, coverage questions, claim reporting and claim questions, day to day handling of all aspects of your account.		
ASSOCIATE ACCOUNT MANAGER	Louie Carabuena	LouieC@heffins.com	(925) 448-2553
	Assist Account Manager with processing of audits, endorsements, certificates, auto ID cards, and all other aspects of account servicing.		

AUTHORIZATION TO BIND COVERAGE

This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations, and exclusions that will govern in the event of a loss.

This proposal for insurance coverage is based on the information submitted by Community Action Partnership of Madera County. Please indicate your acceptance of it by marking the appropriate line below.

Proposal accepted as outlined.

Proposal accepted with changes listed below:

PLEASE NOTE:

- Your coverage will not be bound unless and until the indicated binding requirements are met.
- Higher limits of insurance and different types of coverage may be available, please contact us.
- I consent to electronic delivery of insurance policies and disclosures.

Acknowledged and Agreed:

NAME

SIGNATURE

TITLE

DATE SIGNED

EMAIL ADDRESS _____

NAMED INSURED AND LOCATIONS

NAMED INSURED

ENTITY	WORKERS COMPENSATION
Community Action Partnership of Madera County	X

NAMED INSURED AND LOCATIONS

LOCATIONS

LOC #	BLDG #	ADDRESS
1	1	1225 Gill Avenue, Madera, CA 93637
2	1	1777 Thomas Conboy Firebaugh, CA. 93622
3	1	18849 W. Excelsior Road Five Point, CA. 93624
4	1	16901 Tomado Huron, CA. 93234
5	1	435 Sorenson Mendota, CA. 93640
6	1	4610 W. Jacqueline Avenue, Fresno, CA. 93722
7	1	315 Adams Street Orange Cove, CA. 93646
8	1	900 Newmark Ave Parlier, CA. 93648
9	1	12898 S. Fowler Ave Selma, CA. 93662
10	1	900 Stadium Drive Madera, CA. 93637
11	1	23784 Avenue 9, Madera, CA 93638
12	1	265 Hospital Dr. Chowchilla, CA. 93610
13	1	2236 Tozer Ave Madera, CA. 93638
14	1	29551 Avenue 8 Madera, CA. 93637
15	1	1112 S A Street Madera, CA. 93638
16	1	22850 Road 19 1/2, Chowchilla, CA. 93610
17	1	29171 Desha Street Madera, CA. 93638
18	1	5058 Jones Street Mariposa, CA. 95338
19	1	131 Mace Street Madera, CA. 93638
20	1	33087 Road 228 North Fork, CA. 93643
21	1	40094 Indian Springs Road Oakhurst, CA. 93644
22	1	11777 Wood Ward Way Madera, CA. 93637
23	1	838 Lily Street Madera, CA. 93638
24	1	917 E. Olive Ave Madera, CA. 93638
25	1	101 Adell Street Madera, CA. 93638
26	1	1901 Clinton Ave Madera, CA. 93638
27	1	510 South G Street #102 Madera, CA. 93637
28	1	Victim Service Shelter, Madera, CA.
29	1	1501 N. Del Altair Reedley, CA 93654
30	1	75 E. Adell Street, Madera, CA 93637
31	1	22380 South 7th Street, South Dos Palos, CA 93665
32	1	18926 West Henry Miller Road, Los Banos, CA 95635
33	1	8594 Road 23, Madera, CA 93637
34	1	56446 Road 200, North Fork, CA 93643
35	1	34610 Highway 41, Coarsegold, CA 93614
36	1	37330 Berkshire, Madera, CA 93636
37	1	49111 Cinder Lane, Oakhurst, CA 93644
38	1	14143 Road 28, Madera, CA 93638
39	1	201 South B Street, Madera, CA 93638
40	1	49269 Golden Oak Drive, Suite 200, Oakhurst, CA 93644
41	1	228 Trinity Avenue, Chowchilla, CA 93610
42	1	28219 Avenue 14, Madera, CA 93638
43	1	209 East 7th Street, Madera, CA 93638
44	1	325 S. Pine Street, Suite 103, Madera, CA 93637
45	1	812 W. Yosemite Ave., #101 and #102, Madera, CA 93637
46	1	675 S. Pine Street, Suite 101, Madera, CA 93637
47	1	675 S. Pine Street, Suite 106, Madera, CA 93637
48	1	528 Noble Street, Madera, CA 90837

NAMED INSURED AND LOCATIONS

LOC #	BLDG #	ADDRESS
49	1	690 Noble Street, Madera, CA 90837
50	1	504 S. G Street, #104, Madera, CA 93637
51	1	506 S. G Street, #102, Madera, CA 93637

MAILING ADDRESS

1225 Gill Avenue, Madera, CA 93637

PRIMARY CONTACT

Irene Yang

PREMIUM SUMMARY

COVERAGE	CARRIER	POLICY TERM	EXPIRING PREMIUM	RENEWAL PREMIUM
Workers' Compensation	Cypress Insurance Company	06/01/2024-06/01/2025	\$342,668 Premium \$20,061 Assessments	\$358,947 Premium \$21,716 Assessments
Total Premium			\$362,729	\$380,663

COVERAGE	CARRIER	POLICY TERM	EXPIRING PREMIUM	RENEWAL PREMIUM
Workers' Compensation	Service American Indemnity Company	06/01/2024-06/01/2025	\$342,668 Premium \$20,061 Assessments	\$349,732 Premium \$21,158 Assessments
Total Premium			\$362,729	\$370,890

PAYMENT OPTIONS BHC/CYPRESS
\$75,558.05 down, 11 monthly payroll reports Annual Premium/Payroll Audit

PAYMENT OPTIONS TANGRAM/SERVICE AMERICAN
\$58,943 down, monthly payroll reports \$56,133 Down with 9 monthly installments of \$34,973 Annual Premium/Payroll Audit

QUOTE CONDITIONS
Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.
Signed Acord Application
Signed Additional Services Agreement
Subject to Loss Control Inspection Coverage for Volunteers is NOT included

WARRANTIES-SUBJECTIVITIES

PREMIUM SUMMARY

IMPORTANT INFORMATION
If the insurance carrier issues a Notice of Cancellation, all open items such as sales/payroll reports, premiums due etc., MUST be sent to the insurance carrier PRIOR to the Cancellation date for the policy to be reinstated. MOST insurance carriers now only send out one notice of cancellation and if all items are not met, no further notice is sent to you AND your policy will have cancelled.
Should you (the insured) elect to cancel your policy mid-term, you may be charged a short-rate cancellation penalty as determined by the insurance carrier regardless of the reasons to cancel. Please read your policy and endorsements for cancellation provisions.
Please refer to the policy for a complete list of exclusions, warranties, endorsements, and limitations.
We recommend that you keep a copy of your policy (ies) and endorsements. Heffernan Insurance Brokers' retention policy is five (5) years from the expiration date of the policy as required by The Department of Insurance.
Insurance carriers are rated by AM Best for financial Solvency. AM Best ratings are included in the above as of April 30, 2024. For the most current insurance company rating information, please go to www.ambest.com
It is the policy of the Heffernan Insurance Brokers to discourage the use of carriers whose Best Rating is less than B+. If you are offered a quote with a carrier rated lower than B+, it is typically the only viable option we could obtain. If you are offered a quote for less than B+ rated, then you will be required to sign an authorization to bind with a carrier less than B+ rated except for California State Compensation Insurance Fund for Workers Compensation as they withdrew from AM Best Rating.

MINIMUM EARNED PREMIUM *\$3,000

Please be advised that this quote will expire on the expiration date of your current coverage.
For new coverage the quote will expire on the date determined by the Insurance Company.

PREMIUM AND COVERAGE COMPARISON

Payroll Comparison			
Code	2023	2024	Difference
8742	\$ 1,652,859	\$ 1,662,888	0.61%
8804	\$ 562,255	\$ 750,434	33.47%
8810	\$ 3,699,343	\$ 3,879,071	4.86%
9059	\$ 7,578,919	\$ 8,325,779	9.85%
Total	\$13,493,376	\$14,618,172	8.34%

Rate Comparison BHHC					
Code	2023 Base Rate	2023 Net Rate	2024 Base Rate	2024 Net Rate	Difference of Net Rate
8742	0.65	0.69	0.56	0.55	-20.29%
8804	4.26	4.49	4.73	4.63	3.12%
8810	0.46	0.48	0.40	0.39	-18.75%
9059	3.67	3.87	3.68	3.60	-6.98%

Premium Comparison		
2023	2024	Difference
\$347,743	\$358,947	3.22%

Experience Modification Comparison CA		
2023	2024	Change
179%	172%	-7

Rate Comparison BHHC vrs Tangram					
Code	2024 Base Rate BHHC	2024 Net Rate BHHC	2024 Base Rate Tangram	2024 Net Rate Tangram	Difference of Net Rate
8742	0.56	0.55	0.46	0.53	-3.69%
8804	4.73	4.63	3.88	4.47	-3.50%
8810	0.40	0.39	0.33	0.38	-2.57%
9059	3.68	3.60	3.02	3.48	-3.40%

Premium Comparison BHHC vrs Tangram		
2024 BHHC	2024 Tangram	Difference
\$358,947	\$349,732	-2.57%

NOTE: Comparison does not include assessments.

MARKETING ANALYSIS

INSURANCE CARRIER	QUOTE
Cypress Insurance Company	\$358,947 + Assessment/\$380,663 – Outlined in proposal
Service American Indemnity Company	\$349,732 + Assessments/\$370,890 – Included in comparison
Comp West Insurance Company	Indication \$500,000 – closed file.
Care West Insurance Company	Could not compete
Employers Insurance Company	Declined
Church Mutual	Declined

LOSS SUMMARY

Policy Year	Insurance Company	Policy Number	Total Payroll	Premium	Exp. Mod.	Paid	Reserve	Incurred	Total # Claims	Total # Indemnity Claims	Closed Claims	Closed Indm Claims	Loss Ratio
2023-2024	Cypress Insurance	COWC457640	\$ 13,493,376	\$ 342,668	1.79	\$ 60,218	\$ 75,892	\$ 136,110	39	10	30	8	40%
2022-2023	Cypress Insurance	COWC352834	\$ 12,879,059	\$ 315,382	1.54	\$ 37,506	\$ -	\$ 37,506	43	5	43	5	12%
2021-2022	Cypress Insurance	COWC247303	\$ 13,582,471	\$ 330,035	1.04	\$ 129,541	\$ 108,378	\$ 237,919	50	12	46	8	72%
2020-2021	Cypress Insurance	COWC140937	\$ 12,634,636	\$ 332,807	1.24	\$ 215,046	\$ 13,842	\$ 228,888	33	8	31	7	69%
2019-2020	Cypress Insurance	COWC033445	\$ 11,618,204	\$ 336,428	1.16	\$ 27,682	\$ -	\$ 27,682	43	6	43	6	8%
5 year				\$ 1,657,320				\$ 668,105					40%

Valued as of 3-7-2024

WORKERS COMPENSATION COVERAGE

ISSUING COMPANY: Cypress Insurance Company

AM BEST RATING/ADMITTED OR NON-ADMITTED: Admitted A++XV

POLICY TERM: 6/1/2024 to 6/1/2025

3. A. COVERED STATES

CA

3. B. LIABILITY LIMITS

COVERAGE DESCRIPTION	LIMITS
Employers Liability – Bodily Injury by Accident - Each Accident	\$1,000,000
Employers Liability – Bodily Injury by Disease - Policy Limit	\$1,000,000
Employers Liability – Bodily Injury by Disease - Each Employee	\$1,000,000

Experience Modification Factor

The Experience Modification used in preparing this quote is: 172%

CLASSIFICATION SCHEDULE

LOC.	CLASS DESCRIPTION	CLASS CODE	CURRENT PAYROLL	BASE RATE	PREMIUM	NET RATE
1	Outside Salespersons	8742	\$1,662,888.00	0.56	\$9,312	0.55
1	Social Rehab Facility	8804	\$750,434.00	4.73	\$35,496	4.63
1	Clerical Office Employees	8810	\$3,879,071.00	0.40	\$15,516	0.39
1	Day Care Centers	9059	\$8,325,779.00	3.68	\$306,389	3.60

Estimated Annual Premium	\$358,947
Estimated Assessments	\$21,716

WAIVER OF SUBROGATION

Charge 5% for specific waiver or 2% blanket waiver

WORKERS COMPENSATION COVERAGE

ISSUING COMPANY: Service American Indemnity Company
AM BEST RATING/ADMITTED OR NON-ADMITTED: Admitted A-VIII
POLICY TERM: 6/1/2024 to 6/1/2025

3. A. COVERED STATES

CA

3. B. LIABILITY LIMITS

COVERAGE DESCRIPTION	LIMITS
Employers Liability – Bodily Injury by Accident - Each Accident	\$1,000,000
Employers Liability – Bodily Injury by Disease - Policy Limit	\$1,000,000
Employers Liability – Bodily Injury by Disease - Each Employee	\$1,000,000

Experience Modification Factor

The Experience Modification used in preparing this quote is: 172%

CLASSIFICATION SCHEDULE

LOC.	CLASS DESCRIPTION	CLASS CODE	CURRENT PAYROLL	BASE RATE	PREMIUM	NET RATE
1	Outside Salespersons	8742	\$1,662,888.00	0.46	\$7,649	0.52969
1	Social Rehab Facility	8804	\$750,434.00	3.88	\$29,117	4.46781
1	Clerical Office Employees	8810	\$3,879,071.00	0.33	\$12,801	0.37999
1	Day Care Centers	9059	\$8,325,779.00	3.02	\$251,439	3.47753

Estimated Annual Premium	\$349,890
Estimated Assessments	\$21,158

WAIVER OF SUBROGATION

Charge 5% for specific waiver or 2% blanket waiver

WORKERS COMPENSATION COVERAGE

IMPORTANT INFORMATION

This policy is subject to audit at expiration to verify your actual payroll(s). An additional or return premium may result from this audit.

If an individual, partner, owner or officer is not eligible to be covered or wants to be excluded from Workers' Compensation and Employer's Liability coverage, we suggest that they purchase life, health, and disability insurance. Your personal health insurance MAY not pay for any WORK RELATED injury or disease. Please consider this before choosing to be excluded from coverage on your Workers' Compensation policy.

Independent Contractors and Subcontractors – at the final audit, the insured must provide certificates of workers' compensation insurance for all Subcontractors and Independent Contractors utilized during the policy term. In the event, any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of the final audit premium.

ADDITIONAL COVERAGES/EXTENSIONS/ENDORSEMENTS/EXCLUSIONS

HEFFERNAN INSURANCE BROKERS DATA COLLECTION & DISCLOSURE INFORMATION

This notice describes our policy on collection and disclosure of your information.

Categories of Information Collected and May Be Disclosed:

We obtain most of the information directly from you. We may collect and disclose the following non-public personal information about you for the purpose of obtaining insurance products and services on your behalf:

- Your business dealings with us and other companies.
- Information about your transactions with us, our affiliates, or others such as your policy coverage, premiums, and payment history.
- Information you provide us on applications or other forms such as your name, address, Federal ID Number or Social Security number, assets, drivers' license numbers and drivers' Motor Vehicle Records.

To Whom Information is Disclosed:

We disclose your information to other parties to help us fulfill our obligations to you; this includes disclosure to:

- Insurance carriers, wholesalers, MGAs for the purpose of obtaining insurance for you.
- A third-party partner to assist in administrative tasks and projects on behalf of you and Heffernan.
- A risk and insurance benchmarking organization that aggregates information in their database to give us access to resources so we can better serve you and to fulfill our contractual obligation.
- Opt Out: If you do not want us to disclose any of your information to the benchmarking company, this can be stated on the Authorization to Bind document.

Commissions. The insurer that underwrites your policy generally pays our firm a sales commission. For our efforts, we are compensated primarily by standard commissions. Standard Commissions are based on the commission schedules developed by each insurance company and calculated as a percentage of the premium. This commission percentage is set by the insurance company, not by us, and is included as part of the insurance premium you pay.

Commissions and Incentive Compensation from Insurance Companies. We may also receive compensation through incentive or profit-sharing arrangements with insurance companies with which we place business. Eligibility for and the amount of contingency compensation is based on pre-established thresholds that consider the overall profitability of the business we place with insurers and other factors. This incentive compensation is never tied to any individual policyholder, and there is no meaningful method to determine in advance the impact that any policy has on these payments. If in a given year our firm does not meet the profitability thresholds outlined above, we are not eligible for any incentive compensation.

Additional Services Fees. Heffernan Insurance Brokers may charge fees for additional services in addition to the compensation & commissions described above, for our additional services. Additional Services Fees charged to YOU, if any, have been disclosed to YOU in this proposal, and you will acknowledge by signing our Additional Services Agreement included in this proposal.

WHEN TO NOTIFY HEFFERNAN INSURANCE BROKERS

It is important that you notify us of any occurrences that could result in a claim and/or any change to your operation, which impacts your insurance program. Please notify us immediately when:

- You/any employee are made aware of any incident, event or occurrence that could result in a claim. See next page.
- You are contemplating a change of ownership, officers/directors, new operations, new ventures, partnerships, LLCs or change in the structure of your operations.
- Your address has changed or you are adding another location to your operations.
- You assume new liabilities by signing leases, contracts or rental agreements.
- Circumstances which may require and increase limit of insurance coverage:
 - Significant changes in payroll,
 - Significant changes in sales, or
 - Significant changes in subcontracting costs
- Changes in security procedures or protection systems (alarms, sprinkler systems, back-up procedures). Your policy may contain a warranty that systems are up and running and if not will void your insurance coverage.
- Vacancy or un-occupancy of any building that will last for more than thirty days.
- Change of personnel who manage your insurance, accounting or safety programs.
- Personnel who travel out of the state or country.
- Any use of watercraft or aircraft or use/ownership of drones.
- Significant changes in ERISA or Retirement Plans assets. You may need to increase your ERISA Bond limit to be in compliance with Federal Laws.
- Addition of new drivers.
- If you are leasing Automobiles, Equipment or both, please contact your Account Manager to verify that you have the proper insurance coverage in place and also prior to requesting proof of insurance for the Rental Agency.

If you are not sure, PLEASE CALL US.

DRIVERS LICENSE AUTHORIZATION AND MOTOR VEHICLE RECORDS

Motor Vehicle Reports and The Drivers Protection Act [18 United States Code Sections 2721-2725]

The insurance industry requires Heffernan Insurance Brokers to be in possession of Driver's License Numbers and/or order Motor Vehicle Reports (MVRs). However, to do so, we must comply with The Drivers Protection Act. The law states that we must demonstrate that we have obtained written consent of the individual to whom the information pertains. This law applies not only to HIB, but also to anyone else who has a driver's license number in their possession without written consent.

The law includes the following penalties and civil actions:

Penalties- criminal fines and civil penalties up to \$5,000 a day for each day of substantial noncompliance.

Civil Action- including actual damages, punitive damages, attorney fees and other preliminary and equitable relief as the court determines to be appropriate.

Heffernan Insurance Brokers cannot receive driver's license numbers or order MVRs without the signed permission letter from your employees or prospective employees and it must relate to an insurance coverage that Heffernan Insurance Brokers placed on your behalf.

Please send the signed authorization (next page) by the employee when sending driver's license numbers and/or asking HIB or the insurance company to order MVR report. Also be aware of your legal obligations to send this information via secured means.

DRIVERS LICENSE AUTHORIZATION AND MOTOR VEHICLE RECORDS

Date: April 30, 2024

To: Name of Employer
From: Name of Employee

It is understood that my employer's insurance requires (or may require) me to drive either a company owned vehicle or my own vehicle on company business. I understand the insurance broker and the insurance company writing my employer's insurance requires my driver's license number and information to assess my insurability by running a Motor Vehicle Record (MVR) report. I also understand that I have the right to see a copy of my MVR upon request.

Motor Vehicle Records are run to determine insurability. This is not intended for pre-employment screening.

By this letter, I hereby authorize the insurance company and/or Heffernan Insurance Brokers to be in possession of my driver's license number, obtain the necessary motor vehicle records and authorize them to send a copy of my Motor Vehicle Record to my employer and their insurance company, if requested.

This authorization will be valid until such a time as I leave my employer.

**Please print your full name:*

Last Name

First Name

Middle Name

Driver's License Number

Driver's License State

Date of Birth

Signature

Date

HEFFERNAN INSURANCE BROKERS ADDITIONAL SERVICES AGREEMENT

ADDITIONAL SERVICE FEE

Client acknowledges the additional services fee disclosure and consent for the fee is given as evidenced by the signature below.

This agreement shall become operative on June 1, 2024 and shall continue for one year.

Heffernan Insurance Brokers agrees to provide the following to Client:

- Consultative Services
- Invitations to HIB's, and its vendors', webinars, and seminars
- Informative mailings
- Access to HIB247, HIB's client portal with visibility to policy information, documents, and certificates of insurance
- Access to Risk Management Center provided by KPA
- Access to various on-line software products
- Workers Compensation Claims Management
- Access to vendor partner providing both telephonic and on-site medical triage service.

If client cancels their insurance policies midterm for any reason, services as outlined in this document shall cease immediately.

Client agrees to pay Heffernan Insurance Brokers a fee for these additional services in the amount of \$5,000. This fee is fully earned and nonrefundable upon execution of this agreement. Heffernan Insurance Brokers may also receive compensation from the insurers of insurance policies.

Client's Signature

Date

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED APRIL 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2024 - 12/31/2024 218	318,202.00	46,749.43	33.33%	14.69%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2024 - 12/31/2024 217	0.00	0.89	#DIV/0!	#DIV/0!	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/23 - 05/31/24 311/380	4,522,453.00	3,801,340.58	91.67%	84.05%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/23 - 05/31/24 310	46,025.00	37,813.96	91.67%	82.16%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/2024 - 05/31/24 312	678,411.00	555,923.17	91.67%	81.94%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/23 - 05/31/24 309	13,373.00	11,493.64	91.67%	85.95%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/23 - 06/30/24 319	1,091,317.00	978,421.00	83.33%	89.66%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/23 - 09/30/24 390	589,855.00	247,144.50	58.33%	41.90%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/24 - 02/28/25 321/362	6,158,497.00	359,755.26	16.67%	5.84%	Provide HS services to 479 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/24 - 02/28/25 320	31,845.00	8,718.76	16.67%	27.38%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/23 - 06/30/24 322/324	970,788.00	728,960.24	83.33%	75.09%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/23 - 06/30/24 325	137,096.00	114,352.26	83.33%	83.41%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2021 - 06/30/2024 356	93,112.00	0.00	94.59%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED APRIL 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/23 - 08/31/24 331	5,789,431.00	3,066,508.75	66.67%	52.97%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/23 - 08/31/24 330	82,690.00	30,394.62	66.67%	36.76%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2020 - 06/30/2024 351	425,811.00	27,192.07	95.65%	6.39%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2023 - 06/30/2024 371	277,136.00	200,124.00	83.33%	72.21%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED APRIL 30, 2024

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/23 - 06/30/24 411	7,997.00	5,567.89	83.33%	69.62%	Training and supplies for child care providers
R & R GENERAL 07/01/23 - 06/30/24 401	294,215.00	222,195.67	83.33%	75.52%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/23 - 06/30/24 407	307,121.00	191,747.20	83.33%	62.43%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/23 - 06/30/24 424	55,064.00	30,746.20	83.33%	55.84%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/24 426/432	7,810,104.00	7,511,318.41	91.67%	96.17%	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/23 - 06/30/24 429	7,231,224.00	0.00	83.33%	0.00%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 07/01/23 - 06/30/24 427	1,103,944.00	1,057,625.54	83.33%	95.80%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/23 - 06/30/24 428	1,236,710.00	961,609.95	83.33%	77.76%	Provide subsidized child care for eligible families

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED APRIL 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/23 - 09/30/24) 500	358,165.00	191,634.20	58.33%	53.50%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/23 - 09/30/24) 501	418,989.00	201,455.28	58.33%	48.08%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/23 - 09/30/24) 533	537,587.00	331,676.31	58.33%	61.70%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/23 - 06/30/24) 502	22,000.00	0.00	83.33%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/23 - 06/30/24) 504	4,000.00	0.00	83.33%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/23 - 06/30/24) DONATIONS ONLY 507/525	2,000.00	132.08	83.33%	6.60%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/23 - 06/30/24) DONATIONS ONLY 510	5,000.00	825.79	83.33%	16.52%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/24 - 12/31/24) 508	163,177.00	62,953.09	33.33%	38.58%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/24 - 12/31/24) 531	126,807.00	42,710.32	33.33%	33.68%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/23 - 06/30/24) 516	2,500.00	2,596.14	83.33%	103.85%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2024 - 03/31/2025 535	200,000.00	12,988.79	8.33%	6.49%	Provide funding to operate child advocacy center and provide child sexual assault interviews
CHILD ADVOCACY CENTER PROGRAM IMPROVEMENT NATIONAL CHILDREN'S ALLIANCE (01/01/23 - 06/30/2024) 536	50,000.00	38,045.54	88.89%	76.09%	Provide funding for program improvements to meet National Children's Alliance standards

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED APRIL 30, 2024**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (11/01/22 - 06/30/24) 203	1,045,256.00	946,676.62	90.00%	90.57%	Assistance for low income clients for energy bills and weatherization services
FEMA 10/01/23 - 12/31/24 205	2,000.00	599.24	46.67%	29.96%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/23 - 06/30/25) 207	560,963.00	315,763.47	30.00%	56.29%	Assistance for low income clients for energy bills and weatherization services
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/23 - 06/30/24) 216	50,000.00	32,055.75	83.33%	64.11%	Provides property management services for the County of Madera Behavioral Health
EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (ESLIHEAP) (04/15/23 - 05/31/25) 282	797,174.00	117,497.35	48.00%	14.74%	Assistance for low income clients for energy bills and weatherization services

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED APRIL 30, 2024

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 221	2,946.88	2,481.54	83.33%	84.21%	Provides funding for homeless support and emergency services
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 223	560.00	560.12	83.33%	100.02%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/23 - 10/31/24) 224	604,468.00	297,868.07	50.00%	49.28%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/24) 226	10,423.00	5,305.15	83.33%	50.90%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/23 - 06/30/24) 231	20,000.00	11,342.29	83.33%	56.71%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.26	411,434.26	77.05%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP IV) BEHAVIORAL HEALTH (01/01/24 - 6/30/27) 246	346,709.12	1,495.00	9.52%	0.43%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-III) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	290,846.00	27.78%	69.03%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 06/30/24) 281	250,000.00	146,155.82	86.67%	58.46%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/23 - 10/31/24) 284	208,820.00	74,313.81	50.00%	35.59%	Provides coordinated entry supportive housing for homeless people within the FMCoC area

**Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
March 31, 2024**

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	(519.71)
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.49
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	185,214.24
1122- SAVINGS - WESTAMERICA	7,807,848.51
1130- PETTY CASH	710.00
1310- GRANTS RECEIVABLE	2,931,215.17
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	0.00
1323- A/R IGNITE MY CITY CHURCH	294.93
1326- EMPLOYEE RECEIVABLES	3.41
1328- EMPLOYEE & TRAVEL ADVANCES	1,665.89
1329- ADVANCE CLEARING	8,237.03
1410- PREPAID EXPENSES	113,086.21
1420- SECURITY DEPOSITS	48,616.04
1421- WORKERS' COMP DEPOSIT	71,461.25
1450- INVENTORY	54,597.17
1512- EQUIPMENT	1,789,438.11
1513- VEHICLES	1,456,116.88
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,261,781.01)
1523- ACC DEPR - VEHICLES	(979,676.53)
1524- ACC DEPR - BUILDINGS	(3,453,889.91)
1525- ACC DEPR - LAND IMPROVE.	(171,194.44)
1526- ACC DEPR - BUILDING IMPROVE.	(158,846.74)
1590- ROU ASSETS - OPERATING LEASES	4,265,259.00
	<hr/>
Total Assets	<u><u>17,409,819.69</u></u>
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,353,603.11
2111- ACCOUNTS PAYABLE - MANUAL	45,056.41
2112- ACCOUNTS PAY-FUNDING SOURCE	841,894.91
2115- A/P OTHERS	7,449.23
2121- ACCRUED PAYROLL	432,378.77
2122- ACCRUED VACATION	1,045,008.98
2123- ACCRUED PAYROLL - MANUAL	849.40

2211- FICA PAYABLE	151.58
2212- FICA-MED PAYABLE	35.46
2213- FIT PAYABLE	0.00
2215- SIT PAYABLE	(12,599.93)
2216- SDI PAYABLE	(3,984.21)
2217- SUI PAYABLE	(951.65)
2220- WORKER'S COMP PAYABLE	19,888.57
2231- RETIREMENT PAYABLE-ER CONTRIB	741,663.12
2232- W/H RETIREMENT	(100.00)
2233- W/H RETIREMENT-ER403B BENEFIT	200.00
2244- KAISER MID20	(3,616.90)
2245- KAISER HIGH15	(50,398.21)
2248- KAISER LOW30	(11,053.23)
2249- KAISER DHMO40	2,587.65
2252- SELF INSURANCE - LIFE & ADD	(687.00)
2253- VISION INSURANCE PAYABLE	(587.28)
2254- SELF INSURANCE - DENTAL	62,552.25
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	(36.00)
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	3,486.69
2410- DEFERRED GRANT REVENUE	5,406,958.79
2415- RESERVE ACCOUNT	61,415.00
2420- OTHER DEFERRED REVENUE	(11,868.49)
2600- INVESTMENT IN FIXED ASSETS	0.00
2690- OPERATING LEASE LIABILITY	4,265,259.00
	<hr/>
Total Liabilities	14,199,156.84
3000- NET ASSETS W/O DONOR RESTRICTIONS	549,731.79
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,806,675.82
Change in Net Assets	294,255.24
	<hr/>
Total Net Assets	3,210,662.85
	<hr/>
Total Liabilities and Net Assets	17,409,819.69
	<hr/> <hr/>

**Community Action Partnership of Madera County, Inc.
Consolidated Revenue and Expense
March 31, 2024**

F-4B

Year-To-Date
Actual

Revenues

4110- GRANT INCOME-FEDERAL	20,457,218.33
4120- GRANT INCOME-STATE	6,537,610.54
4130- GRANT INCOME-AREA	297,827.43
4210- DONATIONS	18,378.01
4220- IN KIND CONTRIBUTIONS	2,442,002.53
4315- CHILD CRE REVENUE-STATE	4,068.25
4320- INTEREST INCOME	3,651.78
4330- SALE OF ASSETS	8,000.00
4350- RENTAL INCOME	48,651.71
4360- MEMBERSHIP	23.60
4390- MISCELLANEOUS INCOME	3,031.24
4900- INDIRECT COST REIMBURSEMENT	2,123,510.81
Total Revenues	31,943,974.23

Expenses

5010- SALARIES & WAGES	10,805,786.02
5012- DIRECTOR'S SALARY	126,969.28
5020- ACCRUED VACATION PAY	700,933.85
5112- HEALTH INSURANCE	989,136.80
5114- WORKER'S COMPENSATION	317,206.52
5116- PENSION	580,804.91
5122- FICA	870,536.92
5124- SUI	128,899.23
5125- DIRECTOR'S FRINGE	67,299.16
5130- ACCRUED VACATION FRINGE	44,960.20
6110- OFFICE SUPPLIES	72,883.63
6112- DATA PROCESSING SUPPLIES	445,603.28
6121- FOOD	382,640.60
6122- KITCHEN SUPPLIES	55,852.44
6130- PROGRAM SUPPLIES	1,958,658.85
6132- MEDICAL & DENTAL SUPPLIES	27,580.51
6134- INSTRUCTIONAL SUPPLIES	57,381.07
6140- CUSTODIAL SUPPLIES	55,311.31
6142- LINEN/LAUNDRY	18.50
6143- FURNISHINGS	134,747.07
6150- UNIFORM RENTAL/PURCHASE	600.00
6160- RESALE ITEMS	427.76

6170- POSTAGE & SHIPPING	22,755.71
6180- EQUIPMENT RENTAL	125,321.98
6181- EQUIPMENT MAINTENANCE	50,133.62
6221- EQUIPMENT OVER > \$5000	312,801.49
6310- PRINTING & PUBLICATIONS	23,638.84
6312- ADVERTISING & PROMOTION	3,642.58
6320- TELEPHONE	(2,652.73)
6410- RENT	1,096,760.09
6420- UTILITIES/ DISPOSAL	389,959.28
6432- BUILDING REPAIRS/ MAINTENANCE	507,994.34
6433- GROUNDS MAINTENANCE	239,408.22
6436- PEST CONTROL	23,208.17
6437- BURGLAR & FIRE ALARM	18,757.45
6440- PROPERTY INSURANCE	78,724.21
6510- AUDIT	83,000.00
6520- CONSULTANTS	126,291.12
6522- CONSULTANT EXPENSES	5,341.67
6524- CONTRACTS	180,131.94
6530- LEGAL	52,566.95
6540- CUSTODIAL SERVICES	100,289.00
6555- MEDICAL SCREENING/DEAT/STAFF	10,885.00
6610- GAS & OIL	40,926.46
6620- VEHICLE INSURANCE	83,324.82
6640- VEHICLE REPAIR & MAINTENANCE	35,914.65
6712- STAFF TRAVEL-LOCAL	16,125.98
6714- STAFF TRAVEL-OUT OF AREA	75,436.46
6722- PER DIEM - STAFF	3,939.00
6730- VOLUNTEER TRAVEL	15,417.08
6742- TRAINING - STAFF	75,780.91
6744- TRAINING - VOLUNTEER	7,227.00
6750- FIELD TRIPS	260.00
6810- BANK CHARGES	4,101.93
6832- LIABILITY INSURANCE	6,246.45
6834- STUDENT ACTIVITY INSURANCE	4,973.05
6840- PROPERTY TAXES	9,517.91
6850- FEES & LICENSES	91,881.10
6851- CPR FEES	4,437.00
6852- FINGERPRINT	3,119.00
6875- EMPLOYEE HEALTH & WELFARE	29,355.87
6890- MISCELLANEOUS EXPENSE	79.80
7110- PARENT ACTIVITIES	326.80
7111- PARENT MILEAGE	404.59
7112- PARENT INVOLVEMENT	4,513.62
7114- PC ALLOWANCE	3,135.00
7116- POLICY COUNCIL FOOD ALLOWANCE	996.55
7210- TRANSPORTATION VOUCHERS	784.78
7224- CLIENT RENT	99,050.74

7226- CLIENT LODGING/SHELTER	107,627.00
7230- CLIENT FOOD	672.96
7240- DIRECT BENEFITS	5,071,916.50
7245- DIRECT BENEFITS - STATE	4,068.25
7250- FURNACE REPAIRS/REPLACEMENT	9,465.00
8110- IN KIND SALARIES	2,043,716.02
8120- IN KIND RENT	392,336.51
8130- IN KIND - OTHER	5,950.00
9010- INDIRECT COST ALLOCATION	2,123,493.36
Total Expenses	<u>31,649,718.99</u>
Excess Revenue Over (Under) Expenditures	<u><u>294,255.24</u></u>

**Victims Services-Domestic Violence Program
October 1, 2023 to March 31, 2024**

533 0 SHELTER BASED DV SERVICES	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2024</u>	<u>YTD Budget March 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	23,102.73	168,050.31	0.00	0.00	0.00	168,050.31	(168,050.31)
4120- GRANT INCOME-STATE	0.00	20,000.00	121,980.00	0.00	0.00	0.00	121,980.00	(121,980.00)
Total Revenues	0.00	43,102.73	290,030.31	0.00	0.00	0.00	290,030.31	(290,030.31)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	24,447.42	154,555.64	0.00	0.00	0.00	154,555.64	(154,555.64)
5020- ACCRUED VACATION PAY	0.00	1,329.56	8,115.72	0.00	0.00	0.00	8,115.72	(8,115.72)
5112- HEALTH INSURANCE	0.00	2,799.26	14,426.59	0.00	0.00	0.00	14,426.59	(14,426.59)
5114- WORKER'S COMPENSATION	0.00	478.72	2,795.22	0.00	0.00	0.00	2,795.22	(2,795.22)
5116- PENSION	0.00	1,169.35	6,796.12	0.00	0.00	0.00	6,796.12	(6,796.12)
5122- FICA	0.00	1,980.92	12,435.06	0.00	0.00	0.00	12,435.06	(12,435.06)
5124- SUI	0.00	264.31	3,518.79	0.00	0.00	0.00	3,518.79	(3,518.79)
5130- ACCRUED VACATION FICA	0.00	60.01	170.67	0.00	0.00	0.00	170.67	(170.67)
6110- OFFICE SUPPLIES	0.00	0.00	366.08	0.00	0.00	29.22	395.30	(395.30)
6112- DATA PROCESSING SUPPLIES	0.00	819.63	4,094.85	0.00	0.00	193.35	4,288.20	(4,288.20)
6121- FOOD	0.00	0.00	337.39	0.00	0.00	0.00	337.39	(337.39)
6130- PROGRAM SUPPLIES	0.00	9.73	128.62	0.00	0.00	0.00	128.62	(128.62)
6140- CUSTODIAL SUPPLIES	0.00	103.19	281.28	0.00	0.00	0.00	281.28	(281.28)
6170- POSTAGE & SHIPPING	0.00	0.00	3.60	0.00	0.00	0.00	3.60	(3.60)
6180- EQUIPMENT RENTAL	0.00	244.59	1,129.10	0.00	0.00	0.00	1,129.10	(1,129.10)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	63.77	0.00	0.00	0.00	63.77	(63.77)
6312- ADVERTISING & PROMOTION	0.00	0.00	292.00	0.00	0.00	0.00	292.00	(292.00)
6320- TELEPHONE	0.00	1,152.51	7,893.43	0.00	0.00	0.00	7,893.43	(7,893.43)
6410- RENT	0.00	1,301.01	7,806.05	0.00	0.00	0.00	7,806.05	(7,806.05)
6420- UTILITIES/ DISPOSAL	0.00	1,588.14	8,403.50	0.00	0.00	0.00	8,403.50	(8,403.50)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	597.27	0.00	0.00	0.00	597.27	(597.27)
6433- GROUNDS MAINTENANCE	0.00	700.00	2,100.00	0.00	0.00	0.00	2,100.00	(2,100.00)
6436- PEST CONTROL	0.00	183.98	1,015.88	0.00	0.00	0.00	1,015.88	(1,015.88)
6437- BURGLAR & FIRE ALARM	0.00	209.37	991.74	0.00	0.00	0.00	991.74	(991.74)
6440- PROPERTY INSURANCE	0.00	1,732.25	10,393.50	0.00	0.00	0.00	10,393.50	(10,393.50)
6520- CONSULTANTS	0.00	0.00	5,500.00	0.00	0.00	0.00	5,500.00	(5,500.00)
6540- CUSTODIAL SERVICES	0.00	261.14	1,566.84	0.00	0.00	0.00	1,566.84	(1,566.84)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6610- GAS & OIL	0.00	277.25	1,582.10	0.00	0.00	0.00	1,582.10	(1,582.10)

**Victims Services-Domestic Violence Program
October 1, 2023 to March 31, 2024**

533 0 SHELTER BASED DV SERVICES	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2024</u>	<u>YTD Budget March 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
6620- VEHICLE INSURANCE	0.00	337.22	3,998.08	0.00	0.00	0.00	3,998.08	(3,998.08)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	123.31	0.00	0.00	0.00	123.31	(123.31)
6714- STAFF TRAVEL-OUT OF AREA	0.00	142.00	1,893.20	0.00	0.00	0.00	1,893.20	(1,893.20)
6722- PER DIEM - STAFF	0.00	142.00	142.00	0.00	0.00	0.00	142.00	(142.00)
6742- TRAINING - STAFF	0.00	49.75	1,489.75	0.00	0.00	0.00	1,489.75	(1,489.75)
6832- LIABILITY INSURANCE	0.00	86.64	519.84	0.00	0.00	0.00	519.84	(519.84)
6840- PROPERTY TAXES	0.00	0.00	1,787.52	0.00	0.00	0.00	1,787.52	(1,787.52)
6850- FEES & LICENSES	0.00	0.00	320.09	0.00	0.00	0.00	320.09	(320.09)
6852- FINGERPRINT	0.00	0.00	1.50	0.00	0.00	0.00	1.50	(1.50)
6875- EMPLOYEE HEALTH & WELFARE	0.00	48.48	307.08	0.00	0.00	(0.59)	306.49	(306.49)
7230- CLIENT FOOD	0.00	0.00	211.24	0.00	0.00	0.00	211.24	(211.24)
9010- INDIRECT COST ALLOCATION	0.00	3,595.19	24,191.35	0.00	0.00	0.00	24,191.35	(24,191.35)
Total Expenses	0.00	45,513.62	292,585.77	0.00	0.00	221.98	292,807.75	(292,807.75)
Excess Revenue Over (Under) Expenditures	0.00	(2,410.89)	(2,555.46)	0.00	0.00	(221.98)	(2,777.44)	2,777.44
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(2,410.89)	(2,555.46)	0.00	0.00	(221.98)	(2,777.44)	2,777.44

ESLIPHEAP 23J-5723 - Fund 282
April 15, 2023 to March 31, 2024

<u>282 0 EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2024</u>	<u>YTD Budget March 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	0.00	66,948.08	0.00	0.00	0.00	66,948.08	(66,948.08)
Total Revenues	0.00	0.00	66,948.08	0.00	0.00	0.00	66,948.08	(66,948.08)
Expenses								
5010- SALARIES & WAGES	0.00	12,344.90	50,328.09	0.00	0.00	0.00	50,328.09	(50,328.09)
5020- ACCRUED VACATION PAY	0.00	760.71	2,882.37	0.00	0.00	0.00	2,882.37	(2,882.37)
5112- HEALTH INSURANCE	0.00	0.00	1,948.13	0.00	0.00	0.00	1,948.13	(1,948.13)
5114- WORKER'S COMPENSATION	0.00	69.81	280.02	0.00	0.00	0.00	280.02	(280.02)
5116- PENSION	0.00	579.24	3,254.61	0.00	0.00	0.00	3,254.61	(3,254.61)
5122- FICA	0.00	1,055.15	4,244.40	0.00	0.00	0.00	4,244.40	(4,244.40)
5124- SUI	0.00	0.00	142.93	0.00	0.00	0.00	142.93	(142.93)
5130- ACCRUED VACATION FICA	0.00	58.20	66.23	0.00	0.00	0.00	66.23	(66.23)
6110- OFFICE SUPPLIES	0.00	0.00	0.53	0.00	0.00	0.00	0.53	(0.53)
6180- EQUIPMENT RENTAL	0.00	0.00	1.54	0.00	0.00	0.00	1.54	(1.54)
6320- TELEPHONE	0.00	55.06	509.63	0.00	0.00	0.00	509.63	(509.63)
6410- RENT	0.00	932.07	3,580.44	0.00	0.00	0.00	3,580.44	(3,580.44)
6420- UTILITIES/ DISPOSAL	0.00	154.44	721.13	0.00	0.00	0.00	721.13	(721.13)
6620- VEHICLE INSURANCE	0.00	239.45	239.45	0.00	0.00	0.00	239.45	(239.45)
6850- FEES & LICENSES	0.00	0.00	8.84	0.00	0.00	0.00	8.84	(8.84)
7240- DIRECT BENEFITS	0.00	0.00	10,241.82	0.00	0.00	0.00	10,241.82	(10,241.82)
9010- INDIRECT COST ALLOCATION	0.00	0.00	4,729.85	0.00	0.00	0.00	4,729.85	(4,729.85)
Total Expenses	0.00	16,249.03	83,180.01	0.00	0.00	0.00	83,180.01	(83,180.01)
Excess Revenue Over (Under) Expenditures	0.00	(16,249.03)	(16,231.93)	0.00	0.00	0.00	(16,231.93)	16,231.93
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(16,249.03)	(16,231.93)	0.00	0.00	0.00	(16,231.93)	16,231.93

LIHEAP 23B-5019 - Fund 203
November 1, 2022 to March 31, 2024

203 0 HOME ENERGY ASSISTANCE PROGRAM	Grant Budget	Current Month Actual	YTD Actual March 31, 2024	YTD Budget March 31, 2024	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	946,435.00	0.00	0.00	0.00	946,435.00	(946,435.00)
Total Revenues	0.00	0.00	946,435.00	0.00	0.00	0.00	946,435.00	(946,435.00)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	195.51	197,223.61	0.00	0.00	0.00	197,223.61	(197,223.61)
5020- ACCRUED VACATION PAY	0.00	11.28	14,459.62	0.00	0.00	0.00	14,459.62	(14,459.62)
5112- HEALTH INSURANCE	0.00	0.00	18,650.81	0.00	0.00	0.00	18,650.81	(18,650.81)
5114- WORKER'S COMPENSATION	0.00	0.58	795.98	0.00	0.00	0.00	795.98	(795.98)
5116- PENSION	0.00	5.71	12,157.62	0.00	0.00	0.00	12,157.62	(12,157.62)
5122- FICA	0.00	8.73	15,767.49	0.00	0.00	0.00	15,767.49	(15,767.49)
5124- SUI	0.00	0.00	2,271.91	0.00	0.00	0.00	2,271.91	(2,271.91)
5130- ACCRUED VACATION FICA	0.00	0.86	223.28	0.00	0.00	0.00	223.28	(223.28)
6110- OFFICE SUPPLIES	0.00	0.00	10,416.59	0.00	0.00	0.00	10,416.59	(10,416.59)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	16,189.31	0.00	0.00	0.00	16,189.31	(16,189.31)
6121- FOOD	0.00	0.00	17.16	0.00	0.00	0.00	17.16	(17.16)
6130- PROGRAM SUPPLIES	0.00	0.00	1,016.51	0.00	0.00	0.00	1,016.51	(1,016.51)
6143- FURNISHINGS	0.00	0.00	182.94	0.00	0.00	0.00	182.94	(182.94)
6170- POSTAGE & SHIPPING	0.00	0.00	5,440.22	0.00	0.00	0.00	5,440.22	(5,440.22)
6180- EQUIPMENT RENTAL	0.00	0.00	14,109.75	0.00	0.00	0.00	14,109.75	(14,109.75)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	706.81	0.00	0.00	0.00	706.81	(706.81)
6310- PRINTING & PUBLICATIONS	0.00	0.00	181.80	0.00	0.00	0.00	181.80	(181.80)
6320- TELEPHONE	0.00	2.42	1,526.12	0.00	0.00	0.00	1,526.12	(1,526.12)
6410- RENT	0.00	14.19	24,489.86	0.00	0.00	0.00	24,489.86	(24,489.86)
6420- UTILITIES/ DISPOSAL	0.00	2.35	3,158.49	0.00	0.00	0.00	3,158.49	(3,158.49)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,125.03	0.00	0.00	0.00	1,125.03	(1,125.03)
6436- PEST CONTROL	0.00	0.00	1.42	0.00	0.00	0.00	1.42	(1.42)
6437- BURGLAR & FIRE ALARM	0.00	0.00	0.97	0.00	0.00	0.00	0.97	(0.97)
6440- PROPERTY INSURANCE	0.00	0.00	495.84	0.00	0.00	0.00	495.84	(495.84)
6524- CONTRACTS	0.00	0.00	540,486.08	0.00	0.00	0.00	540,486.08	(540,486.08)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	180.00	0.00	0.00	0.00	180.00	(180.00)
6610- GAS & OIL	0.00	0.00	107.40	0.00	0.00	0.00	107.40	(107.40)
6620- VEHICLE INSURANCE	0.00	0.00	2,135.54	0.00	0.00	0.00	2,135.54	(2,135.54)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	3,681.82	0.00	0.00	0.00	3,681.82	(3,681.82)
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	1,678.55	0.00	0.00	0.00	1,678.55	(1,678.55)
6722- PER DIEM - STAFF	0.00	0.00	269.00	0.00	0.00	0.00	269.00	(269.00)
6742- TRAINING - STAFF	0.00	0.00	5,578.17	0.00	0.00	0.00	5,578.17	(5,578.17)

LIHEAP 24B-2019 - Fund 207
November 1, 2023 to March 31, 2024

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2024</u>	<u>YTD Budget March 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
207 0 HOME ENERGY ASSIST. PROG.								
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	0.00	0.00	257,404.23	0.00	0.00	0.00	257,404.23	(257,404.23)
Total Revenues	0.00	0.00	257,404.23	0.00	0.00	0.00	257,404.23	(257,404.23)
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	18,831.89	129,682.18	0.00	0.00	0.00	129,682.18	(129,682.18)
5020- ACCRUED VACATION PAY	0.00	1,075.33	8,380.34	0.00	0.00	0.00	8,380.34	(8,380.34)
5112- HEALTH INSURANCE	0.00	2,580.68	10,601.81	0.00	0.00	0.00	10,601.81	(10,601.81)
5114- WORKER'S COMPENSATION	0.00	97.99	675.51	0.00	0.00	0.00	675.51	(675.51)
5116- PENSION	0.00	1,244.02	6,913.45	0.00	0.00	0.00	6,913.45	(6,913.45)
5122- FICA	0.00	1,481.40	10,215.85	0.00	0.00	0.00	10,215.85	(10,215.85)
5124- SUI	0.00	17.69	2,723.39	0.00	0.00	0.00	2,723.39	(2,723.39)
5130- ACCRUED VACATION FICA	0.00	17.37	314.75	0.00	0.00	0.00	314.75	(314.75)
6110- OFFICE SUPPLIES	0.00	389.94	1,269.33	0.00	0.00	0.00	1,269.33	(1,269.33)
6112- DATA PROCESSING SUPPLIES	0.00	1,642.45	4,716.86	0.00	0.00	417.41	5,134.27	(5,134.27)
6142- LINEN/LAUNDRY	0.00	9.25	9.25	0.00	0.00	0.00	9.25	(9.25)
6170- POSTAGE & SHIPPING	0.00	700.64	3,197.50	0.00	0.00	0.00	3,197.50	(3,197.50)
6180- EQUIPMENT RENTAL	0.00	1,683.00	5,247.91	0.00	0.00	0.00	5,247.91	(5,247.91)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	284.65	0.00	0.00	0.00	284.65	(284.65)
6320- TELEPHONE	0.00	116.72	814.52	0.00	0.00	0.00	814.52	(814.52)
6410- RENT	0.00	7,608.06	33,482.15	0.00	0.00	0.00	33,482.15	(33,482.15)
6420- UTILITIES/ DISPOSAL	0.00	369.26	2,137.58	0.00	0.00	0.00	2,137.58	(2,137.58)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	844.69	821.03	0.00	0.00	0.00	821.03	(821.03)
6436- PEST CONTROL	0.00	0.68	1.96	0.00	0.00	0.00	1.96	(1.96)
6437- BURGLAR & FIRE ALARM	0.00	0.48	1.59	0.00	0.00	0.00	1.59	(1.59)
6440- PROPERTY INSURANCE	0.00	0.00	143.28	0.00	0.00	0.00	143.28	(143.28)
6524- CONTRACTS	0.00	0.00	32,972.35	0.00	0.00	0.00	32,972.35	(32,972.35)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	60.00	0.00	0.00	0.00	60.00	(60.00)
6610- GAS & OIL	0.00	26.45	65.30	0.00	0.00	0.00	65.30	(65.30)
6620- VEHICLE INSURANCE	0.00	239.45	1,915.60	0.00	0.00	0.00	1,915.60	(1,915.60)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	140.14	0.00	0.00	0.00	140.14	(140.14)
6714- STAFF TRAVEL-OUT OF AREA	0.00	0.00	2,216.41	0.00	0.00	0.00	2,216.41	(2,216.41)
6742- TRAINING - STAFF	0.00	199.00	1,124.00	0.00	0.00	0.00	1,124.00	(1,124.00)
6850- FEES & LICENSES	0.00	1,125.00	1,180.26	0.00	0.00	0.00	1,180.26	(1,180.26)
6852- FINGERPRINT	0.00	0.00	0.75	0.00	0.00	0.00	0.75	(0.75)

**Fiscal Year July23- June 24
March 31, 2024**

426 0 ALT. PYMT. PROG- CAPP	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>Actual</u>	<u>March 31, 2024</u>			<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
Revenues									
4110- GRANT INCOME-FEDERAL	7,166,330.00	260,009.89	5,245,437.64	0.00	(0.73)	0.00	5,245,437.64	1,920,892.36	
4120- GRANT INCOME-STATE	4,259,386.00	146,255.56	2,214,805.81	0.00	(0.52)	0.00	2,214,805.81	2,044,580.19	
4315- CHILD CRE REVENUE-STATE	0.00	747.85	3,178.05	0.00	0.00	0.00	3,178.05	(3,178.05)	
4320- INTEREST INCOME	0.00	0.00	829.00	0.00	0.00	0.00	829.00	(829.00)	
Total Revenues	11,425,716.00	407,013.30	7,464,250.50	0.00	(0.65)	0.00	7,464,250.50	3,961,465.50	
Expenses									
5010- SALARIES & WAGES	606,694.00	20,963.33	361,246.41	0.00	0.60	0.00	361,246.41	245,447.59	
5020- ACCRUED VACATION PAY	37,930.00	1,029.05	17,302.50	0.00	0.46	0.00	17,302.50	20,627.50	
Total Salaries	644,624.00	21,992.38	378,548.91	0.00	0.59	0.00	378,548.91	266,075.09	
5112- HEALTH INSURANCE	63,968.00	592.86	22,191.25	0.00	0.35	0.00	22,191.25	41,776.75	
5114- WORKER'S COMPENSATION	7,018.00	126.92	1,527.81	0.00	0.22	0.00	1,527.81	5,490.19	
5116- PENSION	36,104.00	1,251.66	19,908.37	0.00	0.55	0.00	19,908.37	16,195.63	
5122- FICA	56,323.00	1,673.03	28,695.10	0.00	0.51	0.00	28,695.10	27,627.90	
5124- SUI	5,000.00	197.46	4,100.95	0.00	0.82	0.00	4,100.95	899.05	
5130- ACCRUED VACATION FICA	621.00	53.32	519.32	0.00	0.84	0.00	519.32	101.68	
Total Fringe Benefits	169,034.00	3,895.25	76,942.80	0.00	0.46	0.00	76,942.80	92,091.20	
6110- OFFICE SUPPLIES	12,120.00	0.00	4,352.36	0.00	0.36	0.00	4,352.36	7,767.64	
6112- DATA PROCESSING SUPPLIES	35,150.00	9,179.88	42,207.30	0.00	1.20	13,909.41	56,116.71	(20,966.71)	
6130- PROGRAM SUPPLIES	6,700.00	0.00	2,681.63	0.00	0.40	0.00	2,681.63	4,018.37	
6143- FURNISHINGS	1,500.00	0.00	0.00	0.00	0.00	5,836.43	5,836.43	(4,336.43)	
6170- POSTAGE & SHIPPING	10,865.00	0.00	6,629.88	0.00	0.61	0.00	6,629.88	4,235.12	
Total Supplies	66,335.00	9,179.88	55,871.17	0.00	0.84	19,745.84	75,617.01	(9,282.01)	
6180- EQUIPMENT RENTAL	10,148.00	353.98	6,561.48	0.00	0.65	0.00	6,561.48	3,586.52	
6181- EQUIPMENT MAINTENANCE	5,266.00	0.00	2,816.15	0.00	0.53	0.00	2,816.15	2,449.85	
6310- PRINTING & PUBLICATIONS	0.00	143.22	568.28	0.00	0.00	0.00	568.28	(568.28)	
6312- ADVERTISING & PROMOTION	490.00	0.00	52.65	0.00	0.11	0.00	52.65	437.35	
6320- TELEPHONE	3,369.00	122.93	2,197.64	0.00	0.65	0.00	2,197.64	1,171.36	
6410- RENT	84,488.00	4,935.36	75,091.29	0.00	0.89	0.00	75,091.29	9,396.71	
6420- UTILITIES/ DISPOSAL	23,684.00	817.98	15,138.31	0.00	0.64	0.00	15,138.31	8,545.69	
6432- BUILDING REPAIRS/	6,050.00	0.00	3,601.52	0.00	0.60	0.00	3,601.52	2,448.48	
6436- PEST CONTROL	12.00	0.70	8.92	0.00	0.74	0.00	8.92	3.08	
6437- BURGLAR & FIRE ALARM	10.00	0.50	8.78	0.00	0.88	0.00	8.78	1.22	
6440- PROPERTY INSURANCE	2,173.00	0.00	1,747.87	0.00	0.80	0.00	1,747.87	425.13	
6520- CONSULTANTS	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	
6530- LEGAL	4,000.00	0.00	3,046.88	0.00	0.76	0.00	3,046.88	953.12	
6555- MEDICAL	1,812.00	0.00	385.00	0.00	0.21	0.00	385.00	1,427.00	
6610- GAS & OIL	553.00	0.00	59.44	0.00	0.11	0.00	59.44	493.56	
6620- VEHICLE INSURANCE	705.00	0.00	435.26	0.00	0.62	0.00	435.26	269.74	
6640- VEHICLE REPAIR &	522.00	0.00	278.55	0.00	0.53	0.00	278.55	243.45	
6712- STAFF TRAVEL-LOCAL	800.00	0.00	12.45	0.00	0.02	0.00	12.45	787.55	
6722- PER DIEM - STAFF	2,000.00	0.00	73.44	0.00	0.04	0.00	73.44	1,926.56	
6742- TRAINING - STAFF	6,890.00	0.00	3,070.73	0.00	0.45	0.00	3,070.73	3,819.27	
6840- PROPERTY TAXES	531.00	0.00	19.72	0.00	0.04	0.00	19.72	511.28	
6850- FEES & LICENSES	7,683.00	3,564.00	7,464.25	0.00	0.97	0.00	7,464.25	218.75	
6852- FINGERPRINT	805.00	17.75	625.00	0.00	0.78	0.00	625.00	180.00	
6875- EMPLOYEE HEALTH &	1,350.00	26.86	1,051.06	0.00	0.78	0.00	1,051.06	298.94	
Total Other & Services	164,741.00	9,983.28	124,314.67	0.00	0.75	0.00	124,314.67	40,426.33	
Equipment & Blding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6714- STAFF TRAVEL-OUT OF	1,750.00	0.00	525.20	0.00	0.30	0.00	525.20	1,224.80	
Travel-Out of Area	1,750.00	0.00	525.20	0.00	0.30	0.00	525.20	1,224.80	
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7240- DIRECT BENEFITS	9,426,216.00	326,986.33	6,202,543.77	0.00	0.66	0.00	6,202,543.77	3,223,672.23	
7245- DIRECT BENEFITS - STATE	0.00	747.85	3,178.05	0.00	0.00	0.00	3,178.05	(3,178.05)	
Total Direct Benefits	9,426,216.00	327,734.18	6,205,721.82	0.00	0.66	0.00	6,205,721.82	3,220,494.18	
Total In-kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9010- INDIRECT COST	953,016.00	33,886.48	622,325.93	0.00	0.65	0.00	622,325.93	330,690.07	
Total Expenses	11,425,716.00	406,671.45	7,464,250.50	0.00	0.65	19,745.84	7,483,996.34	3,941,719.66	
Excess Revenue Over (Under)	0.00	341.85	0.00	0.00	0.00	(19,745.84)	(19,745.84)	19,745.84	

**Fiscal Year July 23 - June 24
March 31, 2024**

427 0 ALT. PYMT. PROG. C2AP	Grant Budget	Current	YTD Actual	YTD Budget	% Spent	YTD	Actual Plus	Budget
		Month Actual	March 31, 2024	March 31, 2024		Encumbrance	Encumbrance	Balance
Revenues								
4110- GRANT INCOME-FEDERAL	330,867.00	33,200.96	155,201.66	0.00	(0.47)	0.00	155,201.66	175,665.34
4120- GRANT INCOME-STATE	876,828.00	89,765.54	891,021.46	0.00	(1.02)	0.00	891,021.46	(14,193.46)
4315- CHILD CRE REVENUE-STATE	0.00	55.50	55.50	0.00	0.00	0.00	55.50	(55.50)
Total Revenues	1,207,695.00	123,022.00	1,046,278.62	0.00	(0.87)	0.00	1,046,278.62	161,416.38
EXPENSES								
5010- SALARIES & WAGES	62,950.00	5,333.75	54,754.28	0.00	0.87	0.00	54,754.28	8,195.72
5020- ACCRUED VACATION PAY	4,800.00	291.58	2,941.40	0.00	0.61	0.00	2,941.40	1,858.60
Total Salaries	67,750.00	5,625.33	57,695.68	0.00	0.85	0.00	57,695.68	10,054.32
5112- HEALTH INSURANCE	2,603.00	70.80	1,625.47	0.00	0.62	0.00	1,625.47	977.53
5114- WORKER'S COMPENSATION	601.00	33.01	301.90	0.00	0.50	0.00	301.90	299.10
5116- PENSION	3,141.00	445.71	3,170.98	0.00	1.01	0.00	3,170.98	(29.98)
5122- FICA	5,550.00	449.33	4,527.27	0.00	0.82	0.00	4,527.27	1,022.73
5124- SUI	1,134.00	0.00	796.18	0.00	0.70	0.00	796.18	337.82
5130- ACCRUED VACATION FICA	160.00	17.06	108.22	0.00	0.68	0.00	108.22	51.78
Fringe Benefits	13,189.00	1,015.91	10,530.02	0.00	0.80	0.00	10,530.02	2,658.98
6110- OFFICE SUPPLIES	520.00	0.00	373.54	0.00	0.72	0.00	373.54	146.46
6112- DATA PROCESSING SUPPLIES	8,500.00	1,869.26	6,563.83	0.00	0.77	2,648.26	9,212.09	(712.09)
6130- PROGRAM SUPPLIES	300.00	0.00	154.11	0.00	0.51	0.00	154.11	145.89
6143- FURNISHINGS	600.00	0.00	0.00	0.00	0.00	1,104.58	1,104.58	(504.58)
6170- POSTAGE & SHIPPING	1,920.00	0.00	1,013.95	0.00	0.53	0.00	1,013.95	906.05
Supplies	11,840.00	1,869.26	8,105.43	0.00	0.68	3,752.84	11,858.27	(18.27)
6180- EQUIPMENT RENTAL	831.00	69.79	604.90	0.00	0.73	0.00	604.90	226.10
6181- EQUIPMENT MAINTENANCE	580.00	0.00	351.24	0.00	0.61	0.00	351.24	228.76
6310- PRINTING & PUBLICATIONS	102.00	29.18	115.77	0.00	1.14	0.00	115.77	(13.77)
6312- ADVERTISING & PROMOTION	10.00	0.00	9.51	0.00	0.95	0.00	9.51	0.49
6320- TELEPHONE	875.00	72.79	603.84	0.00	0.69	0.00	603.84	271.16
6410- RENT	10,876.00	995.09	8,106.47	0.00	0.75	0.00	8,106.47	2,769.53
6420- UTILITIES/ DISPOSAL	2,200.00	165.04	1,682.23	0.00	0.76	0.00	1,682.23	517.77
6432- BUILDING REPAIRS/	770.00	0.00	733.09	0.00	0.95	0.00	733.09	36.91
6440- PROPERTY INSURANCE	388.00	0.00	224.53	0.00	0.58	0.00	224.53	163.47
6610- GAS & OIL	15.00	0.00	4.55	0.00	0.30	0.00	4.55	10.45
6620- VEHICLE INSURANCE	222.00	0.00	131.06	0.00	0.59	0.00	131.06	90.94
6640- VEHICLE REPAIR &	36.00	0.00	11.62	0.00	0.32	0.00	11.62	24.38
6712- STAFF TRAVEL-LOCAL	5.00	0.00	3.48	0.00	0.70	0.00	3.48	1.52
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	102.06	0.00	0.68	0.00	102.06	47.94
6722- PER DIEM - STAFF	15.00	0.00	14.96	0.00	1.00	0.00	14.96	0.04
6742- TRAINING - STAFF	435.00	0.00	424.20	0.00	0.98	0.00	424.20	10.80
6840- PROPERTY TAXES	9.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00
6850- FEES & LICENSES	95.00	726.00	809.57	0.00	8.52	0.00	809.57	(714.57)
6875- EMPLOYEE HEALTH &	219.00	9.32	89.91	0.00	0.41	0.00	89.91	129.09
Total Other & Services	17,833.00	2,067.21	14,022.99	0.00	0.79	0.00	14,022.99	3,810.01
Equipment & Bldg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	996,348.00	102,062.24	868,603.83	0.00	0.87	0.00	868,603.83	127,744.17
7245- DIRECT BENEFITS - STATE	0.00	55.50	55.50	0.00	0.00	0.00	55.50	(55.50)
Direct Benefits	996,348.00	102,117.74	868,659.33	0.00	0.87	0.00	868,659.33	127,688.67
9010- INDIRECT COST	100,735.00	10,256.60	87,265.17	0.00	0.87	0.00	87,265.17	13,469.83
TOTAL EXPENSES	1,207,695.00	122,952.05	1,046,278.62	0.00	0.87	3,752.84	1,050,031.46	157,663.54
Excess Revenue Over (Under)	0.00	69.95	0.00	0.00	0.00	(3,752.84)	(3,752.84)	3,752.84
Expenditures								

**Fiscal Year July 23 - June 24
March 31, 2024**

428 0 ALT. PYMT. PROG. C3AP	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual March 31, 2024</u>	<u>YTD Budget March 31, 2024</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	627,232.00	48,011.22	481,781.11	0.00	(0.77)	0.00	481,781.11	145,450.89
4120- GRANT INCOME-STATE	708,396.00	54,140.30	464,704.71	0.00	(0.66)	0.00	464,704.71	243,691.29
4315- CHILD CRE REVENUE-STATE	0.00	167.45	834.70	0.00	0.00	0.00	834.70	(834.70)
Total Revenues	1,335,628.00	102,318.97	947,320.52	0.00	(0.71)	0.00	947,320.52	388,307.48
EXPENSES								
5010- SALARIES & WAGES	70,749.00	3,753.75	41,604.71	0.00	0.59	0.00	41,604.71	29,144.29
5020- ACCRUED VACATION PAY	4,700.00	209.36	2,345.76	0.00	0.50	0.00	2,345.76	2,354.24
Total Salaries	75,449.00	3,963.11	43,950.47	0.00	0.58	0.00	43,950.47	31,498.53
5112- HEALTH INSURANCE	3,685.00	76.55	1,671.90	0.00	0.45	0.00	1,671.90	2,013.10
5114- WORKER'S COMPENSATION	304.00	24.08	227.37	0.00	0.75	0.00	227.37	76.63
5116- PENSION	3,967.00	349.72	2,469.56	0.00	0.62	0.00	2,469.56	1,497.44
5122- FICA	5,852.00	314.29	3,405.48	0.00	0.58	0.00	3,405.48	2,446.52
5124- SUI	1,305.00	0.00	515.71	0.00	0.40	0.00	515.71	789.29
5130- ACCRUED VACATION FICA	250.00	13.78	130.56	0.00	0.52	0.00	130.56	119.44
Fringe Benefits	15,363.00	778.42	8,420.58	0.00	0.55	0.00	8,420.58	6,942.42
6110- OFFICE SUPPLIES	690.00	0.00	373.89	0.00	0.54	0.00	373.89	316.11
6112- DATA PROCESSING SUPPLIES	9,100.00	1,953.09	6,254.60	0.00	0.69	2,863.01	9,117.61	(17.61)
6130- PROGRAM SUPPLIES	300.00	0.00	166.11	0.00	0.55	0.00	166.11	133.89
6143- FURNISHINGS	1,000.00	0.00	0.00	0.00	0.00	1,205.77	1,205.77	(205.77)
6170- POSTAGE & SHIPPING	1,615.00	0.00	743.61	0.00	0.46	0.00	743.61	871.39
Supplies	12,705.00	1,953.09	7,538.21	0.00	0.59	4,068.78	11,606.99	1,098.01
6180- EQUIPMENT RENTAL	900.00	74.79	648.14	0.00	0.72	0.00	648.14	251.86
6181- EQUIPMENT MAINTENANCE	650.00	0.00	332.94	0.00	0.51	0.00	332.94	317.06
6310- PRINTING & PUBLICATIONS	130.00	29.17	115.76	0.00	0.89	0.00	115.76	14.24
6312- ADVERTISING & PROMOTION	20.00	0.00	10.96	0.00	0.55	0.00	10.96	9.04
6320- TELEPHONE	775.00	48.78	395.06	0.00	0.51	0.00	395.06	379.94
6410- RENT	11,458.00	995.09	8,472.26	0.00	0.74	0.00	8,472.26	2,985.74
6420- UTILITIES/ DISPOSAL	2,300.00	165.05	1,763.55	0.00	0.77	0.00	1,763.55	536.45
6432- BUILDING REPAIRS/	805.00	0.00	733.08	0.00	0.91	0.00	733.08	71.92
6440- PROPERTY INSURANCE	415.00	0.00	228.38	0.00	0.55	0.00	228.38	186.62
6555- MEDICAL	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00
6610- GAS & OIL	13.00	0.00	4.55	0.00	0.35	0.00	4.55	8.45
6620- VEHICLE INSURANCE	105.00	0.00	19.30	0.00	0.18	0.00	19.30	85.70
6640- VEHICLE REPAIR &	42.00	0.00	11.38	0.00	0.27	0.00	11.38	30.62
6712- STAFF TRAVEL-LOCAL	5.00	0.00	2.74	0.00	0.55	0.00	2.74	2.26
6714- STAFF TRAVEL-OUT OF AREA	150.00	0.00	80.67	0.00	0.54	0.00	80.67	69.33
6722- PER DIEM - STAFF	35.00	0.00	14.96	0.00	0.43	0.00	14.96	20.04
6742- TRAINING - STAFF	690.00	0.00	333.30	0.00	0.48	0.00	333.30	356.70
6840- PROPERTY TAXES	11.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
6850- FEES & LICENSES	128.00	726.00	803.32	0.00	6.28	0.00	803.32	(675.32)
6875- EMPLOYEE HEALTH &	139.00	9.62	91.80	0.00	0.66	0.00	91.80	47.20
Total Other & Services	18,813.00	2,048.50	14,062.15	0.00	0.75	0.00	14,062.15	4,750.85
Equipment & Blding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,101,893.00	84,821.58	793,568.30	0.00	0.72	0.00	793,568.30	308,324.70
7245- DIRECT BENEFITS - STATE	0.00	167.45	834.70	0.00	0.00	0.00	834.70	(834.70)
Direct Benefits	1,101,893.00	84,989.03	794,403.00	0.00	0.72	0.00	794,403.00	307,490.00
9010- INDIRECT COST	111,405.00	8,520.43	78,946.11	0.00	0.71	0.00	78,946.11	32,458.89
TOTAL EXPENSES	1,335,628.00	102,252.58	947,320.52	0.00	0.71	4,068.78	951,389.30	384,238.70
Excess Revenue Over (Under)	0.00	66.39	0.00	0.00	0.00	(4,068.78)	(4,068.78)	4,068.78

State Migrant Full-Day Program - Basic Program

For the Period Ending

3/31/2024

Start Date 7/1/2023

Current Mnth 9

90.00%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	838,279	-	619,408.15	619,408.15	628,711	73.89%	-	619,408.15	218,870.85
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	838,279	-	619,408.15	619,408.15	628,711	73.89%	-	619,408.15	218,870.85
EXPENDITURES										
5010	SALARIES & WAGES	540,977	-	395,117.95	395,117.95	405,733	73.04%	-	395,117.95	145,859.05
5020	ACCRUED VACATION PAY	34,000	-	23,934.72	23,934.72	25,500	70.40%	-	23,934.72	10,065.28
5112	HEALTH INSURANCE	65,455	-	48,202.16	48,202.16	49,091	73.64%	-	48,202.16	17,252.84
5114	WORKER'S COMPENSATION	21,705	-	15,477.91	15,477.91	16,279	71.31%	-	15,477.91	6,227.09
5116	PENSION	29,449	-	19,424.13	19,424.13	22,087	65.96%	-	19,424.13	10,024.87
5122	FICA	42,486	-	31,220.47	31,220.47	31,865	73.48%	-	31,220.47	11,265.53
5124	SUI	5,751	-	5,271.14	5,271.14	4,313	91.66%	-	5,271.14	479.86
5130	ACCRUED VACATION FRINGE	3,000	-	1,840.16	1,840.16	2,250	61.34%	-	1,840.16	1,159.84
6110	OFFICE SUPPLIES	-	-	339.75	339.75	-	-	-	339.75	(339.75)
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	370.43	370.43	-	-	-	370.43	(370.43)
6130	PROGRAM SUPPLIES	3,737	-	4,208.11	4,208.11	2,803	112.61%	-	4,208.11	(471.11)
6132	MEDICAL & DENTAL SUPPLIES	-	-	222.15	222.15	-	-	-	222.15	(222.15)
6134	INSTRUCTIONAL SUPPLIES	7,625	-	7,900.03	7,900.03	5,719	103.61%	-	7,900.03	(275.03)
6140	CUSTODIAL SUPPLIES	6,188	-	6,262.78	6,262.78	4,641	101.21%	-	6,262.78	(74.78)
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	-	-	-	-	-	-	-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUPS MAINTENANCE	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	7,985	-	7,951.60	7,951.60	5,989	99.58%	-	7,951.60	33.40
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	-	51,664.66	51,664.66	52,441	73.89%	-	51,664.66	18,256.34
	Total Expenses	838,279	-	619,408.15	619,408.15	628,711	73.89%	-	619,408.15	218,870.85
									73.89%	

In Direct Calc. @ 9.1%	
51,664.66	
51,664.66	Total

Madera Migrant Head Start
Budget to Actual

		For the Period Ending		3/31/2024				Start Date	3/1/2024	
								Current Mnth	1.00	
										5%
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	186,087.73	186,087.73	-	307,932	3%	6,385.09	192,472.82	5,966,024.18
4220	IN KIND CONTRIBUTIONS	531,106	9,251.00	9,251.00	-	26,555	2%	-	9,251.00	521,855.00
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,689,603	195,338.73	195,338.73	-	334,487	3%	6,385.09	201,723.82	6,487,879.18
EXPENDITURES										
5010	Salaries & Wages	3,372,929	70,755.05	70,755.05	-	168,646	2%	-	70,755.05	3,302,173.95
5020	Accrued Vacation Pay	215,500	4,481.73	4,481.73	-	10,775	2%	-	4,481.73	211,018.27
5112	Health Insurance	378,391	10,085.93	10,085.93	-	18,920	3%	-	10,085.93	368,305.07
5114	Worker's Compensation	107,476	1,297.48	1,297.48	-	5,374	1%	-	1,297.48	106,178.52
5116	Pension	169,286	3,783.01	3,783.01	-	8,464	2%	-	3,783.01	165,502.99
5122	FICA	256,714	5,700.86	5,700.86	-	12,836	2%	-	5,700.86	251,013.14
5124	SUI	34,693	-	-	-	1,735	0%	-	-	34,693.00
5130	Accrued Vacation Fringe	16,300	342.87	342.87	-	815	2%	-	342.87	15,957.13
6110	Office supplies	16,838	-	-	-	842	0%	242.01	242.01	16,595.99
6112	Data Processing Supplies	86,400	12,597.32	12,597.32	-	4,320	15%	923.34	13,520.66	72,879.34
6121	Food	5,700	-	-	-	285	0%	-	-	5,700.00
6122	Kitchen Supplies	2,751	-	-	-	138	0%	-	-	2,751.00
6130	Program Supplies	84,695	1,214.34	1,214.34	-	4,235	1%	-	1,214.34	83,480.66
6132	Medical & Dental Supplies	25,000	-	-	-	1,250	0%	-	-	25,000.00
6134	Instructional Supplies	23,492	-	-	-	1,175	0%	-	-	23,492.00
6140	Custodial Supplies	32,073	-	-	-	1,604	0%	-	-	32,073.00
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	7,500	-	-	-	375	0%	-	-	7,500.00
6150	Uniform Rental / Purchases	387	-	-	-	19	0%	-	-	387.00
6170	Postage & Shipping	750	30.49	30.49	-	38	4%	-	30.49	719.51
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	21,800	1,114.91	1,114.91	-	1,090	5%	-	1,114.91	20,685.09
6181	Equipment Maintenance	15,080	403.91	403.91	-	754	3%	-	403.91	14,676.09
6310	Printing & Publications	3,000	-	-	-	150	0%	-	-	3,000.00
6312	Advertising & Promotion	-	70.04	70.04	-	-	-	-	70.04	(70.04)
6320	Telephone	105,217	11,940.40	11,940.40	-	5,261	11%	-	11,940.40	93,276.60
6410	Rent	208,192	17,347.94	17,347.94	-	10,410	8%	-	17,347.94	190,844.06
6420	Utilities / Disposal	144,216	7,073.40	7,073.40	-	7,211	5%	-	7,073.40	137,142.60
6432	Building Repairs / Maintenan	40,675	2,408.60	2,408.60	-	2,034	6%	-	2,408.60	38,266.40
6433	Grounds Maintenance	20,400	1,829.36	1,829.36	-	1,020	9%	-	1,829.36	18,570.64
6436	Pest Control	5,764	440.86	440.86	-	288	8%	-	440.86	5,323.14
6437	Burglar & Fire Alarm	1,784	85.39	85.39	-	89	5%	-	85.39	1,698.61
6440	Property Insurance	32,716	-	-	-	1,636	0%	-	-	32,716.00
6520	Consultants	18,511	-	-	-	926	0%	4,687.16	4,687.16	13,823.84
6522	Consultants Expense	251	-	-	-	13	0%	-	-	251.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	3,332	-	-	-	167	0%	-	-	3,332.00
6540	Custodial Services	92,591	1,118.00	1,118.00	-	4,630	1%	-	1,118.00	91,473.00
6555	Medical Screening / DEAT / Staff	4,575	-	-	-	229	0%	-	-	4,575.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	5%
			PTD	Actual YTD	Actual YTD					Budget Balance
6610	Gas & Oil	12,200	698.81	698.81	-	610	6%	-	698.81	11,501.19
6620	Vehicle Insurance	27,100	-	-	-	1,355	0%	-	-	27,100.00
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	6,000	14.50	14.50	-	300	0%	-	14.50	5,985.50
6712	Staff Travel-Local	783	-	-	-	39	0%	-	-	783.00
6714	Staff Travel-Out of Area	-	9,232.36	9,232.36	-	-	-	-	9,232.36	(9,232.36)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	8,135	5,762.08	5,762.08	-	407	71%	-	5,762.08	2,372.92
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	575	40.69	40.69	-	29	7%	-	40.69	534.31
6834	Student Activity Insurance	2,308	-	-	-	115	0%	-	-	2,308.00
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	11,000	83.50	83.50	-	550	1%	-	83.50	10,916.50
6852	Finger Printing	2,600	-	-	-	130	0%	-	-	2,600.00
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,024	612.37	612.37	-	501	6%	-	612.37	9,411.63
7110	Parent Activities	350	-	-	-	18	0%	-	-	350.00
7111	Parent Mileage	416	-	-	-	21	0%	-	-	416.00
7112	Parent Involvement	3,350	-	-	-	168	0%	-	-	3,350.00
7114	PPC Allowance	2,900	-	-	-	145	0%	-	-	2,900.00
7116	PPC Food Allowance	2,099	-	-	-	105	0%	-	-	2,099.00
8110	In-Kind Salaries	420,096	-	-	-	21,005	0%	-	-	420,096.00
8120	In-Kind Rent	111,010	9,251.00	9,251.00	-	5,551	8%	-	9,251.00	101,759.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	513,678	15,521.53	15,521.53	-	25,684	3%	532.58	16,054.11	497,623.89
Total Expenses		6,689,603	195,338.73	195,338.73	-	334,487	3%	6,385.09	201,723.82	6,487,879.18
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,689,603	195,338.73	195,338.73	-	-	-	-	-	-
In-Kind		(531,106)	(9,251.00)	(9,251.00)	-	-	-	-	-	-
Total Expenses w/o In Kind		6,158,497	186,087.73	186,087.73	-	-	-	-	192,472.82	5,966,024.18
									3.13%	

ADMINISTRATION BUDGET LIMIT	\$735,103
YEAR-TO DATE ADMIN EXP.	\$33,191
PERCENT OF TOTAL EXPENSES	0.43%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
15,521.53	
15,521.53	

Fresno Migrant Head Start
Budget to Actual (331 Basic)
Period Ending March-24

Account Description	Grant Budget	Current	Current Mth	Prior Mth	Current vs Budget	YTD	% Spent	Encumbered	YTD Actual +	Budget Balance
		Period	YTD	YTD	YTD	Budget			Encumbered	
REVENUES										
4110 GRANT INCOME-FEDERAL	5,789,431.00	70,731.09	2,884,246.27	2,813,515.18	96,280.77	2,787,965.50	49.82%	38,454.26	2,922,700.53	(2,866,730.47)
4130 GRANT INCOME-AREA	0.00	0.00			-		0.00%	0.00	0.00	0.00
4210 DONATIONS	0.00	0.00			-		0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS	800,744.00	0.00	477,477.30	477,477.30	91,869.30	385,608.00	59.63%	0.00	477,477.30	(323,266.70)
4330- SALE OF ASSETS	0.00	0.00			-		0.00%	0.00	0.00	0.00
4390 MISC INCOME	0.00	0.00			-		0.00%	0.00	0.00	0.00
TOTAL REVENUES	6,590,175.00	70,731.09	3,361,723.57	3,290,992.48	188,150.07	3,173,573.50	51.01%	38,454.26	3,400,177.83	(3,189,997.17)
5010 SALARIES & WAGES	6A 3,254,598.00	50,720.17	1,695,043.94	1,644,323.77	219,115.44	1,475,928.50	52.08%	0.00	1,695,043.94	(1,559,554.06)
5012- DIRECTOR'S SALARY	6A 0.00	0.00			-		0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19	6A 0.00	0.00			-		0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A 205,049.00	2,995.10	105,560.56	102,565.46	12,770.56	92,790.00	51.48%	0.00	105,560.56	(99,488.44)
5112 HEALTH INSURANCE	6B 241,714.00	5,847.17	111,229.59	105,382.42	(14,171.41)	125,401.00	46.02%	0.00	111,229.59	(130,484.41)
5114 WORKER'S COMPENSATION	6B 86,472.00	843.56	63,513.79	62,670.23	24,305.79	39,208.00	73.45%	0.00	63,513.79	(22,958.21)
5115- Worker's Compensation C19	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00
5116 PENSION	6B 203,235.00	2,222.53	118,659.40	116,436.87	27,502.40	91,157.00	58.39%	0.00	118,659.40	(84,575.60)
5117- Pension C19	6B 0.00	0.00			(93,348.00)	93,348.00	0.00%	0.00	0.00	0.00
5121- FICA C19	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00
5122 FICA	6B 205,841.00	3,799.99	145,170.96	141,370.97	145,170.96		70.53%	0.00	145,170.96	(60,670.04)
5124 SUI	6B 41,590.00	0.00	17,445.61	17,445.61	(710.39)	18,156.00	41.95%	0.00	17,445.61	(24,144.39)
5125- DIRECTOR'S FRINGE	6B 0.00	0.00			-		0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B 13,139.00	229.12	8,031.71	7,802.59	2,086.71	5,945.00	61.13%	0.00	8,031.71	(5,107.29)
6714 STAFF TRAVEL-OUT OF AREA	6C 0.00	0.00	226.59	226.59	226.59	0.00	0.00%	0.00	226.59	226.59
6722 PER DIEM - STAFF	6C 0.00	0.00			-		0.00%	0.00	0.00	0.00
6221 EQUIPMENT OVER > \$5000	6D 48,000.00	0.00	34,407.80	34,407.80	(13,592.20)	48,000.00	71.68%	0.00	34,407.80	(13,592.20)
6110 OFFICE SUPPLIES	6E 14,500.00	964.51	5,464.34	4,499.83	(2,539.66)	8,004.00	37.69%	682.12	6,146.46	(8,353.54)
6112 DATA PROCESSING SUPPLIES	6E 70,000.00	14,592.12	67,794.03	53,201.91	27,457.03	40,337.00	96.85%	2,854.41	70,648.44	648.44
6121 FOOD	6E 10,500.00	0.00	7,089.89	7,089.89	1,842.89	5,247.00	67.52%	0.00	7,089.89	(3,410.11)
6122 KITCHEN SUPPLIES	6E 1,000.00	0.00	2,992.39	2,992.39	2,992.39	0.00	299.24%	0.00	2,992.39	1,992.39
6130 PROGRAM SUPPLIES	6E 73,696.00	520.27	34,159.49	33,639.22	(6,321.51)	40,481.00	46.35%	3,890.00	38,049.49	(35,646.51)
6134 INSTRUCTIONAL SUPPLIES	6E 5,000.00	0.00	0.00	0.00	(2,498.00)	2,498.00	0.00%	0.00	0.00	(5,000.00)
6140 CUSTODIAL SUPPLIES	6E 15,000.00	0.00	6,732.99	6,732.99	(892.01)	7,625.00	44.89%	0.00	6,732.99	(8,267.01)
6142 LINEN/LAUNDRY	6E 0.00	0.00			-		0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E 750.00	35.06	297.97	262.91	(137.03)	435.00	39.73%	0.00	297.97	(452.03)
6132 MEDICAL & DENTAL SUPPLIES	6H 12,500.00	0.00	4,400.69	4,400.69	4,400.69	0.00	35.21%	419.99	4,820.68	(7,679.32)
6150 UNIFORM RENTAL/PURCHASE	6H 0.00	150.00	300.00	150.00	300.00	0.00	0.00%	0.00	300.00	300.00
6180 EQUIPMENT RENTAL	6H 36,000.00	2,923.97	22,534.17	19,610.20	1,547.17	20,987.00	62.59%	0.00	22,534.17	(13,465.83)
6181 EQUIPMENT MAINTENANCE	6H 25,000.00	0.00	14,128.34	14,128.34	(456.66)	14,585.00	56.51%	0.00	14,128.34	(10,871.66)
6212 EQUIPMENT PURCHASES < \$500	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H 0.00	0.00			-		0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H 5,000.00	0.00	2,725.96	2,725.96	2,042.96	683.00	54.52%	0.00	2,725.96	(2,274.04)
6312 ADVERTISING & PROMOTION	6H 0.00	70.04	70.04		70.04	0.00	0.00%	0.00	70.04	70.04
6320 TELEPHONE	6H 150,000.00	(36,148.22)	(39,868.71)	(3,720.49)	(127,375.71)	87,507.00	-26.58%	0.00	(39,868.71)	(189,868.71)
6410 RENT	6H 83,202.00	7,768.18	57,202.56	49,434.38	8,666.56	48,536.00	68.75%	0.00	57,202.56	(25,999.44)
6420 UTILITIES/ DISPOSAL	6H 75,000.00	909.05	35,936.15	35,027.10	(7,813.85)	43,750.00	47.91%	0.00	35,936.15	(39,063.85)
6432 BUILDING REPAIRS/ MAINT	6H 200,000.00	1,926.97	24,743.13	22,816.16	(91,932.87)	116,676.00	12.37%	12,640.00	37,383.13	(162,616.87)
6433 GROUNDS MAINTENANCE	6H 42,000.00	2,045.92	15,459.33	13,413.41	(9,040.67)	24,500.00	36.81%	0.00	15,459.33	(26,540.67)
6436 PEST CONTROL	6H 7,500.00	734.97	4,762.89	4,027.92	387.89	4,375.00	63.51%	0.00	4,762.89	(2,737.11)
6437 BURGLAR & FIRE ALARM	6H 6,500.00	200.94	2,355.08	2,154.14	(2,103.92)	4,459.00	36.23%	0.00	2,355.08	(4,144.92)
6440 PROPERTY INSURANCE	6H 13,795.00	0.00	12,056.10	12,056.10	3,921.10	8,135.00	87.39%	0.00	12,056.10	(1,738.90)
6520 CONSULTANTS	6H 10,000.00	0.00	8,521.32	8,521.32	3,523.32	4,998.00	85.21%	12,660.28	21,181.60	11,181.60
6522 CONSULTANT EXPENSES	6H 1,500.00	0.00	97.82	97.82	(645.18)	743.00	6.52%	0.00	97.82	(1,402.18)
6524 CONTRACTS	6H 15,000.00	0.00	0.00	0.00	(7,500.00)	7,500.00	0.00%	0.00	0.00	(15,000.00)
6530 LEGAL	6H 1,500.00	0.00	4,156.25	4,156.25	3,056.25	1,100.00	277.08%	0.00	4,156.25	2,656.25

Fresno Migrant Head Start
 Budget to Actual (331 Basic)
 Period Ending March-24

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Mth YTD	Current vs Budget YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance	
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	2,786.00	2,388.00	-	2,786.00	58.33%	0.00	2,786.00	(1,990.00)
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	0.00	740.00	740.00	740.00	0.00	74.00%	0.00	740.00	(260.00)
6562 MEDICAL EXAM	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6610 GAS & OIL	6H	15,000.00	165.77	5,270.26	5,104.49	(2,529.74)	7,800.00	35.14%	0.00	5,270.26	(9,729.74)
6620 VEHICLE INSURANCE	6H	20,000.00	0.00	13,115.03	13,115.03	(9.97)	13,125.00	65.58%	0.00	13,115.03	(6,884.97)
6630 VEHICLE LICENSE AND FEES	6H	2,500.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	(2,500.00)
6640 VEHICLE REPAIR & MAINTENANCE	6H	25,000.00	412.50	7,334.54	6,922.04	(6,165.46)	13,500.00	29.34%	0.00	7,334.54	(17,665.46)
6712 STAFF TRAVEL-LOCAL	6H	15,000.00	326.96	6,170.79	5,843.83	(1,323.21)	7,494.00	41.14%	0.00	6,170.79	(8,829.21)
6724 PER DIEM - PARENT	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	0.00	0.00	609.50	609.50	609.50	0.00	0.00%	2,100.00	2,709.50	2,709.50
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6748 EDUCATION REIMBURSEMENT	6H	10,000.00	0.00	0.00	0.00	(5,000.00)	5,000.00	0.00%	0.00	0.00	(10,000.00)
6750 FIELD TRIPS	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	39.28	274.96	235.68	(19.04)	294.00	54.56%	0.00	274.96	(229.04)
6834 STUDENT ACTIVITY INSURAN	6H	1,074.00	33.73	672.67	638.94	135.67	537.00	62.63%	0.00	672.67	(401.33)
6840 PROPERTY TAXES	6H	5,800.00	0.00	2,034.46	2,034.46	(3,765.54)	5,800.00	35.08%	0.00	2,034.46	(3,765.54)
6850 FEES & LICENSES	6H	22,000.00	42.80	8,073.80	8,031.00	(4,407.20)	12,481.00	36.70%	0.00	8,073.80	(13,926.20)
6851 CPR FEES	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6852 FINGER PRINTING	6H	3,800.00	0.00	151.00	151.00	151.00	0.00	3.97%	0.00	151.00	(3,649.00)
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	6,375.00	0.00	5,079.24	5,079.24	(1,295.76)	6,375.00	79.67%	0.00	5,079.24	(1,295.76)
6892 CASH SHORT/OVER	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	1,450.00	60.97	164.85	103.88	(415.15)	580.00	11.37%	0.00	164.85	(1,285.15)
7111- PARENT MILEAGE	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
7112 PARENT INVOLVEMENT	6H	0.00	0.00	362.78	362.78	362.78	0.00	0.00%	0.00	362.78	362.78
7114 PC ALLOWANCE	6H	1,680.00	0.00	300.00	300.00	(260.00)	560.00	17.86%	0.00	300.00	(1,380.00)
7116 PC FOOD	6H	0.00	0.00	-	-	-	0.00%	0.00	0.00	0.00	0.00
8110 INKIND SALARIES		581,122.00	0.00	393,725.82	393,725.82	89,917.82	303,808.00	67.75%	0.00	393,725.82	(187,396.18)
8120 INKIND RENT		217,266.00	0.00	83,751.48	83,751.48	3,087.48	80,664.00	38.55%	0.00	83,751.48	(133,514.52)
8130 INKIND OTHER		2,356.00	0.00	-	0.00	(1,136.00)	1,136.00	0.00%	0.00	0.00	(2,356.00)
9010 INDIRECT EXPENSE	6J	478,891.00	5,899.66	237,704.22	231,804.56	9,165.22	228,539.00	49.64%	3,207.46	240,911.68	(237,979.32)
TOTAL EXPENSES		6,590,175.00	70,731.09	3,361,723.57	3,290,992.48	188,150.07	3,173,573.50	51.01%	38,454.26	3,400,177.83	(3,189,997.17)

CHANGE IN NET ASSETS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

5,789,431.00		TOTAL YTD	9.1%
800,744.00	Prior Mth	INDIRECT EXP	INDIRECT EXP
6,590,175.00	Curr Mth	2,547,302.82	231,804.56
		2,612,134.25	237,704.22
			0.00
			0.00

Administrative	
YTD Expense	2,909,872.78
YTD Inkind	477,477.30
	<u>3,387,350.08</u>
YTD Admin	288,223.00
YTD %	8.51%

Madera Migrant Head Start
Budget to Actual

		For the Period Ending		3/31/2024				Start Date	3/1/2024	
								Current Mnth	1.00	
										5%
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	186,087.73	186,087.73	-	307,932	3%	6,385.09	192,472.82	5,966,024.18
4220	IN KIND CONTRIBUTIONS	531,106	9,251.00	9,251.00	-	26,555	2%	-	9,251.00	521,855.00
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,689,603	195,338.73	195,338.73	-	334,487	3%	6,385.09	201,723.82	6,487,879.18
EXPENDITURES										
5010	Salaries & Wages	3,372,929	70,755.05	70,755.05	-	168,646	2%	-	70,755.05	3,302,173.95
5020	Accrued Vacation Pay	215,500	4,481.73	4,481.73	-	10,775	2%	-	4,481.73	211,018.27
5112	Health Insurance	378,391	10,085.93	10,085.93	-	18,920	3%	-	10,085.93	368,305.07
5114	Worker's Compensation	107,476	1,297.48	1,297.48	-	5,374	1%	-	1,297.48	106,178.52
5116	Pension	169,286	3,783.01	3,783.01	-	8,464	2%	-	3,783.01	165,502.99
5122	FICA	256,714	5,700.86	5,700.86	-	12,836	2%	-	5,700.86	251,013.14
5124	SUI	34,693	-	-	-	1,735	0%	-	-	34,693.00
5130	Accrued Vacation Fringe	16,300	342.87	342.87	-	815	2%	-	342.87	15,957.13
6110	Office supplies	16,838	-	-	-	842	0%	242.01	242.01	16,595.99
6112	Data Processing Supplies	86,400	12,597.32	12,597.32	-	4,320	15%	923.34	13,520.66	72,879.34
6121	Food	5,700	-	-	-	285	0%	-	-	5,700.00
6122	Kitchen Supplies	2,751	-	-	-	138	0%	-	-	2,751.00
6130	Program Supplies	84,695	1,214.34	1,214.34	-	4,235	1%	-	1,214.34	83,480.66
6132	Medical & Dental Supplies	25,000	-	-	-	1,250	0%	-	-	25,000.00
6134	Instructional Supplies	23,492	-	-	-	1,175	0%	-	-	23,492.00
6140	Custodial Supplies	32,073	-	-	-	1,604	0%	-	-	32,073.00
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	7,500	-	-	-	375	0%	-	-	7,500.00
6150	Uniform Rental / Purchases	387	-	-	-	19	0%	-	-	387.00
6170	Postage & Shipping	750	30.49	30.49	-	38	4%	-	30.49	719.51
6221	Equipment Over > \$5,000	-	-	-	-	-	-	-	-	-
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	21,800	1,114.91	1,114.91	-	1,090	5%	-	1,114.91	20,685.09
6181	Equipment Maintenance	15,080	403.91	403.91	-	754	3%	-	403.91	14,676.09
6310	Printing & Publications	3,000	-	-	-	150	0%	-	-	3,000.00
6312	Advertising & Promotion	-	70.04	70.04	-	-	-	-	70.04	(70.04)
6320	Telephone	105,217	11,940.40	11,940.40	-	5,261	11%	-	11,940.40	93,276.60
6410	Rent	208,192	17,347.94	17,347.94	-	10,410	8%	-	17,347.94	190,844.06
6420	Utilities / Disposal	144,216	7,073.40	7,073.40	-	7,211	5%	-	7,073.40	137,142.60
6432	Building Repairs / Maintenan	40,675	2,408.60	2,408.60	-	2,034	6%	-	2,408.60	38,266.40
6433	Grounds Maintenance	20,400	1,829.36	1,829.36	-	1,020	9%	-	1,829.36	18,570.64
6436	Pest Control	5,764	440.86	440.86	-	288	8%	-	440.86	5,323.14
6437	Burglar & Fire Alarm	1,784	85.39	85.39	-	89	5%	-	85.39	1,698.61
6440	Property Insurance	32,716	-	-	-	1,636	0%	-	-	32,716.00
6520	Consultants	18,511	-	-	-	926	0%	4,687.16	4,687.16	13,823.84
6522	Consultants Expense	251	-	-	-	13	0%	-	-	251.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	3,332	-	-	-	167	0%	-	-	3,332.00
6540	Custodial Services	92,591	1,118.00	1,118.00	-	4,630	1%	-	1,118.00	91,473.00
6555	Medical Screening / DEAT / Staff	4,575	-	-	-	229	0%	-	-	4,575.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	12,200	698.81	698.81	-	610	6%	-	698.81	11,501.19
6620	Vehicle Insurance	27,100	-	-	-	1,355	0%	-	-	27,100.00
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	6,000	14.50	14.50	-	300	0%	-	14.50	5,985.50
6712	Staff Travel-Local	783	-	-	-	39	0%	-	-	783.00
6714	Staff Travel-Out of Area	-	9,232.36	9,232.36	-	-	-	-	9,232.36	(9,232.36)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	8,135	5,762.08	5,762.08	-	407	71%	-	5,762.08	2,372.92
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	575	40.69	40.69	-	29	7%	-	40.69	534.31
6834	Student Activity Insurance	2,308	-	-	-	115	0%	-	-	2,308.00
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	11,000	83.50	83.50	-	550	1%	-	83.50	10,916.50
6852	Finger Printing	2,600	-	-	-	130	0%	-	-	2,600.00
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	10,024	612.37	612.37	-	501	6%	-	612.37	9,411.63
7110	Parent Activities	350	-	-	-	18	0%	-	-	350.00
7111	Parent Mileage	416	-	-	-	21	0%	-	-	416.00
7112	Parent Involvement	3,350	-	-	-	168	0%	-	-	3,350.00
7114	PPC Allowance	2,900	-	-	-	145	0%	-	-	2,900.00
7116	PPC Food Allowance	2,099	-	-	-	105	0%	-	-	2,099.00
8110	In-Kind Salaries	420,096	-	-	-	21,005	0%	-	-	420,096.00
8120	In-Kind Rent	111,010	9,251.00	9,251.00	-	5,551	8%	-	9,251.00	101,759.00
8130	In-Kind Other	-	-	-	-	-	-	-	-	-
9010	In-Direct Cost Allocation	513,678	15,521.53	15,521.53	-	25,684	3%	532.58	16,054.11	497,623.89
Total Expenses		6,689,603	195,338.73	195,338.73	-	334,487	3%	6,385.09	201,723.82	6,487,879.18
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,689,603	195,338.73	195,338.73	-	-	-	-	-	-
In-Kind		(531,106)	(9,251.00)	(9,251.00)	-	-	-	-	-	-
Total Expenses w/o In Kind		6,158,497	186,087.73	186,087.73	-	-	-	-	192,472.82	5,966,024.18

3.13%

ADMINISTRATION BUDGET LIMIT	\$735,103
YEAR-TO DATE ADMIN EXP.	\$33,191
PERCENT OF TOTAL EXPENSES	0.43%
ADMINIISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	
	15,521.53
	15,521.53

Madera Regional Head Start
Budget to Actual
As of March 31, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
Revenues										
4110- GRANT INCOME-FEDERAL	\$ 4,522,453	420,409.16	3,562,210.46	3,141,801.30	(142,180.28)	3,704,390.74	82%	145,126.25	3,707,336.71	815,116.29
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-
4220- IN KIND CONTRIBUTIONS	\$ 1,065,680	-	713,744.86	713,744.86	(159,165.14)	872,910.00	67%	-	713,744.86	351,935.14
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-
Total Revenues	\$ 5,588,133	420,409.16	4,275,955.32	3,855,546.16	(301,345.42)	4,577,300.74	77%	145,126.25	4,421,081.57	1,167,051.43
5010 SALARIES & WAGES	\$ 1,881,822	239,754.95	1,847,586.02	1,607,831.07	333,590.06	1,513,995.96	98%	-	1,847,586.02	34,235.98
5019- SALARIES & WAGES C19	-	-	-	-	-	-	0%	-	-	-
5020 ACCRUED VACATION PAY	\$ 165,044	16,298.43	109,298.23	92,999.80	(22,347.90)	131,646.13	66%	-	109,298.23	55,745.77
5112 HEALTH INSURANCE	\$ 243,590	32,425.13	172,357.04	139,931.91	(24,186.96)	196,544.00	71%	-	172,357.04	71,232.96
5114 WORKER'S COMPENSATION	\$ 60,743	8,498.07	51,108.98	42,610.91	2,272.76	48,836.22	84%	-	51,108.98	9,634.02
5115- Worker's Compensation C19	-	-	-	-	-	-	0%	-	-	-
5116 PENSION	\$ 116,609	12,515.13	84,389.66	71,874.53	(9,307.54)	93,697.20	72%	-	84,389.66	32,219.34
5117- Pension C19	-	-	-	-	-	-	0%	-	-	-
5121- FICA C19	-	-	-	-	-	-	0%	-	-	-
5122 FICA	\$ 145,245	20,482.64	147,571.17	127,088.53	30,716.13	116,855.04	102%	-	147,571.17	(2,326.17)
5123- SUI C19	-	-	-	-	-	-	0%	-	-	-
5124 SUI	\$ 30,608	935.28	24,549.30	23,614.02	123.78	24,425.52	80%	-	24,549.30	6,058.70
5130 ACCRUED VACATION FRINGE	\$ 12,802	1,246.85	8,345.19	7,098.34	(1,862.90)	10,208.09	65%	-	8,345.19	4,456.81
6110 OFFICE SUPPLIES	\$ 32,172	389.03	10,150.04	9,761.01	(16,217.96)	26,368.00	38%	2,041.78	12,191.82	19,980.18
6112 DATA PROCESSING	\$ 85,000	11,219.70	51,644.18	40,424.48	(17,983.82)	69,628.00	62%	709.52	52,353.70	32,646.30
6121 FOOD	\$ 20,000	-	13,390.39	13,390.39	1,390.39	12,000.00	67%	-	13,390.39	6,609.61
6122 KITCHEN SUPPLIES	-	(99.46)	545.15	644.61	(3,454.85)	4,000.00	0%	-	545.15	(545.15)
6130 PROGRAM SUPPLIES	\$ 100,000	(390.56)	33,060.30	33,450.86	(47,713.70)	80,774.00	37%	3,639.45	36,699.75	63,300.25
6132 MEDICAL & DENTAL SUPPLIES	\$ 11,349	-	3,565.06	3,565.06	(5,513.94)	9,079.00	31%	-	3,565.06	7,783.94
6134 INSTRUCTIONAL SUPPLIES	\$ 22,000	378.85	19,925.58	19,546.73	2,077.58	17,848.00	98%	1,664.62	21,590.20	409.80
6140 CUSTODIAL SUPPLIES	\$ 30,000	(8.40)	15,494.23	15,502.63	(8,745.77)	24,240.00	52%	-	15,494.23	14,505.77
6142 LINEN/LAUNDRY	-	-	-	-	-	-	0%	-	-	-
6150 UNIFORM RENTAL/PURCHASE	\$ 300	150.00	300.00	150.00	-	300.00	100%	-	300.00	-
6170 POSTAGE & SHIPPING	\$ 900	-	450.61	450.61	(299.39)	750.00	50%	-	450.61	449.39
6180 EQUIPMENT RENTAL	\$ 25,000	1,154.70	21,282.64	20,127.94	1,072.64	20,210.00	85%	-	21,282.64	3,717.36
6181 EQUIPMENT MAINTENANCE	\$ 18,000	14.61	14,166.47	14,151.86	(281.53)	14,448.00	82%	585.00	14,751.47	3,248.53
6221 EQUIPMENT OVER >\$5000	\$ 164,000	-	66,785.38	66,785.38	(97,214.62)	164,000.00	85%	72,028.83	138,814.21	25,185.79
6231- BUILDING RENOVATION	-	-	-	-	-	-	0%	-	-	-
6310 PRINTING & PUBLICATIONS	\$ 5,000	-	12,514.63	12,514.63	8,764.63	3,750.00	250%	-	12,514.63	(7,514.63)
6312 ADVERTISING & PROMOTION	\$ 3,000	-	-	-	(2,400.00)	2,400.00	0%	-	-	3,000.00
6320 TELEPHONE	\$ 150,000	(63,351.01)	(34,523.81)	28,827.20	(159,493.81)	124,970.00	-23%	-	(34,523.81)	184,523.81
6410 RENT	\$ 250,000	19,026.60	185,232.45	166,205.85	(23,099.55)	208,332.00	74%	-	185,232.45	64,767.55
6420 UTILITIES/ DISPOSAL	\$ 120,000	7,806.52	97,591.53	89,785.01	(2,408.47)	100,000.00	81%	-	97,591.53	22,408.47
6432 BUILDING REPAIRS/ MAINTEN	\$ 156,000	67,383.87	105,978.95	38,595.08	(24,021.05)	130,000.00	91%	35,510.84	141,489.79	14,510.21
6433 GROUNDS MAINTENANCE	\$ 30,000	2,033.43	73,014.95	70,981.52	48,014.95	25,000.00	243%	-	73,014.95	(43,014.95)
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	-	0%	-	-	-
6436 PEST CONTROL	\$ 7,700	786.71	6,872.06	6,085.35	455.76	6,416.30	89%	-	6,872.06	827.94
6437 BURGLAR & FIRE ALARM	\$ 4,000	112.07	3,329.22	3,217.15	(71.78)	3,401.00	129%	1,830.54	5,159.76	(1,159.76)
6440 PROPERTY INSURANCE	\$ 10,020	-	10,652.08	10,652.08	2,302.08	8,350.00	106%	-	10,652.08	(632.08)
6520 CONSULTANTS	-	2,405.00	11,686.45	9,281.45	11,686.45	-	0%	14,687.16	26,373.61	(26,373.61)
6522 CONSULTANT EXPENSES	-	422.10	1,372.33	950.23	1,372.33	-	0%	-	1,372.33	(1,372.33)
6524 CONTRACTS	\$ 63,400	-	2,075.04	2,075.04	(37,924.96)	40,000.00	3%	-	2,075.04	61,324.96
6530 LEGAL	\$ 10,000	93.75	5,003.75	4,910.00	(4,996.25)	10,000.00	50%	-	5,003.75	4,996.25
6540 CUSTODIAL SERVICES	\$ 22,000	1,680.01	8,317.02	6,637.01	(10,016.28)	18,333.30	38%	-	8,317.02	13,682.98
6555 MEDICAL SCREENING/DEAT/ST	\$ 4,000	-	3,145.00	3,145.00	(355.00)	3,500.00	79%	-	3,145.00	855.00
6562 MEDICAL EXAM	-	-	-	-	-	-	0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	-	0%	-	-	-

Madera Regional Head Start
Budget to Actual
As of March 31, 2024

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD				
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance
6566 DENTAL EXAM		-	-	-	-	-	0%	-	-	-
6568 DENTAL FOLLOW-UP		-	-	-	-	-	0%	-	-	-
6610 GAS & OIL	\$ 10,000	625.48	10,359.65	9,734.17	2,029.65	8,330.00	104%	-	10,359.65	(359.65)
6620 VEHICLE INSURANCE	\$ 17,000	-	15,549.79	15,549.79	1,379.79	14,170.00	91%	-	15,549.79	1,450.21
6640 VEHICLE REPAIR & MAINTENA	\$ 18,000	186.72	6,971.30	6,784.58	(8,028.70)	15,000.00	39%	-	6,971.30	11,028.70
6712 STAFF TRAVEL-LOCAL	\$ 7,500	924.60	3,188.06	2,263.46	(2,841.94)	6,030.00	43%	-	3,188.06	4,311.94
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	-	577.53	577.53	(16,002.47)	16,580.00	3%	-	577.53	16,002.47
6722 PER DIEM - STAFF	\$ 1,680	-	-	-	(1,680.00)	1,680.00	0%	-	-	1,680.00
6724 PER DIEM - PARENT		-	-	-	-	-	0%	-	-	-
6730 VOLUNTEER TRAVEL		-	-	-	-	-	0%	-	-	-
6742 TRAINING - STAFF	\$ 22,000	-	4,387.00	4,387.00	(7,613.00)	12,000.00	20%	-	4,387.00	17,613.00
6744 TRAINING VOLUNTEERS		-	-	-	-	-	0%	-	-	-
6746 TRAINING PARENTS		-	-	-	-	-	0%	-	-	-
6748 EDUCATION REIMBURSEMENT	\$ 20,000	-	-	-	(30,000.00)	30,000.00	0%	-	-	20,000.00
6750 FIELD TRIPS	\$ 2,800	-	-	-	(2,800.00)	2,800.00	0%	-	-	2,800.00
6810 BANK CHARGES		-	-	-	-	-	0%	-	-	-
6820 INTEREST CHARGES		-	-	-	-	-	0%	-	-	-
6832 LIABILITY INSURANCE	\$ 360	28.06	279.34	251.28	(20.66)	300.00	78%	-	279.34	80.66
6834 STUDENT ACTIVITY INSURANC	\$ 2,230	-	2,104.65	2,104.65	320.65	1,784.00	94%	-	2,104.65	125.35
6840 PROPERTY TAXES	\$ 42	-	-	-	(42.00)	42.00	0%	-	-	42.00
6850 FEES & LICENSES	\$ 10,000	54.70	33,471.19	33,416.49	25,141.19	8,330.00	335%	-	33,471.19	(23,471.19)
6851 CPR FEES		-	-	-	-	-	0%	-	-	-
6852 FINGER PRINTING	\$ 2,000	0.75	917.75	917.00	(1,082.25)	2,000.00	46%	-	917.75	1,082.25
6860 DEPRECIATION EXPENSE		-	-	-	-	-	0%	-	-	-
6870 EMPLOYEE RECOGNITION		-	-	-	-	-	0%	-	-	-
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 15,000	110.80	2,461.95	2,351.15	(12,538.05)	15,000.00	19%	323.57	2,785.52	12,214.48
6880 VOLUNTEER RECONGNITION		-	-	-	-	-	0%	-	-	-
6892 CASH SHORT / OVER		-	-	-	-	-	0%	-	-	-
7110 PARENT ACTIVITIES		-	-	-	-	-	0%	-	-	-
7111 PARENT MILEAGE	\$ 550	-	160.34	160.34	(279.66)	440.00	29%	-	160.34	389.66
7112 PARENT INVOLVEMENT	\$ 9,120	47.83	660.13	612.30	(6,635.87)	7,296.00	7%	-	660.13	8,459.87
7114 PPC ALLOWANCE		-	1,140.00	1,140.00	(1,860.00)	3,000.00	0%	-	1,140.00	(1,140.00)
7115 PPC FOOD ALLOWANCE		-	-	-	-	-	0%	-	-	-
7116 POLICY COUN. FOOD ALLOWAN	\$ 3,750	-	202.09	202.09	202.09	-	5%	-	202.09	3,547.91
8110 IN KIND SALARIES	\$ 60,628	-	536,655.91	536,655.91	486,994.91	49,661.00	885%	-	536,655.91	(476,027.91)
8120 IN KIND RENT	\$ 318,251	-	177,088.95	177,088.95	(83,594.05)	260,683.00	56%	-	177,088.95	141,162.05
8130 IN KIND - STATE	\$ 686,801	-	-	-	(562,566.00)	562,566.00	0%	-	-	686,801.00
9010 INDIRECT COST ALLOCATION	\$ 363,537	35,066.22	291,552.42	256,486.20	(3,750.56)	295,302.98	84%	12,104.94	303,657.36	59,879.64
Total Expenses	\$ 5,588,133	420,409.16	4,275,955.32	3,855,546.16	(301,345.42)	4,577,300.74	79%	145,126.25	4,421,081.57	1,167,051.43
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	-	-	-	-	-	-
		385,342.94	3,203,872.66	2,818,529.72						
		35,066.21	291,552.41	256,486.20		9.10%				
								ADMINISTRATIVE EXPENSES		\$465,782.22
								PERCENT ADMINISTATIVE		10.80%
								LIMIT IS 15%		
								YTD Contract %		87.92%

CAPMC
Work Related Injuries Report - April 2024
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Teacher I	Q St./Yosemite	Vehicle Accident	4/26/2024	3:08 PM	EE was driving a personal vehicle northbound leaving a training at Pine Street office, and headed to her worksite, when EE approached the intersection, EE put her foot on the brake but could not stop and hit a school bus that was traveling eastbound at the intersection.	0	4/29/24: Called Medcor to report incident; no injury.

Medcor: Self Treat First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Housing Case Worker	Ave. 18 1/2 (Madera)	Inhalation	4/9/2024	2:00 PM	EE was gathering a homeless client's belongings out of a motel room to take items to a shelter. There was a suspected drug that other people in the room were smoking when EE entered the room which caused EE to have difficulty breathing and chest pain.	0	4/09/24: Called Medcor; self-care/first aid.
Housing Coordinator	Ave. 18 1/2 (Madera)	Inhalation	4/9/2024	2:00 PM	EE went to motel room to gather homeless client's belongings and when entering the room, there were two people possibly taking drugs. EE could smell it. EE opened a folded paper that contained white powder, causing EE's throat to tingle.	0	4/09/24: Called Medcor; self-treat/first aid.
Facilities Supervisor	Five Points	Insect Sting	4/18/2024	3:00 PM	EE was moving a shed, when EE noticed a bee hive. EE got stung 5 times in the face by bees. EE removed 2 stringers from his face and experienced some swelling.	0	4/19/24: Called Medcor; self-care/first aid.
Maintenance Worker I	Five Points	Insect Sting	4/18/2024	1:10 PM	EE was moving a shed, when EE noticed a bee hive. EE was stung on the left side of face by a bee.	0	4/19/24: Called Medcor; self-care/first aid.

Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Maintenance Worker I	Five Points	Insect Sting	4/18/2024	1:00 PM	EE was moving a shed when EE noticed a bee hive. EE was then stung by a bee on the middle finger on the left hand, causing swelling that spread to the wrist area.	2	4/19/24: Called Medcor- referred to seek treatment. EE went to Concentra, placed on modified duties. The Agency cannot accommodate. EE placed on w/c leave. 04/24/24: EE released to full duty and returned to work.
Site Supervisor/Teacher I	Fairmead	Dog Bite	4/29/2024	12:30 PM	EE was out doing home visits, and while walking in front of a house a dog followed her and bit EE on the left foot, causing an abrasion to the left foot.	0	4/30/24: Called Medcor; referred to seek treatment at Concentra. EE went to Concentra and released to full duties.

Up To Date Injuries: January 2024 to December 2024

(1) Hand Injuries	(1) Feet Injuries	(1) Chest Injuries	
(1) Back Injuries	() Eye Injuries	() Neck Injuries	() Bottom
(2) Knee Injuries	() Leg Injuries	(1) Head Injuries	(1) Hip
() Arm Injuries	(1) Wrist Injuries	() Ankle Injuries	
() Elbow Injuries	() Burn Injuries	(2) Respiratory Injuries	
(2) Shoulder Injuries	(2) Abdomen Injuries	(4) Face Injuries	

DOI: DATE OF INJURY
TOI: TIME OF INJURY



BOARD OF DIRECTORS 2024 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez	Department of Social Services	X	P	-	X								
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	P	-	P								
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	-	P								
Steve Montes A: Anita Evans	Madera City Council	P	P	-	X								
Jeff Troost	Chowchilla City Council	P	X	-	X								
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	-	P								
Otilia Vasquez	Head Start Policy Council	P	P	-	X								
Donald Holley	Community Affairs	P	P	-	P								
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P	-	X								
Molly Hernandez	Early Childhood Education & Development	P	X	-	P								
Low-Income Target Area Officials													
Martha Garcia	Central Madera/Alpha	X	X	-	P								
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	P	P	-	X								
Richard Gutierrez	Eastside/Parksdale	P	P	-	P								
Diana Plamer <i>(Seated on 1/11/2024)</i>	Fairmead/Chowchilla	P	P	-	P								
Aurora Flores	Monroe/Washington	X	X	-	X								
<i>Total Directors</i>		11/14	11/15	-	8/15								

STAFFING CHANGES
April 3, 2024 - April 30, 2024
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61452	IT Communication Specialist	Gill - Information Technology	4/4/2024	80	Open Position
61445	Shelter Resident Support Aide	Martha Diaz - Victim Services	4/29/2024	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61453	Data Technician	Pine - Madera Head Start	4/22/2024	80	Open Position
61454	Data Technician	Pine - Madera Head Start	4/22/2024	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61353	Instructional Aide I/Janitor	Sierra Vista - Madera Migrant Head Start	4/30/2024	80	Resignation

TERMINATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification

“FREEDOM”

“Juneteenth Celebration”

***Presented by
Black Saints United
And the
The City of Madera***

Honoree

Brother Donald Holley

Former City Councilmember, City of Madera

And the

Past and Present Veterans of the City of Madera

Keynote Speaker

Pastor Sammie Neely, Jr.

***Wednesday, June 19, 2024 at 10:00 at the
Madera Courthouse Museum Park
Madera., CA***

***We Pray to see you there! Come out and Celebrate Our Struggle!
Together We Stand, Divided We Fall,
With the LOVE of Madera,
We can Conquer it All!!!***

***For more information contact:
Councilwoman Anita Evans at 903-305-1965
And Sister Yvonne Neely at 559-871-6659***