



DATE	June 29, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 816 510 630#

Board of Directors Meeting Agenda - REVISED

Per Governor's Executive Order N-29-20 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

a. Roll Call

Fred Plane (Chair)	Curtis Floyd	Mike Maggard
Maritza Jimenez (Vice Chair)	Joe Garcia	Jonathan Mullings
Ana Vigil (Secretary)	Craig Henderson	Yolanda Ochoa
Janea Benton (Treasurer)	Nila Hogan	Marian Panos
Jimmie Childress	Michelle Jara-Rangel	Guadalupe Perez

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer – Action Item

a. Resolution #2022-20 (p. 4-5)

III. Introduction of Guests / Public Forum

The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

IV. Special Presentation

a. Head Start Alumni Support Recruitment – Jerry Meade, Assistant Director of Head Start: Program

V. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or the Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – **Action Item**

- Minutes from the May 25, 2022, Board of Directors Meeting (p. 6-11)
- Minutes from the May 11, 2022, Program Review & Evaluation Committee Meeting (p. 12-14)
- May 2022 Program Reports (p. 15-49)
- Application Status Report & Funding Profiles (p. 50-52)
- June 2022 Head Start / State Child Development Enrollment Update & Meals Report (p. 53-54)
- 2022 School Readiness Goals (p. 55-79)
- 2021-2025 Strategic Plan Update, Goal Group 3 & 5 – (p. 80-95)

- h. **Minutes from the June 22, 2022, Budget & Finance Committee Meeting (p. 96-99)**
- i. Head Start / Early Head Start Budget to Actual Reports for the Period Ended May 31, 2022 **(p. 100-113)**
- j. Goodwill Sacramento, California Statewide 211 COVID-19 Call Center Response **(p. 114-116)**
- k. Renewal Contract: U.S. Department of Housing and Urban Development and Coordinated Entry System **(p. 117-119)**
- l. 2022 HS/EHS Draft Budget Revision **(p. 120-121)**
- m. Agency-Wide Budget Revision #1 **(p. 122-134)**
- n. Goal 6 Strategic Plan 2021-2025 Update **(p. 135-138)**
- o. May 2022 Financial Statements - **(p. 139-198)**
- p. Changes to Compensation Schedule Due to Minimum Wage Increases **(p. 199-207)**
- q. Approval of Request for Proposal (RFP) for HR Performance Solutions **(p. 208-242)**
- r. Auto Renewal of State Contracts **(p. 243-248)**

VI. New Business

- | | |
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| a. Partnership on the Community Economic Resilience Fund (CERF) Application – Action Item (p. 249-250) | Jeremy Tobias, Chief Executive Officer |
| b. Approval of New Job Description & Reorganization – Action Item (p. 251-256) | Lisa McGranahan, Director of Human Resources |
| c. Workers Compensation Insurance Renewal – Action Item (p. 257-269) | Emilio Wagner, Director of Operations |
| d. Selection of Design/Build Contractor for EHS Property Located at 347 Poplar Ave. in Stockton, CA – Action Item (p. 270-352) | Emilio Wagner, Director of Operations |
| e. Agency Bylaws - Category III: Private Sector / Community Representatives Term Schedule – Action Item (p. 353-374) | Pritika Ram, Director of Administration |
| f. California Community Schools Partnership Program (CSPP): Implementation Grant, Bakersfield City School District Contract – Action Item (p. 375-384) | Pritika Ram, Director of Administration |
| g. Cost of Living Adjustment (COLA) for All Employee Wages – Action Item (p. 385-395) | Tracy Webster, Chief Financial Officer |
| h. Medi-Cal Health Enrollment Navigator Project Extension – Action Item (p. 396-430) | Rebecca Moreno, Director of CD |
| i. Head Start Program Option Changes and Budget Revision – Action Item (p. 431-437) | Jerry Meade, Assistant Director Program |
| j. San Joaquin County Office of Education (SJCOE) Contract Renewal – Action Item (p. 438 - 462) | Jerry Meade, Assistant Director Program |

VII. CAPK Foundation Report

- a. CAPK Foundation Board Report – **Action Item (p. 463)** Pritika Ram, Director of Administration

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item (p. 464-471)** Nila Hogan, PC Representative
1. June 2022 Policy Council Report
 2. May 24, 2022, Policy Council Minutes

IX. Chief Executive Officer Report

- a. CEO Report for May 2022 – **Info Item** Jeremy Tobias, Chief Executive Officer
1. COVID-19 Update
 2. CAPK Response to Arvin Power Outage

X. Board Member Comments

XI. Closed Session

- a. Conference with Labor Negotiators (Gov. Code Section 54957.6.)

Agency designated representatives: Jeremy Tobias, Tracy Webster, Traco Matthews, Lisa McGranahan
Employee Organization: SEIU Local 521

- b. Reconvene into Open Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, August 24, 2022
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, June 24, 2022. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2022-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY ACTION PARTNERSHIP OF KERN AUTHORIZING USE OF TELECONFERENCING FOR PUBLIC MEETINGS UNDER AB 361

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on June 29, 2022, in Bakersfield, California and resolved as follows:

WHEREAS, the Governor of the State of California (Governor) proclaimed a State of Emergency to exist as a result of the threat of COVID-19. (Governor's Proclamation of a State of Emergency (Mar. 4, 2020); and

WHEREAS, the Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) provided that local legislative bodies may hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body and waived the Brown Act provisions found in Government Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting, including the requirement that:

1. State and local bodies notice each teleconference location from which a member will be participating in a public meeting.
2. Each teleconference location be accessible to the public.
3. Members of the public may address the body at each teleconference location.
4. State and local bodies post agendas at all teleconference locations.
5. During teleconference meetings at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

WHEREAS, the provisions of Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) expired on September 30, 2021 and will no longer remain in effect thereafter; and

WHEREAS, the Center for Disease Control is currently contending with the Delta Variant of the COVID-19 virus and anticipates the development of potential other strains which may further impede public agency operations and prolong the need for social distancing requirements; and

WHEREAS, recent legislation (AB 361) authorizes a local legislative body to use teleconferencing for a public meeting without complying with the Brown Act's teleconferencing quorum, meeting notice, and agenda requirements set forth in Government Code section 54953(b)(3), in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to 2 above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Community Action Partnership of Kern as follows:

1. **Determination of Imminent Health or Safety Risks.** The Board of Directors hereby determines by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
2. **Continued Implementation of AB 361.** If the state of emergency remains in effect and meeting in person would present imminent risks to the health or safety of attendees, the Board of Directors shall, to continue meeting subject to the provisions set forth in AB 361 and the Brown Act, no later than 30 days after it adopts this Resolution and every 30 days thereafter, make the following findings by majority vote:
 1. The Board of Directors has reconsidered the circumstances of the state of emergency; *and*
 2. Either (1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials impose or recommend measures to promote social distancing.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 29th day of June 2022.

Fred Plane Chair
CAPK Board of Directors

Date



DATE	May 25, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 427 528 772#

Board of Directors Meeting Minutes

Per Governor's Executive Order N-25-20 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:00 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair, left the meeting at 1:00 pm), Ana Vigil (Secretary), Janea Benton (Treasurer), Jimmie Childress, Curtis Floyd (arrived at 12:38 pm), Craig Henderson, Nila Hogan, Michelle Jara-Rangel, Jonathan Mullings, Marian Panos, Guadalupe Perez

Absent: Joe Garcia, Mike Maggard, Yolanda Ochoa

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer – **Action Item**

Motion was made and seconded to approve Resolution #2022-18. Carried by unanimous vote (Benton/Vigil).

III. Introduction of Guests / Public Forum

No one addressed the Board.

IV. Special Presentation

a. Retirement of Joni Barlow presented by Yolanda Gonzales, Director of Head Start / State Child Development.

Yolanda Gonzales announced that 31-year employee, Joni Barlow, is retiring from CAPK and has served her time in dedication to the Head Start / Early Head Start programs.

V. Consent Agenda

Board Chair Fred Plane asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion. Michelle Jara-Rangel requested to have Item J removed.

Motion was made and seconded to approve all items on the Consent Agenda, with the exception of Item J. Carried by unanimous vote (Henderson/Hogan).

Michelle Jara-Rangel addressed Item J from the Consent Agenda, Head Start & Early Head Start Kern Carryover Request, and asked if the funds are for the ongoing construction projects or new expenses. Jerry Meade clarified that the funds are for the current construction projects but said that if there are additional funds after the completion of the existing projects, staff has identified other locations for renovation and repair. Jerry further stated that a budget revision request will come to the Board if that should happen.

Motion was made and seconded to approve Item J from the Consent Agenda. Carried by unanimous vote (Henderson/Perez).

VI. New Business

- a. Board Recruitment Results for the Low-Income Sector Metro Bakersfield Representative and South Kern Representative – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above action item for approval and summarized the processes taken for the recent Board Recruitment. Only one qualified application was received for each district. Staff recommends the Board certify the recruitment results, waive the elections, and appoint the above individuals to their respective districts for a 5-year terms, with Guadalupe Perez's term beginning July 1, 2022, to June 30, 2027, and for Maritza Jimenez's term beginning August 1, 2022, to July 31, 2027.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Henderson/Vigil).

- b. Governing Board Bylaws Review – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram presented the above action item and reported that an Ad Hoc Committee was assembled, which included Board Members Joe Garcia, Pastor Jonathan Mullings, and Lupe Perez, and staff. The main areas of focus were to include a five-year term for category three, which represents the private sector, excluding the election procedure manual from the Bylaws and keeping it as a separate document; and providing a mileage reimbursement and childcare allowance for all members of the Board, not just the low-income sector members. There was a variety of smaller administrative and clerical cleanup items, including the addition of language under the Head Start section, specifically around the administration of Children & Families Act.

Craig Henderson asked when the five-year term for the private sector members will begin. Jeremy said that staff would work with the Board Chair and most likely look at the effective dates of all private sector members and suggest that the rotation begin with the longest serving member in January 2023, and continue the rotation each year in January. Jeremy also stated that current members under the Private Sector are welcome to reapply during the recruitment process, as there is no limit on the number of terms a representative from that sector can serve.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Henderson/Perez).

- c. FY 2021-2022 Program Self Evaluations (CMAP, CCTR, CMIG and CSPP) – Sylvia Ortega, Quality Assurance Administrator and Laura Porta, MCAP Program Manager – **Info Item**

Sylvia Ortega presented the above info item and reported that the state preschool program agencies are required to analyze findings from the self-evaluation and develop a list of tasks to modify the program for areas needing improvement an ongoing monitoring to ensure that areas are satisfactory and continue to meet the standards. The areas reviewed included family files, family engagement, program quality, administrative and fiscal and audit. The program self-evaluation process also included an assessment and analysis of the program by parents using the desired result as parents survey and the desired results development profile. in accordance with Title 5, the program met all standards of the state contract requirements.

- d. 2021-2022 Learning Outcomes – Carolyn Coffey, Administrator of Education & Support Services – **Info Item**

Carolyn Coffey provided a PowerPoint presentation to highlight the 2021-2022 Learning Outcomes and reported that the data is aggregated from multiple sources three times a year. The end of the year data is used to create School Readiness Goals for the upcoming school year.

Janea Benton asked about the outcomes compared to the outcomes last year. Carolyn said that the fall to spring results measure the same children. The other source is assessing different children. Because of COVID, the scores were a bit lower because of not being able to observe the children. From year to year, they are close to the same but assessing a different set of children per age group.

Marian Panos advised the Board that Sylvia Ortega and Carolyn Coffey always reach out to her in advance to review the presentations to save time at the meetings.

- e. 2022-2024 Home Visiting Program Contract with Kern County Department of Human Services (DHS) – Jerry Meade, Assistant Director of Head Start-Program – **Action Item**

Jerry Meade presented the above action item for approval, which is a continuation contract with Kern County Department of Human Services for the Home Visiting Program. The two-year contract total is \$6,828,122. The contract is customary and does not deviate from the established scope of work. However, there is one notable change, which allows CAPK to offer incentive-based compensation to employees paid from the contract funds. If approved, the contract will be presented to the County of Supervisors for approval in June.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Childress/Benton).

- f. Early Head Start Lease Agreement: J Street, Lathrop – Jerry Meade, Assistant Director of Head Start-Program – **Action Item**

Jerry Meade presented the above action item for approval and said staff received notice from the property owner from CAPK's Early Head Start facility in Manteca terminating the lease. Grace Community Church located at 850 J Street in Lathrop, CA is available and is a former Head Start childcare

center, and is only 4 miles from the current center. Staff recommends approval to authorize the CEO to execute the lease agreement for a period of three years, with a base rent of \$4,612 monthly with a 2% escalation per year.

Michelle asked when the current lease expires. Jerry said September 30, 2022, which allows time for renovations and licensing.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Panos/Mullings).

g. Security Contractor for Safe Camping / Safe Parking – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner presented the above action item for approval and provided a summary of the RFP process which took place since first presented to the Board on March 30, 2022. The Allied Universal proposal achieved the highest score for all services combined and was the only security contractor to submit a proposal within the approved budget amount.

Curtis Floyd asked if the bidders were made aware of the approved budget and said his concern is that all would submit bids at the maximum amount instead of an actual competitive bid.

Fred Plane asked for clarification on the bidder with a zero score. Jeremy confirmed the bidder achieved a zero score in just the one category for exceeding the budget category, but not the entire packet, with each category scored independently.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Panos/Jimenez)

h. Amendment to Agreement 2021-187 with City of Bakersfield: Food Bank Expansion – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner presented the above action item for approval and reported that the City of Bakersfield has identified \$1.2 million of additional CDBG-CV funds to be applied to the Food Bank Expansion Project for a total contribution from the city of \$2.4 million.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Benton/Panos).

i. 2022-2023 Kern County Assessment Food Availability, Access, and Affordability – Vanessa Cortez, Senior Community Development Specialist – **Info Item**

Vanessa Cortez presented the above info item and reported that CAPK has entered into a one-year contract for services agreement with Transforming Local Communities (TLC) who is charged with conducting an assessment on food insecurity in Kern County. The activity is aligned with Goal 1 of the 2021-25 Strategic Plan, increased access to healthy, affordable food to support the health of the communities we serve. The term of the agreement has also been extended to June of 2023. Vanessa said the work is expected to begin in June 2022 and the estimated cost of the project is \$117,165 and two grant applications have been submitted for a total of \$107,000 to offset the cost of the study.

Janea Benton asked if CAPK will be sharing the results with other partners who have the capacity to provide funding. Vanessa said yes and noted that staff has already initiated some of those conversations. The topics are broad to help not only CAPK, but the community at large. Janea suggested some of the funding gaps could be closed by reaching out to higher level elected officials.

Janea Benton asked, with Kern County being so large, how will staff reach out to the outlying areas in the County. Dixie King, co-presenter for this item, said the goal was to focus on Bakersfield but get out through the network of schools and others. Dixie agreed with Janea about reaching out to elected officials. Because of COVID, it destigmatized the need to stand in food lines, which caught the attention of elected officials.

VII. Advisory Board Reports

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – **Action Item**

Nila Hogan presented the above action item for approval and reported that the Policy Council items presented at the May 2022 meeting were approved.

Motion was made and seconded to approve the May 2022 Policy Council report and all items. Carried by unanimous vote (Childress/Panos).

VIII. Chief Executive Officer Report

- a. CEO Report for March 2022 – Jeremy Tobias, Chief Executive Officer – **Info Item**

1. COVID-19 Update

Jeremy Tobias provided an update on COVID-19 and said there is a slight uptick in COVID cases at the agency and locally and it is likely we will see another surge in cases in the coming weeks and we will be watching the trends closely.

Jeremy invited the Board Members to attend a grand opening event at the M Street Navigation Center to launch the new safe parking / safe camping option on Friday, June 3rd.

IX. Board Member Comments

- No comments.

X. Closed Session

Motion was made and seconded to convene into closed session at 1:27 pm. Carried by unanimous vote (Floyd/Jara-Rangel).

- a. Conference with Legal Counsel – Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Blackwell v. CAPK, Kern County Superior Court, Case Number BCV-20-103035
- b. Conference with Legal Counsel – Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) James v. CAPK, Kern County Superior Court Case Number BCV-22-100130

- c. Conference with Legal Counsel – Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Ruiz v. CAPK, Kern County Superior Court Case Number BCV-21-101045
- d. Conference with Legal Counsel – Potential Litigation (one case) (Paragraph (1) of Subdivision (d) of Section 54956.9)
- e. The Board reconvened into Open Session at 1:59 pm.

XI. Closed Session Report

Jeremy Tobias provided the closed session report and said for items (a) and (b) conference with legal counsel, no reportable action. For item (c) Conference with Legal Counsel, with announcement of settlement; and for item (d) Conference with Legal Counsel, notice of potential litigation, no reportable action.

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, June 29, 2022
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 2:00 pm.



DATE	June 15, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 641 379 131 #

Program Review & Evaluation Committee Minutes

Per Governor's Executive Order N-29-20 and Assembly Bill 361, meeting to be held via tele-conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309.

1. Call to Order

Committee Chair Ana Vigil called the meeting to order at 12:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll call was taken with a quorum present.

Present: Ana Vigil (Chair), Michelle Jara-Rangel, and Marian Panos

Absent: Jimmie Childress, Yolanda Ochoa

Others Present: Jeremy Tobias (CEO), Emilio Wagner (Director of Operations), Freddy Hernandez (Director of Youth & Community Services), Jerry Meade (Assistant Director Program), Susana Magana (Director of Health & Nutrition), Traco Matthews (Chief Program Officer), Tracy Webster (Chief Financial Officer); and other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. Program Presentation

a. Friendship House Community Center Program Presentation – Lois Hannible, Program Manager

Lois Hannible provided a presentation about the Friendship House Community Center which gave an overview of the program.

Marian Panos asked about a program in which the graduates were able to speak about getting a job that is part of STEM. Lois Hannible responded that it was an employment program through Starbucks that had already ended but CAPK is looking to bring it back.

Ana Vigil asked if the grants are for the Shafter Youth Center too or do those remain separate. Lois Hannible explained that some are, and some are not.

5. New Business

a. May 2022 Program Reports – Vanessa Cortez, Senior Community Development Specialist

Vanessa Cortez presented the March 2022 Program Reports for approval and provided notable highlights.

Marian Panos praised the Migrant Childcare Alternative Payment contract and the work that is being done by CAPK staff for the program.

Motion was made and seconded to approve the May 2022 Program Reports. Carried by unanimous vote (Panos/Jara-Rangel).

b. May 2022 Application Status Report – Vanessa Cortez, Senior Community Development Specialist

Vanessa Cortez presented the above Application Status Report and Funding Profiles for approval.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Jara-Rangel/Panos).

c. May 2022 Head Start/State Child Development Enrollment Update & Meals Report - Robert Espinosa, PDM Administrator

Robert Espinosa and Jerry Meade presented the above report for approval.

Ana Vigil asked if Head Start is going to be losing their enrollment of pre-k children due to some elementary schools offering classes for 4-year-olds to which Jerry Meade explained that yes, they will, due to the competition. Therefore, CAPK is looking to serve the younger children and have additional programs for more students such as the Home Base program.

Michelle Jara-Rangel asked if the classroom closures are due to lack of staff and Jerry Meade explained that they were. Some classroom closures with low attendance can remain closed and staff can be moved to areas with high attendance.

Motion was made and seconded to approve the May 2022 Head Start/State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Jara-Rangel/Panos).

d. 2022 School Readiness Goals - Carolyn Coffey, Administrator of Education & Support Services

Carolyn Coffey presented the above report for approval.

Michelle Jara-Rangel asked if parents are given the opportunity to provide input on the school readiness goals. Carolyn Coffey explained that there was a goal setting meeting and input was gathered from each parent. Surveys are sent out multiple times a year to those parents unable to attend in-person goal setting meetings.

Motion was made and seconded to approve the 2022 School Readiness Goals. Carried by unanimous vote (Panos/Jara-Rangel).

e. 2021 – 2025 Strategic Plan Update - Goal Group #3 – Traco Matthews, Chief Program Officer; Goal Group #5 – Emilio Wagner, Director of Operations

Traco Matthews and Emilio Wagner presented the above info items and provided updates on the progress.

6. Committee Member Comments

None.

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, August 10, 2022
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 1:02 pm.



May 2022 Program Monthly Reports

PRE Committee JUNE 2022



Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

Rental Assistance

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Division		2-1-1 Call Center Program		
Division/Director	Traco Matthews Chief Program Officer		Program Manager	Jennifer Jordan Program Administrator		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, Madera, Mariposa and Merced through the United Way partnerships.						
Most Requested Services	Homelessness		Food Pantries		Tax Preparation	
Top 3 Unmet Needs	Food Pantries		Utility Payment Assistance		Low Income Housing	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		6,346	34,931	90,000	85%	39%
Kings County (SRV 7c)		211	1,018	4,000	63%	25%
Tulare County (SRV 7c)		639	3,629	18,000	43%	20%
Stanislaus County (SRV 7c)		742	3,972	19,200	46%	21%
Fresno & Madera		1,473	13,655	20,000	88%	68%
Merced & Mariposa (effective March 2022)		66	144	500	158%	29%
Total I&R Calls Handled		9,477	57,349	151,700	81%	38%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.				14	1.4	(5.32)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		7	71	300	28%	24%
Medi-Cal Application (SRV 7b & SRV 7c)		5	45	100	60%	45%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		34	107	300	136%	36%
2-1-1 Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors (i.e., accessing 2-1-1 e-services and database resources)		19,247	102,864	225,000	103%	46%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		2,746	15,715	45,000	73%	35%
Mental Health (SRV 7c)		180	1,072	3,700	58%	29%
Health and Human Service Referrals		6,582	35,346	110,000	72%	32%
Total Other Services		9,508	52,133	158,700		

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)	
For the month, we saw a decrease in Cal-Fresh applications. We noticed one challenge was the inability to connect with clients because the calls were either rejected, the number was busy, disconnected, or no longer in service.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	We have two staff requisitions currently open for I&R Specialist. A third round of interviews was conducted on 5/27/22.
2. Contract Retention	2-1-1 continues to maintain and seek new contracts. It's crucial for the team to build and sustain the rapport.
3. AIRS call type reporting	To continue to remain AIRS compliant, we are tracking call types (the number of calls labeled by a specific call type), such as, Homelessness Assistance-209, Information & Referral- 1,456, Provider/Partnering Agency- 1, and Disaster-Coronavirus-3.
Program Highlights	
The Help Me Grow program had a great month of new children screens completed. The team has really honed in on their outreach efforts. The team attended 6 outreach events in the month of May.	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno Director of Community Services		Program Manager	TBD		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.						
Homeless Referrals/Assessments (SRV 7c)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County		1,011	5,118	10,000	121%	51%
Stanislaus County (pending start date)		0	0	5,000	0%	0%
Total Calls					#DIV/0!	#DIV/0!
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back		0	0	15	-	-
Stanislaus Pending contact/call back		0	0	15	-	-
Performance: Number of applicants who received a response within 24 Hours		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County		932	4,595	7,800	143%	59%
Stanislaus County		0	0	3,750	0%	0%
Explanation (Over/Under Goal Progress)						
CES is assisting the Rental and Utility Program through Housing Authority, accounts for 60 calls reported above.						
Program Strategic Goals		Progress Towards Goal				
1. Implement effective 24 hour response time for Stanislaus County.		Pending				
2. Increase staff recruitment and retention.		HR brainstorming session to include front line staff for input on job descriptions and training.				
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.		Pending				
Program Highlights						

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Month	May-22	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno Director of Community Development		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b)		92	500	950	116%	53%
Pets (i.e., kennel, emotional support assistance and service pet)		9	47	170	64%	28%
Residents Under 90 days length of stay		62	342	500	149%	68%
Exits to Permanent Housing (FNPI 4b)		8	47	96	100%	49%
Exits-Self		20	67	180	133%	37%
Exits-Involuntary		83	334	400	249%	84%
Case Management Services (SRV 7a)		866	4,325	3,000	346%	144%
Critical Incidents		29	117	360	97%	33%
Shelter Residents Meals (SRV 5ii)		5,634	23,443	60,000	113%	39%
Number of Volunteers (duplicated)		58	219	175	398%	125%
Volunteers Hours (duplicated)		157	659	1,500	126%	44%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)		4 participating in Financial Literacy, 4 in Project Hire Up, 2 Be finally Free and 15 in Relapse Prevention. 1 client started working for Goodwill, 1 started working for Faststrip, Dryers and Swap meet.				
2. Develop Encampment/Overnight parking program at Navigation location.		Safe camping/Parking soft opening on June 3rd and go live date on June 13th.				
3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions		Job descriptions have been submitted for review, differential pay has been approved for staff working PM & overnight shifts, meeting with HR/shelter staff on May 15th to discuss job duties for reclassification.				

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Race Demographic	Month
18 - 24	18
25 - 34	36
35 - 44	43
45 - 54	40
55 - 61	29
62+	24
Total:	190

Race Demographic	Month
American Indian or Alaska Native	6
Asian	2
Black or African American	49
Native Hawaiian or Other Pacific Islander	0
White	126
Multiple races	7
Client Don't know / Refused	
No Answer	
Total:	190

Gender	Month
Female	68
Male	117
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	4
Client doesn't know	
Client refused	
No Answer	
Total:	190

Zip Code	Month	Zip Code	Month
93301	34	92101	1
93304	30	93454	1
93305	33	93268	1
93306	6	93274	1
93307	18	93280	1
93308	23	93203	1
93309	10	93204	2
93312	1	93654	1
93313	3		
93206	1		
93215	1		
93710	1		
95023	1		
93535	1		
93245	1		
90003	1		
90044	1		
93635	1		
93250	1		
91335	1		
93901	1		
Unspecified	11		
Total	190		

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit		Rental Assistance		
Division/Director	Rebecca Moreno		Program Manager	Ian Sharples		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Rental Assistance has two programs focused on improving housing security for program participants. The first is Emergency Service Grant (ESG) Rental Assistance program which provides payment of rental arrears to prevent evictions. The second is Housing for the Harvest, which provides provides a financial incentive for at-home isolation for farmworkers who have been exposed to COVID-19. The CAPK Rental Assistance team also receives referrals from the Housing Authority of the County of Kern (HA) for their Rental and Utility Assistance Program (RUP). We provide follow-up services to obtain documentation from RUP applicants that the HA has been unable to contact. Once documentation is received, HA issues a rental assistance payment to prevent eviction.						
ESG Rental Assistance		Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 4c Rent Payments (includes Emergency Rent Payments)		15	81	120	150%	68%
FNPI 4e. The number of individuals who avoided eviction.		15	81	120	150%	68%
ESG Housing Relocation		Month	YTD	YTD Goal	Month Progress	Annual Progress
[FNPI 4b] Number of individuals who obtained safe and affordable housing		3	3	12	300%	25%
[SRV 4o] Permanent Housing Placements		3	3	12	300%	25%
[SRV 4c] Relocation Rent Payments Issued		2	2	12	200%	17%
[SRV 4d] Deposit Payments		2	2	12	200%	17%
[SRV 4q] Home Repairs		0	0	1	0%	0%
Housing for the Harvest		Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 5hh Incentives (COVID-19 Self-Isolation Incentive)		0	43	300	0%	14%
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.		0	43	300	0%	14%

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Housing Authority RUP Referrals	Month	YTD	YTD Goal	Month Progress	Annual Progress
Referrals Received	43	520	800	1	1
FNPI 4e. The number of individuals who avoided eviction.	11	35	80	2	0
Explanation (Over/Under Goal Progress)					
- Housing for the Harvest finished on April 30th. Due to staffing and funding issues no additional outreach was conducted in 2022 so demand was not as large as anticipated.					
- ESG Housing Relocation has been added. This is a new component of our current ESG-CV contract designed to spend down the funds allocated to Rapid Re-Housing.					
Program Strategic Goals	Progress Towards Goal				
Obtain new sources of funding to be able to provide rental assistance services beyond the term of the current grants.	Ongoing				
Program Highlights					



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

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Month	May-22	Program/Work Unit	CalFresh Healthy Living			
Division/Director	Susana Magana Director of Health & Nutrition	Program Manager	Alejandra Morales			
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.						
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress	
Community Action Partnership of Kern (CAPK)	53	235	7,000	9%	3%	
Kern County Superintendent of Schools (KCSOS)	474	1,917	1,000	569%	192%	
Kernville Unified School District (KUSD)	200	674	1,000	240%	67%	
Lamont Elementary School District (LESDD)	161	736	1,000	193%	74%	
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	4	29				
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%	
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	3789	9,287	10,000	455%	93%	
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress				
1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.		CalFresh Healthy Living hosted the quarterly County Nutrition Action Plan (CNAP) Collaborative meeting on May 25th, 2022, where 27 community partners were in attendance. The CNAP had two guest presenters, the California Dairy Council and the Lamont Weedpatch Family Resource Center.				
2. Staff Professional Development		The Program Administrator and Program Coordinator participated in the Bakersfield College Informational Meeting to learn about the Applied Leadership Certificate of Completion opportunity.				

**Community Action Partnership of Kern
Monthly Report 2022**

3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.

CalFresh Healthy Living Health Educators hosted ReThink Your Drink events in the areas of Arvin, Delano, and Wasco, in partnership with the Kern County Library system.

Program Highlights

Health Educators participated in the Lamont Weedpatch Family Resource Center Color Run on May 21, 2022 to celebrate May being National Physical Fitness & Sports Month.

**Community Action Partnership of Kern
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Month	May-22	Program/Work Unit		Food Bank		
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	TBD		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.						
Food Distributions		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)		43,850	195,305	400,000	132%	49%
Pounds Received		1,599,706	10,405,208	22,000,000	87%	47%
Pounds Carried Over from Previous Month		670,733				
Pounds Distributed		1,644,590	8,148,781	22,000,000	90%	37%
Senior Food		Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)		4,301	20,575	4,800	90%	
Pounds Distributed		150,535	707,914	144,000	105%	
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)		2,153	5,966	13,200	196%	45%
Pounds Distributed		53,929	226,868	185,000	350%	123%
State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)		1,056,600	1,071,300	25,000	50717%	
Total Pounds Distributed		Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs		2,905,654	10,154,863	22,354,000	181%	45%
Volunteers		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)		11	67	210	63%	32%
Other Volunteers (i.e., general public, duplicated)		23	482	750	37%	64%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
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Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Pending research on client database and training.
2. Inventory System Enhancement	Starting phase 2 of new inventory system (Scan guns)
3. Increase numbers of volunteers.	Utilize CRM VM portal

Program Highlights

**Community Action Partnership of Kern
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Month	May-22	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana Director of Health & Nutrition		Program Administrator	Laura Porta		
Reporting Period	April 1 , 2022 - April 30, 2022					
Program Description						
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.						
Services		Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments		36	1,541	2,000	22%	77%
Childcare Providers (SRV 7f)		16	312	450	43%	69%
MCAP Subsidies (SRV 7e) Jul 21-Jun 22		Month of Nov processed in Dec	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$1,136,830	\$ 8,929,195	\$12,000,000	114%	74%
Explanation (Over/Under Goal Progress)						
The Migrant Childcare Alternative Payment Program (MCAP) continues to enroll families for services. Currently there is no waiting list and the program has continued to enroll migrant agriculturally working families and essential working families for childcare services. Services for essential workers are scheduled to end on June 30th, with the expiration of the emergency childcare regulations. The Program is currently focused on transitioning eligible essential workers to regular childcare services, community outreach and increasing enrollments to meet new set goals due to the significant increase in funding received.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		MCAP welcomed 2 new staff members in the month of May and 4 more are scheduled to start this month for a total of 6 new specialists.				
2. Retain Staff.		New hires will help manage and absorb the influx of family enrollments and provider reimbursements allowing for more manageable work/caseloads, per specialist.				
3. Contingency Staffing Plan		Management staff attended several training opportunities with CDSS & CAPPA. And, 4 MCAP staff members were selected to participate in the upcoming Leadership Training 1st Cohort.				

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)
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Program Highlights			
MCAP has fully earned it's previous \$ 7.9 million dollar contract and is well on it's way to meet the new set goal of \$ 12 million dollars for the current contract year. MCAP continues to enroll families and has reached a reimbursement amount of over \$1.1 million dollars for the month of April 2022.			

**Community Action Partnership of Kern
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Month	May-22	Program/Work Unit	Women Infants & Children (WIC) Nutrition			
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Lorna Speight		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.						
Services		Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)		12,979		16,160	80%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)		35	152	272	154%	56%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)		814		900	90%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)		157	763	1,350	140%	57%
Outreach		Month	YTD	Goal	Month	Annual
Online Enrollment		126	826	1,800	84%	46%
WIC Presentations and Outreach Events		7	27	48	175%	56%
Publication in newspaper, television, and/or social media postings (English and Spanish)		62	300	720	103%	42%
Regional Breast Liaison (RBL)		Month	YTD	Goal	Month Progress	Annual Progress
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.		5	17	48	125%	35%

**Community Action Partnership of Kern
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Explanation (Over/Under Goal Progress)	
Our LVL had an increase in contacts with Vendors due to the Infant Formula shortage. Our LVL had to notify vendors of changes in infant formula sizes and this will continue in June due to additional formulas and sizes being offered to WIC participants due to formula shortages. We have had an increase in call volume due to the formula shortage and staff have had to spend additional time helping clients find formula and educating clients on the additional formulas and sizes available on WIC.	
Program Strategic Goals	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	Staff is still struggling with getting participants to use the tele-health platform, but are continuing to promote the benefits of face-to-face contact through tele-health.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	Our focus for this month has not been so much on WIC retention and re-engagement. We have been focusing on the current infant formula shortage and assisting participants with formula issues.
Program Highlights	



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit		East Kern Family Resource Center (EKFRC)	
Division/Director	Fred Hernandez Youth & Community Services	Program Manager		Matthew Buck	
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primarily focusing on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.					
Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)	31	150	250	149%	60%
Provide One Time Referral Services to Children (SRV 7c)	58	238	350	199%	68%
Case Management-Families (SRV 7a)	11	63	100	132%	63%
Case Management-Children (SRV 7a)	19	125	250	91%	50%
Differential Response Total	119	576	950	143%	61%
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	24	40	60%	60%
Children Receiving Case Management Services (SRV 7a)	5	32	55	109%	58%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	5	18	20	300%	90%
Children Educational Center Base Activities (FNPI 2b)	2	27	30	80%	90%
Children Educational Home Base Activities (FNPI 2b)	5	39	30	200%	130%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	2	7	15	160%	47%
Family Support Services for non-clients with children ages 5 and under	12	89	100	144%	89%
First 5 Total	33	236	305	132%	77%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items (SRV 5jj; SRV 5nn)	-	299			
Referrals/Administrative Services (SRV 7c)	-	813			
Explanation (Over/Under Goal Progress)					

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Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	Submitting paperwork to Emilio for review for new location
2. Offer more on-site services.	EKFRC has a person part time for UA and Weatherization Outreach now
3. Expand our reach across the East Kern Communities.	
Program Highlights	

Month	May-22	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Youth & Community Services	Program Manager		Eric Le Barbe		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience						
First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)	
Parents Receiving Case Management Services (SRV 7a)	3	11	30	60%	37%	
Children Receiving Case Management Services (SRV 7a)	4	14	30	80%	47%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	6	10	0%	60%	
Children Educational Home Base Activities (FNPI 2b)	0	9	15	0%	60%	
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%	
Collaborative Meetings	1	5	8	75%	63%	
Family Support Services for non-clients with children 5 and under	24	43				
First 5 Total	32	88	103	186%	85%	
Walk-In Community Services	Month	YTD				
Food/Household Items (SRV 7c)	54	182				
Referrals/Administrative Services (SRV 7c)	35	101				
Emergency Clothing (SRV 7n)	7	21				
Copies	18	47				
Transportation Assistance (SRV 7d)	12	41				
COVID-19 Supplies (SRV 5oo)	31	61				
Total Community Services	157	453				
Explanation (Over/Under Goal Progress)						
The First 5 Kern numbers may appear to be low in May. However, the reporting for F5K is on a different fiscal year schedule than CAPK from July 2021 to June 2022. We have already met all our F5K goals for the current fiscal year ending in June including serving a total of 30 parents having received case management. This month the Oasis FRC completed its first year of operations and we broke a new monthly record by providing community services for a total of 112 inquiries for the month of May 2022.						
Program Strategic Goals		Progress Towards Goal				
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		The class was offered last quarter and will be offered again starting in August 2022 with a morning session for stay at home parents and an evening session for working parents.				
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.		The Oasis staff is working on completing an online Trauma Informed Care training course offered by KES. KES provided more children books and educational toys for the Summer Bridge program.				

3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.	We continued to provide VITA appointments in May while promoting the Child Tax Credit. The Rental Assistance program started doing outreach in the Ridgecrest Community. Our part-time office assistant became a full-time employee in May and is now completing HEAP applications.
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).	In May, the Oasis FRC completed the final presentation to the Friends of Mercy Foundation for the Sister Phyllis Grant (\$10,000). The Oasis FRC also applied for the PGE Emergency Preparedness Grant (\$5000).
Program Highlights	

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Month	May-22	Program/Work Unit		Energy & Utility Assistance	
Division/Director	Fred Hernandez Youth & Community Services		Program Administrator	Wilfredo Cruz Jr	
	January 1, 2022 - December 31, 2022				
Program Description					
The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.					
Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	407	1,781	2,275	215%	78%
Utility Payments	\$304,157	1,313,670	\$1,942,401	188%	68%
Households Served - Weatherization	9	60	60	180%	100%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	0	111	1,500	0%	7%
Utility Payments	\$0	117,438	\$2,000,000	0%	6%
Households Served - Weatherization	2	2	90	27%	2%
American Rescue Plan Act (ARPA) Ends March 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	317	1,255	1,750	217%	72%
Utility Payments	\$343,937.00	1,478,571	\$3,500,000	118%	42%
2020 DOE - Weatherization Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served Weatherization	0	0	10	0%	0%
2021 Low-Income Household Water Assistance Program (LIHWAP)*	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	N/A	N/A	TBD		
Utility Payments	N/A	N/A	TBD		
Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	724	3147	5,525	157%	57%
Total Utility Payments	\$ 648,094	2,909,679	\$ 7,442,401	104%	39%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	11	62.00	160	83%	39%
Explanation (Over/Under Goal Progress)					
* LIHWAP contract to start in June 2023					
Program Strategic Goals		Progress Towards Goal			
1.Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).		- Currently 81% staffed in UA - Currently 60% staffed in WX - Positions are currently posted and we are actively interviewing as needed			

**Community Action Partnership of Kern
Monthly Report 2022**

2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 15% - no change as focus in May was CONSOL audit which necessitated assistance from most of the entire WX staff
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	- Anticipate LIHEAP '21 contract to be completed by end of 7/2022 - Anticipate to have 6-10 DOE jobs to be completed by end of 7/2022
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit		Friendship House Community Center (FHCC)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Lois Hannible		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.						
Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022	37	3	37	30	120%	123%
Summer Program (Max Capacity due to COVID) (SRV 2m)	35	4	35	35	137%	100%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	22	0	22	35	0%	63%
Medi-Cal Outreach (ends June 30, 2022)		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		1115	278035	3,000	446%	9268%
Canvassing phone calls and flyers		2140	19063	15,000	171%	127%
Explanation (Over/Under Goal Progress)						
Friendship House staff has been actively recruiting program participants for the summer, and is on target to have a full summer program. In addition, outreach for the Medi-Cal program has drastically increased due to the use of billboards and GET Bus ads.						
Program Strategic Goals			Progress			
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.			In progress. The next meeting is taking place 6/1/22.			
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.			Completed			
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			In progress. The FHCC just received two new grant awards, which includes a STEM grant from Albertsons and a Cal VIP sub-award with the City of Bakersfield.			
Program Highlights						
The CAPK Friendship House Mentor program with the County has been extended for an additional year. This means continued employment for program staff and continued vital mentor services for community youth.						

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit			Shafter Youth Center (SYC)	
Division/Director	Fred Hernandez Youth & Community Services			Program Manager	Angelica Nelson	
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.						
Youth Programs	Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)	-	-	-	30	0%	0%
After School/Learning Pods Enroll (FNPI 2c & SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	15	-	15	25	0%	60%
Community Programs		Month				
Girl Scouts, Dignity Health Mental Health Project, Service Club meetings, Seniors walking groups in the mornings, Computer Lab access, Zumba, Fitness Boot Camp, Open Basketball, etc.		Due to facility issues, only one group accessed the building.				
Outreach Activities		Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)		-	6	6	0%	100%
Community Events (i.e., diaper, food, PPE distributions)		-	4	6	0%	67%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress			
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Registration for Summer Program has started.			
2. Increase attainment of program funding to provide larger variety of program offerings.			More grant opportunities have been introduced for program research.			
3. Increase community engagement, including volunteers, social media, program participation.			Social media presence has increased with registration information.			
Program Highlights						

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.						
Completed Tax Returns (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Federal		274	4,487	4,300	73%	104%
State		268	4,362	4,100	74%	106%
Refunds and Credits (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$526,156	\$5,827,456	\$5,100,000	108%	114%
State Refunds		\$65,326	\$874,118	\$1,500,000	90%	58%
Federal EITC (income limit \$57,414/household)		\$142,005	\$2,574,173	\$2,200,000	66%	117%
CalEITC (income limit \$30,000/household)		\$26,145	\$375,344	\$370,000	84%	101%
Total Refunds and Credits		\$759,632	\$9,651,091	\$9,170,000	94%	105%
Individual Taxpayer Identification Number (ITIN) (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)		9	40	75	270%	53%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion plan, including isolated areas and new partners.			TBD			
2. Build community awareness of VITA services through partnership opportunities.			TBD			
3. Program capacity building by pursuing funding opportunities to support operational expenses.			TBD			
Program Highlights						



Operations

Business Services

Maintenance

Information Technology

Data Services

Risk Management

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/Work Unit	Operations Division	
Division/Director	Emilio Wagner Director of Operations	Program Managers	Jeremy Keeling, Douglas Dill, Ryan Dozier, Kerri Davis, Laurie Sproule	
Reporting Period	January 1, 2022 - December 31, 2022			
Division Description				
Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.				
Business Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	230		230	1256
Contracts	24	12	12	102
Leases	1	17	1	1
Requests for Proposals		6	2	13
Business Services Projects				
Description		% Completed	Comments	
Pest Control Services - Re-issued				
Barnett House Tenant Improvements -EHS		80	Preparing Contract	
Child Haven -5 Real Road -Design Build- HS		80	Preparing Contract	
Energy Subcontractor			Preparing for re-issue per program	
Integrated Performance/learning Management -HR		50		
Energy Glass Subcontractor			Preparing for re-issue per program	
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes				0
Dynamic 365 Enhancements				0
Projects				
Universal Intake		Develop intake for Programs that don't have an electronic process.	60%	60%
Cheers for Peers		Project to nominate employees for recognition.	100%	100%
Volunteer Management		Track and manage Volunteers working within the agency.	90%	90%
Volunteer Check In		Process that allows volunteers to quickly check in and out when volunteering at Programs.	70%	70%%
Contract Management System		Track and manage Contracts within the Agency	80%	80%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	320	67	253	1361
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	80%	
Food Bank Expansion		Building Foundation	18%	
Major Maintenance Projects				
		Re-roof - Angela Martinez, Primeros Pasos	100%	

**Community Action Partnership of Kern
Monthly Report 2022**

		Restroom upgrades - M&O, Food Bank	10%	
		Fencing M&O	70%	
		Fencing LBNC	100%	
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	201	83	198	1263
Information & Technology Projects				
Description		% Completed	Comments	
iPad upgrades		100		
Network upgrades		90		
Firewall upgrades		80		
Risk Management				
Workers Compensation Claims		Reported	Reported YTD	
First Aid (Reported only)		5	19	
First Aid		0	14	
Medical Treatment		2	3	
Modified Duty		1	3	
Lost Time		0	2	
Non-Industrial (not work related)		0	0	
Under Investigation		0	0	
Confirmed Work Related COVID		0	20	
Other		65	82	
Program Strategic Goals				
1. Identify current business processes associating standard level agreements and priorities.		All Operations departments have identified business processes and developed standard service level agreements.		
2. Maximize business efficiency with the existing technology.		In the process of creating systems using existing technology. Developing applications using Dynamics 365 for management of RFP's and contracts, and Facilities work order system.		
3. Provide better communication surrounding operations.		Developing templates for SharePoint Communication pages. Also, developing a template for Operations monthly news letter.		
Program Highlights				



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

**Community Action Partnership of Kern
Monthly Report 2022**

Month	May-22	Program/ Work Unit	Executive Division			
Division/Director	Pritika Ram Director of Administration	Program Manager				
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		17,884	91,407	220,000	98%	42%
Facebook Impressions (i.e., number of times users see content)		79,548	180,710	500,000	191%	36%
Other Social Media Impressions		20,193	46,492	145,000	167%	32%
Outreach Advocacy		Outreach Special Projects				
Vaccine Equity Project- COVID-19 Educational Outreach activities began in May with South Kern Sol holding 6 events in Bakersfield, Wasco, and Lamont.		Attended Good Jobs with Equity: The Future Workforce, hosted by California Community Colleges & Kern Community College District				
Got Community Action Month Recognition from all incorporated Kern County cities.		Hosted Community Action Month kick-off press conference				
Supported NCAF with communications to Washington on CSBG reauthorization		Worked with Hey Salty to promoted Community Action Month on Social Media				
		Oversaw HeySalty development of Energy promotional campaign				
		Hosted Community Action Month Resource Fair at Heritage Park on May 21				
Grants In Progress/Research		Projects				
CA Nutrition Incentive Program Grant (CNIP)- For the time being CAPK has passed on this opportunity as Kern resources to support the goals and objectives of this grant do not currently exist or are in their infancy. Will review the grant in 2023.		Vaccine Equity Project- CAPK is partnering with NCAP, Grammercy Research Center, and the Association of State and Territorial Health Organizations (ASTHO) to promote vaccine equity in communities with low COVID vaccine adoption rates. CAPK has secured a contract with NCAP & ASTHO. CAPK has executed contracts with local CBOs, ShePower, Bakersfield American Indian Health Project, and South Kern Sol.				
Joe Serna Farmworker Housing Program, Multifamily Super NOFA- For the time being CAPK has passed on this opportunity as Kern resources to support the goals and objectives of this grant do not currently exist or are in their infancy. Will review the grant in 2023.						
Stater Brothers Grant- Writing						

**Community Action Partnership of Kern
Monthly Report 2022**

Albertsons Nourishing Neighbors Application for Fall Grant Cycle on behalf of CalFresh, M Street, SYC, EKFRFC, FHCC- Writing UPDATE: FHCC's Excelling with STEM program was awarded in May	
Community Services Block Grant (CSBG)	Process Improvement (i.e., ROMA, PCDD)
On-going monthly reporting	CRM Volunteer Management (B.3a.) and Outreach and Advocacy program published Process Mapping guide for services.
	Created asynchronous training video and competency-based test for credentialed users of the Interagency Referral Management- housed in the Directors & Managers Tool Kit (SharePoint)
	Continued Planning with National ROMA trainers on customized program for CAPK.
Foundation	
Continued Recruitment for the Director of Development	FHCC Campaign for Fencing and Lighting
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Volunteer Management Portal - Underway/In-Use
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Contract for services with two (2) grant writing firms with specific focus areas. Pending contact with marketing firm to support CAPK outreach efforts.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	January - completed PCCD cohort. February - beginning National Community Action Partnership (NCAP) Pathways to Excellence Training (12 month program) (B.4f.) October 2021 to August 2022 Certified Community Action Professional (CCAP) Training (B.4c.)
Program Highlights	

Community Services Block Grant (CSBG)
Family National Performance Indicators (FNPI) and Services (SRV)

FNPI Indicator	Description
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).
FNPI 2c 2	1st grade-8th grade
FNPI 2c 3	9th grade-12th grade
FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.
FNPI 4a	The number of individuals experiencing homelessness who obtained safe temporary shelter.
FNPI 4b	The number of individuals who obtained safe and affordable housing.
FNPI 4e	The number of individuals who avoided eviction.
FNPI 4h	The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.
FNPI 4z	Number of individuals who obtained utilities.
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.

SRV Indicator	Description
SRV 2l	Before and After School Activities
SRV 2m	Summer Youth Recreational Activities
SRV 2m	Summer Youth Recreational Activities
SRV 2p	Mentoring
SRV 3o	VITA, EITC, or Other Tax Preparation programs
SRV 4a	Financial Capability Skill Training
SRV 4c	Rent Payments (includes Emergency Rent Payments)
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)
SRV 4i	Utility Payments (LIHEAP includes Emergency Utility Payments)
SRV 4t	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)
SRV 5ff	Skills Classes (Gardening, Cooking, Nutrition)
SRV 5g	Maternal/Child Health
SRV 5hh	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)
SRV 5ii	Prepared Meals
SRV 5jj	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)
SRV 5mm	Parenting Classes
SRV 5nn	Kits/boxes
SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)
SRV 6f	Volunteer Training
SRV 7a	Case Management
SRV 7a	Case Management
SRV 7b	Eligibility Determinations
SRV 7b	Eligibility Determinations
SRV 7c	Referrals
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, including emergency services)
SRV 7e	Child Care subsidies
SRV 7f	Child Care payments
SRV 7n	Emergency Clothing Assistance

Module 2, Section	Description
B. 3a	Total number of volunteer hours donated to the agency
B. 4c	Number of Certified Community Action Professionals(CCAP)
B. 4f	Number of Pathways Reviewers

Application Status Report Detail
May 2022

Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
Stater Bros. Charities	Children Well-being Emergency Support	Food Bank Support	\$ 2,500.00	\$ -	Denied
US Department of Agriculture (USDA)	Community Food Projects Competitive Grants Program	Food Insecurity Assessment of Kern County	\$ 35,000.00	\$ -	Denied
American Association of Retired Persons	Advancing Economic Opportunity Among Older Adults	Supports sustainable, real-world solutions to the fundamental challenges facing low-income older adults.	\$ 300,000.00	\$ -	Denied
Albertsons	Nourishing Neighbors- Oasis	\$1,000-\$5,000. Funds shall be used to support Albertsons Priority Areas which include Health and Human Services, Hunger, Youth and Education, Veterans, and Supporting Diversity and Inclusion of All Abilities. Rolling, quarterly submissions.	\$ 5,000.00	\$ -	Denied
County of Kern Employer's Training Resource	Workforce Innovation and Opportunity ACT (WIAO) Out-of-School (OSY) Funding	Designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high quality careers.	\$ 750,000.00	\$ -	Research
California Department of Food and Agriculture	CA Nutrition Incentive Program (CNIP)	Encourages the purchase and consumption of healthy, California-grown fresh fruits, vegetables, and nuts by nutrition benefit clients.	\$ -	\$ -	Abandoned
JPMorgan Chase & Company	JPMC Program Sponsorship	Cal Fresh Healthy Program - Improve consumption of fresh fruits and vegetables	\$ 10,000.00	\$ -	Pending
US Internal Revenue Service (IRS)	Volunteer Income Tax Assistance (VITA) Matching Grant	The Volunteer Income Tax Assistance (VITA) grant program is an IRS initiative designed to support free tax preparation service for the underserved through various partner organizations. This service helps low-to moderate-income individuals, persons with disabilities, the elderly, and limited English speakers file their taxes each year. IRS awards matching funds to these support organizations that offer free tax preparation services during the tax filing season at locations in all 50 states, Puerto Rico and the District of Columbia.	\$ 244,686.00	\$ -	Pending
Union Pacific	Community Ties Giving Program Union Pacific Foundation Local Grants	Eliminate risks and improve safe and equitable access to community spaces through infrastructure improvements that include fencing surrounding the north and south of the community center.	\$ 25,000.00	\$ -	Pending
Pacific Gas and Electric Company (PG&E)	CBO-Direct Program	Funds will be used to purchase emergency and hygiene kits for individuals and families in Mojave and Ridgecrest.	\$ 10,000.00	\$ -	Pending
Albertsons	Nourishing Neighbors - FHCC	\$1,000-\$5,000. Funds shall be used to support Albertsons Priority Areas which include Health and Human Services, Hunger, Youth and Education, Veterans, and Supporting Diversity and Inclusion of All Abilities. Rolling, quarterly submissions.	\$ 4,878.00	\$ 4,878.00	Awarded

Community Action Partnership of Kern
Small Funding Profiles
May 2022

Funding Type	Private	CAPK Program	East Kern and Oasis FRC
Funding Agency	Dr. Seuss Foundation	Project Name	Literacy Program
CFDA	N/A	Target Population	Center Clients
Request	\$25,000	Division Director	Freddy Hernandez
Award Period	9/2022 – 9/2023	Program Manager	Eric Barbe and Matthew Buck
Description	Improve literacy and learning as these are essential to succeeding in the multi-layered worlds of the arts and humanities, health and well-being, and the environment.		
Funding Type	Private	CAPK Program	East Kern and Oasis FRC
Funding Agency	PG&E	Project Name	CBO-Direct Program
CFDA	N/A	Target Population	Low-income individuals and families
Request	\$10,000	Division Director	Freddy Hernandez
Award Period	TBD	Program Manager	Matthew Buck and Eric Le Barbe
Description	Provide emergency and hygiene kits to low-income individuals and families in Mojave and Ridgecrest.		
Funding Type	Private	CAPK Program	Cal Fresh Healthy Program
Funding Agency	JPMC Program Sponsorship	Project Name	Food Demonstrations & Education
CFDA	N/A	Target Population	Low-income, 18-59 ages, limited access to fresh fruits and vegetables
Request	\$10,000.00	Division Director	Susana Magana
Award Period	TBD	Program Manager	Alejandra Morales
Description	Provide direct education and change interventions designed to increase use of farmers markets and increase consumption / knowledge of fresh fruits and vegetables through live food demonstrations and educational packets.		
Funding Type	Private	CAPK Program	Shafter Youth Center
Funding Agency	Children Advocates Resource Endowment	Project Name	C.A.R.E Grant
CFDA	N/A	Target Population	Children
Request	\$10,000	Division Director	Freddy Hernandez
Award Period	TBD	Program Manager	Angelica Nelson
Description	Support organizations that delivery children-based services with funds to support playground equipment, toys, books, sports equipment, wheelchairs, and school supplies, etc.		

**Community Action Partnership of Kern
Small Funding Profiles
May 2022**

Date Presented/Approved

Policy	PRE	B&F	Board
Council: _____	Presentation: _____	Approval: _____	Approval: _____

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: May 2022
Program/Work Unit: Head Start/Early Head Start	Program Administrator: Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start	1317	985	75%	7%	5%
7 Classrooms Fully Closed/ 2 Classrooms Partially Closed	160				5%
Early Head Start	908	553	61%	17%	8%
24 Classrooms Fully Closed/ 5 Classrooms Partially Closed	225				6%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	206	240

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
595	106	35	92

HIGHLIGHTS: 10 new hires were On-Boarded

Program Update & Compliance
- The Enrollment and Attendance team, along with center staff participated in the following community events in Kern County: 5/7: Bakersfield Police Sponsored Community Day at the Park (Beach Park) 5/12: Kern County Superintendent of School Drive Through Resource Fair (Arvin) 5/19: Woman and Children Resource Fair 5/21: Community Action Resource Fair (Heritage Park) 5/21: East Bakersfield Festival (Jefferson Park) 5/27: College Heights Family Picnic (College Heights Elementary) - The following took place in San Joaquin: 5/4: Community Event at San Joaquin Human Service Department 5/10: SJC hosted a Health Fair/Dental Clinic. There were nine vendors present, including Community Medical Center who provided 14 COVID-19 test and 25 people were vaccinated. 5/21: Children and Youth Day (Celebrating Health and Wellness) 5/25: Community Event at San Joaquin Human Service Department

- Social Emotional Literacy Workshop (English and Spanish) to all parents to promote their child's social emotional development.
- Collaborating with First 5 to provide a CLASS group coaching for infant/toddler teachers and family childcare providers. The training is held at our administration office and the participants are CAPK staff and other teachers and family childcare professionals from the San Joaquin community. The training is six weeks long (four hours every Saturday). Class will end on June 25, 2022.
- For Compliance, The Office of Head Start has released the Program Information Report (PIR) that must be completed by all federally funded Head Start (HS) and Early Head Start (EHS) programs. The deadline to submit the 2021-2022 PIR is August 31, 2022. The PIR provides comprehensive data on the services, staff, children, and families served by HS and EHS. Staff have been reviewing reports and data to ensure accurate and timely submission of the PIR.
- For Partnership, the infant classroom at Escuelita Hernandez center is awaiting a licensing visit. Recruitment efforts have been successful as we have met 75% of our enrollment.
- EHS Partnership families are entering week 3 of the Parents on a Mission parent leadership course; families join via Zoom one evening each week. Currently we have 4 participants.
- In July 2022, Bakersfield College center will be submitting an application for NAEYC accreditation; this is a year-long process of evaluation which follow a set of 10 standards of high-quality; this accreditation will allow more opportunities for the program to support enrolled families in their educational and career pathways through additional funding. Bakersfield College admin staff will be attending a national conference the week of June 6, 2022, to receive training on the accreditation process.
- Taft College center has several projects underway to upgrade their facilities to implement new security features for the safety of children and staff.

Central Kitchen May 2022				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	58,854	21,687	18,704	18,463

HIGHLIGHTS: The Central Kitchen is actively addressing the nationwide scarcity of baby formula. The usual vendors are out of stock, and other retailers have a limit of the quantity that can be purchased; therefore, Central Kitchen is purchasing formula weekly rather than bi-weekly to support the needs of the children. Additionally, the Central Kitchen has filled the last Food Production Driver position in the month of May. Furthermore, in May, Environmental Health Services inspected the Central Kitchen giving the kitchen an "A" grade on the inspection.

CACFP						
April 2022						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
58,475	12,693	71,168	40,726	30,442	45,540	64%



MEMORANDUM

To: Program Review and Evaluation Committee

From: Carolyn Coffey, Administrator of Education & Support Services

Date: June 15, 2022

Subject: *Agenda Item 5d: 2022-2023 Early Head Start and Head Start School Readiness Goals – **Action Item***

The Head Start / State Child Development Division develops yearly School Readiness Goals using our end of year data to implement high quality care, teaching and learning. The School Readiness Goals drive and strengthen our education year by offering strategies to our families and teaching staff who work alongside our children to create developmental learning outcomes.

The goals are divided into five domains that are aligned with the Desired Results System and the Head Start Early Learning Outcomes.

The domains are Approaches to Learning, Social Emotional Development, Language Literacy Development, Cognition & General Knowledge, and Physical Development. To ensure success each center, partnership and home-based educator will receive a copy for implementation. The School Readiness Goals are attached for review and approval.

Recommendation:

Staff recommends that the PRE Committee approve the 2022-2023 Early Head Start and Head Start School Readiness Goals.

Attachment:

2022-2023 Early Head Start and Head Start School Readiness Goals



Head Start & Early Head Start School Readiness Goals 2022-2023



Policy Council Approval
June 2022

Board of Directors Approval
June 2022

SCHOOL READINESS PLAN 2022-2023

HEAD START AND STATE CHILD DEVELOPMENT EDUCATION DIVISION

OVERVIEW

Program staff will support Early Head Start and Head Start in the effort to improve outcomes for children and strengthen school readiness for children and families. We will implement this by following Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family, and Community Engagement Framework, California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations are written for each of the domains based on research and evidence and enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. Teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Our School Readiness goals are developed by using current data and ongoing child assessments that include the *DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry*, implemented into the classroom during the 2021-2022 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2021-2022), which aggregated all three (3) assessment periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development: Approaches to Learning, Social-Emotional Development, Language and Literacy, Cognition, and Physical Development.

Program staff will work in partnership with families to promote Parent, Family, and Community Engagement Outcomes that support school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

Our Program and partnerships will continue to research and remain abreast of the most up-to-date information on school readiness for **Early Head Start, Head Start, and Home-Based options**. To promote inclusion, we implement educational goals for all children with established Individualized Educational Plans (IEP) or Individualized Family Service Plans (IFSP) with input from our **Content Area Specialists** and **Local Education Agencies**. The School Readiness Goals are also used to help identify training topics to support professional development. Training will be offered during pre-services and throughout the upcoming program year.

DATA ANALYSIS AND REFLECTION

Each program year we design our professional development to support individualized learning and improve teaching practices, including family engagement. This is accomplished by identifying trends in children's development during the end of the year data aggregation. All developmental domains are planned for during the year to improve teaching practices and promote higher learning outcomes. During the 2022-2023 program year we have selected key findings to develop skills and practices that will continue to strengthen the following domains:

Age Group	Domain	Key Finding
Infant 6 weeks to 7 months	Language and Literacy Development	LLD 5 Interest in Literacy
Older Infants 8 months to 17 months	Approaches to Learning	ATL 1 Attention Maintenance
Toddlers 18 months to 36 months	Cognition	COG 3 Number Sense of Quantity
Preschool 3-year old's	Language and Literacy Development	LLD 9 Letter and Word Knowledge
Preschool 4-year old's	Cognition	COG 1 Spatial Relationships

BACKGROUND

Data Aggregation is the key element to ensure good practices when designing or identifying program improvement. Head Start / State Child Care has utilized the following data sources: ChildPlus Net, Developmental Screening; ASQ-3, ASQ: SE-2, Child Care Results, Desired Results Developmental Profile (2015), CLASS, ECERS, and ITERS.

Recognizing that collaboration is vital for children's success, the following representatives analyzed, planned, reviewed, and shared their recommendations for the development of the **Early Head Start & Head Start School Readiness Goals**:

Phase One: April 2022

2021-2022 School Readiness Goals Data Aggregation and Analysis.

Phase Two: April 25, 2022

2022- 2023, Collaborative School Readiness Meeting

Phase Three: April 27, 2022

2022- 2023 School Readiness Goal Setting Collaborative Meeting

Phase Four: May 11, 2022

2022-2023 School Readiness Administration Team Review and Feedback

Phase Five: May 12, 2022

2022 – 2023 School Readiness Sub-Committee Collaboration

Phase Six: June 2022

2022 – 2023 School Readiness Goals Policy Council Approval

Phase Seven: June 2022

2022 – 2023 School Readiness Goals Board of Directors Approval

Phase Eight:

July–November 2022 School Readiness Training and Implementation

Framework for Effective Practice: Supporting School Readiness for all Children

Parent, Family, and
Community Engagement



Head Start Early Learning Outcomes Framework
What Children Learn

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

EARLY HEAD START/HEAD START 2022-2023 SCHOOL READINESS GOALS



APPROACHES TO LEARNING – SELF-REGULATION

GOAL: Children will exhibit increased skills in approaches to learning, including Curiosity and Initiative, Self-Control of Feelings and Behaviors, Engagement and Persistence, and Shared Use of Space & Materials.



SOCIAL AND EMOTIONAL DEVELOPMENT

GOAL: Children will strengthen their skills in social behavior, emotional regulation, and emotional well-being.



LANGUAGE AND LITERACY DEVELOPMENT

GOAL: Children will demonstrate increased communication, language, and emergent literacy skills.



ENGLISH LANGUAGE DEVELOPMENT

GOAL: Children will demonstrate increased communication, language, and emergent literacy skills.



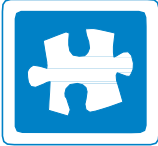
COGNITION AND GENERAL KNOWLEDGE (INCLUDING MATH AND SCIENCE)

GOAL: Children will strengthen their skills in cognition, including Math and Science.



PHYSICAL DEVELOPMENT-HEALTH

GOAL: Children will demonstrate improved physical development, including personal care routines.

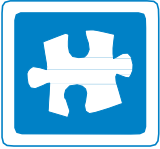


Early Head Start

Approaches to Learning - Self-Regulation (ALT-REG):

Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to successfully navigate learning experiences.

Goal: Children will exhibit increased skills in approaches to learning, including Self-comforting, attention maintenance, and self-control of feelings and behaviors.		
Objective: By Spring 2023 infants and toddlers will develop the capacity to pay attention to their surroundings, comfort or soothe themselves in response to stress, and develop strategies for regulating feelings and behavior.		
Young Infants: 75% will be at the "Responding Later" level or above in Measure ATL-REG 2: Self-Comforting	Older Infants: 75% will be at the "Exploring Earlier" level or above in Measure ATL-REG 1: Attention Maintenance	Toddlers: 75% will be at the "Exploring Middle" level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child's Approaches to Learning in the effort to prepare them for school as measured by pre- and post-surveys at parent meetings and training.	
Effective Teaching Strategies		Effective Family Activities
Caregivers will: Young Infants ATL-REG 2 Self Comforting: - Encourage infants to express needs both verbally and non-verbally. - Soothe infants by voice and touch to help them reach a calmer state. - Hold and comfort infants when an unfamiliar adult comes into a room. - Recognize when infants need support and provide verbal or physical support as needed. Older Infants ATL-REG 1 Attention Maintenance: - Engage in a fun activity to burn off some energy and keep older infants moving to help with their emotional regulation. - Help older infants stay focused by singing about an activity if it is helpful to them. For example, sing "This is the way we stack the blocks, stack the blocks, stack the blocks" - Provide one or two toys or materials at a time for young infants, exchanging them when the child's attention diminishes. Toddlers ATL REG 5 Self-control of Feelings and Behavior - Set age-appropriate expectations for toddlers and give clear guidance - Recognize toddlers' emotional cues and respond in effective ways. - Create a warm, comfortable, and cozy environment offering objects and toys that bring pleasant memories to all toddlers.		Families may: Young Infants ATL-REG 2 Self Comforting: - Provide soothing activities, such as warm baths and massage as part of your everyday routines. - Provide soft materials and toys for your child to comfort themselves such as a favorite stuffed animal or blanket. - Identify and name emotions as your child is expressing them offer soothing options (hugs, soft toys, favorite blanket, bath) Older Infants ATL-REG 1 Attention Maintenance: - Engage your child in activities for short periods of time (books, rolling balls, etc.) - Provide verbal or physical assistance when your infant is learning a new skill or exploring new environments. Toddlers ATL REG 5 Self-control of Feelings and Behavior: - Establish consistent and predictable routines and expectations throughout the day. For example, "we use a calm voice, soft-touch, gentle hands." - Be attentive to your toddler's emotions and provide reassurance when needed. - Model and discuss emotions such as happy, mad, excited, and sad with your toddler. For example, "I am excited to play outdoors."



Head Start

Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to successfully navigate learning experiences.

Goal: Children will demonstrate improved approaches toward learning, including attention maintenance and self-comforting.	
Objective: By Spring 2023, children will increasingly develop the capacity to pay attention to their surroundings and comfort or soothe themselves in response to distress from internal or external stimulation.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure ATL-REG 1: attention Maintenance	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure ATL-REG 2: Self-Comforting
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child's Approaches to Learning in the effort to prepare them for school as measured by pre-and post-surveys at parent meetings and training.
Effective Teaching Strategies	Effective Family Activities
Teachers will: ATL-REG 1 Attention Maintenance: - Create an interactive sequential visual schedule. Encourage children to participate so that they engage in the upcoming activity. - Play focus games (Simon Says, I spy, Hide and Seek, and How many can you think of?) to extend children's concentrated attention. - When giving a task to complete, break it down, and allow for the child to complete one task before giving them another direction. Use visual cues to support children in completing a task - Provide opportunities for children to explore puzzles. ATL- REG 2 Self Comforting: - Help children visualize a place they find relaxing. Have them close their eyes and picture somewhere they really like to go. Ask them what sounds they typically hear there and what the place smells like. Use descriptive vocabulary and help them with sensory details. Provide a soft space where children can do this. - Explain and follow the schedule using visuals so children will know what will happen next. - Provide quiet space in the classroom that allows children to be alone. Have soft materials in the space where children can go to collect their thoughts, as necessary. - Practice breathing techniques with children daily to help with self-regulation.	Families may: ATL-REG 1 Attention Maintenance: - Establish routines and offer choices while having realistic expectations. - Use verbal or visual reminders to help children prepare for a transition. - Play "Mystery Bag." Hide an object inside a bag, give verbal clues about its identity; To keep their attention, let your child feel, describe, and guess what it is before looking at it. - Provide your child support with a challenging activity and encourage them to accomplish it. - Ask your child to help put their toys away, talk about their actions and praise their efforts. ATL- REG 2 Self Comforting: - When appropriate, encourage your child to solve problems for themselves, make yourself available to offer support, encouragement, and innovative ideas when needed. - Provide a private space in the house that allows your child to be alone when they need it. - Limit screen time for children and provide interactive activities that allow for flexibility. - Encourage your child to talk about their emotions and what helps them feel better. - Practice soothing activities with your child, such as blowing bubbles, and playdough, and listening to relaxing music.



Early Head Start

Social and Emotional Development (SED):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Goal: Children will demonstrate improved understanding of competent and cooperative interactions with others, and social and emotional understanding.			
Objective: By Spring 2023 infants and toddlers will become increasingly competent and cooperative in interactions with peers and develop an understanding of people’s behaviors, feelings, and thoughts.			
Young Infants: 70% will be at the “Responding Later” level or above in Measure SED 4: Relationships and Social Interactions with Peers		Older Infants: 75% will be at the “Exploring Earlier” level or above in Measure SED 2: Social and Emotional Understanding	
Toddlers: 70% will be at the “Exploring Later” level or above in Measure SED 2: Social and Emotional Understanding			
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child’s Social-Emotional Development in the effort to prepare them for school as measured by pre- and post-surveys at parent meetings and training.		
Effective Teaching Strategies		Effective Family Activities	
Caregivers will: <u>Young Infants SED 4 Relationships and Social Interactions with Peers.</u> - Place infants in areas where they can play with one another. - Have back and forth interactions with infants by talking to them and responding to their nonverbal gestures babbling, coos, smiles, and looks. - Meet infant’s needs in a timely manner. - Establish a trusting relationship with infants by expressing warmth, affection, and respect. - Label and talk about infants’ emotions and their causes e.g., “Susie is sad because you took her doll.” - Model respectful relationships with other adults in the program e.g., “Thank you Ms. Erika for bringing our lunch to our class.” <u>Older Infants and Toddlers SED 2 Social and Emotional Understanding</u> - Help infants and toddlers understand how they are feeling by using a feeling chart. - Acknowledge infants and toddlers’ feelings and use encouraging words. - Offer infants and toddlers books, stories, and songs that represent their feelings and emotions, and extend the activity using puppets and flannel boards. - Help infants and toddlers interpret emotions by using mirrors. - Consistently label your feelings and emotional expressions.		Families may: <u>Young Infants SED 4 Relationships and social interactions with peers.</u> - Provide opportunities for your infant to play alongside other infants or young children. - Read to your infant and point out children in the book. - Model greeting other children in your environment. - Provide opportunities to navigate the difficulties and joys of interacting with other children. <u>Older Infants and Toddlers SED 2 Social and Emotional Understanding</u> - Play peek-a-boo with your infant or toddler and respond to their reactions. Take turns hiding behind a blanket/object. Incorporate a discussion on feelings by stating “did mommy surprise you?” or “did mommy scare you?” - Create a photo album of photos of your family or social gatherings. Talk about the feelings and emotions that are being expressed. - Provide your infant or toddler with responsive care. Be affectionate, nurturing, and responsive to their cues. - Take time to observe your infant and synchronize to best respond to their needs. - Implement the first-then board to model for infants or toddlers. For example, first, we wash our hands, then we are going to eat lunch.	



Head Start

Social and Emotional Development (SED):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Goal: Children will demonstrate improved awareness of identity of self in relation to others and social and emotional understanding.	
Objective: By Spring 2023, children will develop and understanding of people's behaviors, feelings, and thoughts as well as increasing awareness of self as distinct from others.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure SED 2: Social and Emotional Understanding	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure SED 1: Identity of Self in Relation to Others
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child's Social-Emotional Development in the effort to prepare them for school as measured by pre- and post-surveys at parent meetings and training.
Effective Teaching Strategies	Effective Family Activities
Teachers will: <u>SED 2 Social and Emotional Understanding</u> • Help children find words to express their feelings. • Acknowledge children's feelings and help them understand them by reading books, flannel stories, and role modeling. • Read books about feelings and emotions and ask open-ended and prediction questions to encourage understanding of emotions. • Use a feelings chart throughout the day and encourage children to update the chart as their feelings change. <u>SED 1 Identity of Self in Relation to Others</u> • Have pictures of children's families displayed in the classroom. Encourage children to share about their family, friends, and teachers. • Create an all about me book that includes individual likes and dislikes. • Facilitate activities that involve turn-taking. • Create an environment where children can identify themselves and encourage role-playing. • Plan for activities where children create a self-portrait or family portraits. • Engage children in daily conversations that require a back-and-forth exchange.	Families may: <u>SED 2 Social and Emotional Understanding</u> • Use paper and writing tools to draw out emotions. • Talk with your child about what they are feeling and provide them with appropriate ways to express themselves. • Acknowledge your child's feelings. • Help children understand their feelings by reading books and role modeling. <u>SED 1 Identity of Self in Relation to Others</u> • Help your child recognize their own emotions and connections with others. • Engage your child in conversations about their friends. • Use self and parallel talk by pointing out what you are doing and what your child is doing. For example, I am holding the door for you to walk in. • Read a story and have your child act out the characters in the story as you engage in pretend play. • Engage your child in conversations about their day at school. -How did your day go? -Who did you play with? -How did it make you feel? -How do you think your friends felt?



Early Head Start

Language and Literacy Development (LLD)

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal: Children will demonstrate improved communication and responsiveness to language.		
Objective: By Spring 2023, infants and toddlers will communicate or act in response to language and respond to increasingly complex language.		
Young Infants: 70% will be at the "Responding Later" level or above in Measure LLD 5: Interest in Literacy	Older Infants: 70% will be at the "Exploring Earlier" level or above in Measure LLD 2: Responsiveness to Language	Toddlers: 60% will be at the "Exploring Later" level or above in Measure LLD 4: Reciprocal Communication and Conversation
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre- and post-surveys at parent meetings and training.	
Effective Teaching Strategies		Effective Family Activities
Caregivers will: Young Infants LLD-5 Interest in Literacy - Share sensory books with infants so that they can reach the book as you read. Respond to the infant's vocalizations and nonverbal cues. - Display photographs of peers and family members where infants can see them and talk about them. - Read familiar books and encourage families to share books from home. - Point out and describe posters, books, and pictures in the environment. Older Infants LLD 2 Responsiveness to Language - Encourage older infants to show understanding of one-step requests during routines. - Introduce and use baby signs. - Use the environment, materials, and routines to encourage older infants' verbal or physical responses to the communication, such as waving goodbye or playing peek-a-boo. - Speak in infants' primary language and learn some phrases in their home language. Toddlers LLD 4 Reciprocal Communication and Conversation - Intentionally plan for literacy activities and conversations by repeating and reinforcing new words. - Create meaningful opportunities for toddlers to explore language and literacy in daily routines. - Create opportunities for toddlers to have one on one conversations with adults. - Encourage verbal and non-verbal communication efforts. - Ask toddlers simple questions, repeat their responses, and respond to their communication.		Families may: Young Infants LLD-5 Interest in Literacy - Review and implement S'more activities that promote language and literacy activities - Establish a reading routine. - Speak and read to your infant in their primary language. - Offer your infant a small book that they can hold with one hand and observe how they grasp it. Offer them another book to hold in her other hand. Older Infants LLD 2 Responsiveness to Language - Respond to your older infant's attempts to communicate by providing eye contact during your conversation. - Attend Ready Rosie workshops - Encourage your older infant to follow a one-step request with your modeling and support (put your hands up, put your hands down, clap your hands) Toddlers LLD 4 Reciprocal Communication and Conversation - Talk with your toddler often, using rich language to describe objects, events, and people in the environment. - Speak in complete sentences and provide new vocabulary, both in English and primary language. - Encourage verbal and Non-verbal communication efforts: use common communicative gestures (such as pointing, shrugging, sign language, or exaggerated emotions) to encourage non-verbal communication in combination with the label of the meaning. - Engage in brief conversations with a shared focus.



Head Start Language and Literacy Development (LLD):

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal: Children will demonstrate improved communication, language, and letter and word knowledge.	
Objective: By Spring 2023, children will engage in back-and-forth communication and increasing awareness of letters in the environment, including their relationship to sound.	
3-year-olds: 70% will be at the "Exploring Later" level or above in Measure LLD 9: letter and Word Knowledge	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure LLD 4: Reciprocal Communication and Conversation.
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre-and post-surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will: <u>3-year-olds- LLD 9 Letter and Word Knowledge</u> - Be intentional about planning for children to support letter and word knowledge. - Promote literacy throughout the day by having conversations - Have meaningful Interactions with children by responding to their questions and making comments about their responses. - Provide experiences that encourage children to read and write. - Identify a letter of the day and play "I" spy in search of the letter of the day - Introduce the BINGO game and state words/labels associated with pictures on bingo cards - Provide symbols in the environment such as traffic signs, illustrated schedules, and lotto games to encourage children's literacy knowledge. - Make Squishy Bags (sensory bags) so that children use their fingers to draw shapes, lines, and letters on the bag. - Ask open-ended questions to encourage children to speak and respond to questions. - Provide handwashing posters and ask children about the picture and steps to follow. - Create a writing center that is devoted specifically to writing materials and is accessible to all children throughout the day. <u>4-year-olds- LLD-4 Reciprocal Communication and Conversation</u> - Ask questions and have a simple conversation with children using who, what, when, where, why, and how questions. during daily routines. - Complete dictation activities weekly with children and introduce site words. - Ask questions and children will use more complex language and begin to participate in longer conversations. - Use questions of the day to initiate conversations with children.	
Effective Family Activities	
Families may: <u>3-year-olds- LLD 9 Letter and Word Knowledge</u> - Read to children daily. - Play I spy in search of letters or words in their environment. - Ask your child to identify familiar logos on a walk in their neighborhood. - Attend Ready Rosie workshops - Review and implement S'more activities that promote language and literacy activities - Establish a reading routine. - Visit the library Storytime. <u>4-year-olds- LLD-4 Reciprocal Communication and Conversation</u> - Have conversations with your child, ask them questions to extend the conversations. - Engage in conversations that discuss the events in their day. - Ask open-ended questions to extend conversations. - Display your child's writing and drawings for the family to view and have ongoing conversations about the display.	



"The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children."





Head Start English Language Development

Children who are dual language learners (DLLs) need intentional support for the development of their home language as well as for English acquisition.

Goal: Children will demonstrate an increasing understanding of and communicate in English	
Objective: By Spring 2023, children will show increasing progress toward fluency in speaking English.	
3-year-olds: 75% will be at the "Developing English" level or above in Measure ELD 4: Symbol, Letter & Print Knowledge in English	4-year-olds: 70% will be at the "Building English" level or above in Measure ELD 4: Symbol, Letter & Print Knowledge in English
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child's English Language Development in the effort to prepare them for school as measured by pre-and post-surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will: - Engage children in multiple literacy activities (i.e., reading books, singing songs, and reciting poetry). - Provide children with written names of objects or actions in all areas of the classroom. - Read books to children daily. Point to the words on the page as you read. - Provide posters, pictures, and labels in all languages that are reflected in the classroom. - Read books to children daily. Point to pictures and label items. - Engage children in conversations, using back-and-forth exchanges. Strive for 5 exchanges. - Use language and Literacy activities that contain repetitive refrains (i.e., singing songs and fingerplays.) - Use parallel and self-talk throughout the day. Map your actions and provide descriptions of objects with language.	
Effective Family Activities	
Families may: - Establish a reading routine and read books daily to your child. - While reading, point to the pictures and name the items in the story. - Ask questions about the stories you read and have your child recount details from the book. - Visit the library and check out books in your home language and in English. - Help your child trace his name, naming each letter and the sound it makes as you point to each letter. - Help your child cut pictures from a magazine and glue them to a piece of paper. Name each picture in English and your home language. - Look around your home for items that begin with the first letter of your child's name. count how many items your child can find. - Look at photographs of your family and talk about them. Help your child write the names of family members on a piece of paper.	



Early Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Goal: Children will demonstrate improved general cognitive skills.			
Objective: By Spring 2023, infants and toddlers will show an increasing ability to compare, match, and sort objects into groups according to their attributes. They will also develop an understanding of number and quantity.			
Young Infants: 70% will be at the "Responding Later" level or above in Measure COG 2: Classification		Older Infants: 70% will be at the "Exploring Earlier" level or above in Measure COG 3: Number Sense of Quantity	
Toddlers: 70% will be at the "Exploring Later" level or above in Measure COG 3: Number Sense of Quantity			
Family Engagement Outcome: Families as Advocates and Leaders		Objective: By Spring 2023, families will have increased understanding to support their child's Cognition in the effort to prepare them for school as measured by pre-and post-surveys at parent meetings and training.	
Effective Teaching Strategies		Effective Family Activities	
Caregivers will: <u>Young infants (COG 2: Classification)</u> - Invite an unfamiliar staff member to enter the classroom and respond to the infant's reaction. - Model associative vocabulary linking people and objects. - Talk about patterns in the environment. <u>Older Infants & Toddlers (COG 3: Number Sense of Quantity)</u> - Read books that encourage older infants and toddlers to count. - Measure and compare feet and hands size and will create a small graph. - Introduce the sign for "more" and encourage older infants or toddlers to use it when appropriate. - Intentionally plan activities that promote counting. - Provide materials that come in multiples and display numbers. - Model counting and provide activities that encourage older infants or toddlers to count. - Use everyday activities for opportunities to count. For example, how many friends came to school today? (Count all children) - Use number words to narrate older infants or toddlers' actions for example, "George, is playing with two dinosaurs."		Families may: <u>Young infants (COG 2: Classification)</u> - Encourage infants to explore and touch toys and objects that are different from each other (soft, hard, bumpy, smooth) - Provide opportunities for your infant to look and explore your facial expressions. - Introduce new people, objects, and environments and allow time for your infant to acclimate and get comfortable. <u>Older Infants & Toddlers (COG 3: Number Sense of Quantity)</u> - Work alongside your toddler to stack and count toys. - Use one to one correspondence incorporating counting, e.g., "you have 2 ears, your teddy has 2 ears, let's count them" - Use number names in everyday routines and encourage your children to say number names and count objects. - Play a game with your toddler and count your steps to a destination in your home. For example, how many steps to the kitchen? - Incorporate the sign "more" for a specific item served for dinner, for example, if you give your child a carrot on their plate, you can ask "would you like more?" Your child can respond with the sign for more or the word more - Count in your child's primary language.	



Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Goal: Children will demonstrate improved general cognitive skills.	
Objective: By Spring 2023, children will show an increasing ability to add and subtract small quantities of objects and show an understanding of how objects move in space or fit in different spaces.	
3-year-olds: 80% will be at the “Exploring Later” level or above in Measure COG 4: Number Sense of Math Operations	Four-year-olds: 80% will be at the “Building Earlier” level or above in Measure COG 1: Spatial Relationships
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child’s Cognition in the effort to prepare them for school as measured by pre- and post-surveys at parent meetings and training.
Effective Teaching Strategies	Effective Family Activities
Teachers will: <u>3-year-old COG 4 Number Sense of Math Operations</u> - Use various materials and technology (HATCH) to provide children with math activities. - Plan for children to use various measuring methods. - Facilitate activities that incorporate counting as they clap, dance and jump. - Identify the position of objects and people in space. For example, the ball is under the table, or Johnny is behind Sofia. - Have children count how many girls came to school today and how many boys came to school today. <u>4- year -old COG 1 Spatial Relationships</u> - Provide activities that encourage children to move around, thru, under, and next to items (obstacles courses) - Facilitate activities that encourage children to move, stretch, and position themselves in different directions. - Provide a variety of items for children to use for stacking and nesting. - Facilitate a bean bag activity. Ask children to place the beanbag on their head, behind their back, on their foot, etc. - Provide puzzles and use descriptive language to explain how the pieces fit.	Families may: <u>3-year-old COG 4 Number Sense of Math Operations</u> - Invite your child to sort items into different sized groups based on their attributes (size, color, shapes, etc.) - Have your child count the people in your home. As people leave or arrive, explain how the number of people changed. - Sort through the laundry in the basket and take out all the socks. - Engage in preparing a family recipe by adding and measuring ingredients. - Encourage your child to help set the dinner table. First, they will count how many people will be having dinner. Then set that number of napkins, cups, and plates. <u>4- year -old COG 1 Spatial Relationships</u> - Give your child a simple task. For example, put your cup on the table, take your clothes out of the basket, and put your shoes under the table. - Play hide and seek games with your child. Hide items around your home and use descriptive language to give them hints so they can find the hidden items. - Look at a map and discuss concepts of near and far. - Use items to build. For example, a tower and count how many items (blocks, boxes, etc.) they used.



Early Head Start Physical Development-Health (PD-HLTH):

Perceptual, motor and physical development is foundational to children's learning in all areas because it permits children to explore fully and function in their environment.

Goal: Children will demonstrate improved personal care routines and knowledge of safety.		
Objective: By Spring 2023, infants and toddlers will demonstrate knowledge of safety skills and refine the ability to participate and take responsibility for dressing self.		
Young Infants: 80% will be at the "Responding Later" level or above in Measure PD-HTH 5: Safety	Older Infants: 80% will be at the "Exploring Earlier" level or above in Measure PD-HTH 6: Personal Care Routines: Dressing	Toddlers: 60% will be at the "Exploring Later" level or above in Measure PD-HTH 5: Safety
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child’s Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre-and post-surveys at parent meetings and training.	
Effective Teaching Strategies		Effective Family Activities
Caregivers will: Young Infants (PD-HTH 5 Safety): • Arrange to have familiar adults available in the environment as much as possible. • Place infants on their back on a flat surface. • Always provide a safe environment for infants to explore crawling skills and when they begin to walk. Older Infants (PD-HTH 6 Personal Care Routines Dressing) • Describe what they are doing during caregiving routines, so older infants can begin learning the sequence of actions cares for themselves. • Introduce the sign for potty during diapering and toileting needs. • Provide clothing that is large enough for practicing the motions needed for dressing without resistance or tight-fitting items. Toddlers (PD-HTH 5 Safety) • Show the toddlers the boundaries of where they are allowed to go. Have a visual cue such as a red stop sign to reinforce the boundary and safety teachers only. • Sing a song about walking in the classroom stating clear expectations • Acknowledge toddlers demonstrating safe behavior. • Ensure the environment is set up so that toddlers can access what they need and safely explore their environment.		Families may: Young Infants (PD-HTH 5 Safety): • Set up a safe floor space for infants to play in and move in at home. Infants can’t move around by themselves, be sure to change their position often. • Respond to your infants’ cues when an unfamiliar person approaches by talking or singing to your infant. Older Infants (PD-HTH 6 Personal Care Routines Dressing) • Layout pieces of clothing and let your older infant explore and work on caring for themselves and dressing and undressing. • Provide dress-up activity times to encourage older infants to explore the activity in a relaxed way. Toddlers (PD-HTH 5 Safety) • Model and demonstrate safe behaviors. Toddlers will copy your actions in preference to what you tell them verbally. • Talk about safety when in the car/bus/train. Discuss what the street signs mean, the colors they see, and the sounds traffic makes. • Encourage toddlers to walk up or downstairs by stepping with both feet on each step. • Talk about safety expectations to your toddler (i.e., hold an adult’s hand while in a parking lot or taking a walk and wait for the walk sign before crossing the street).



Head Start

Physical Development-Health (PD-HLTH):

Perceptual, motor, and physical development are foundational to children's learning in all areas because it permits children to explore fully and function in their environment.

Goal: Children will demonstrate improved fine motor skills and an awareness of safety.	
Objective: By Spring 2023, children will demonstrate knowledge of safety skills and increasing precision, strength, and coordination of fine motor skills.	
3-year-olds: 80% will be at the “Exploring Later” level or above in Measure PD-HLTH 4: Fine Motor Manipulative Skills	4-year-olds: 80% will be at the “Building Earlier” level or above in Measure PD-HLTH 5: Safety
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2023, families will have increased understanding to support their child’s Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre-and post-surveys at parent meetings and training.
Effective Teaching Strategies	Effective Family Activities
Teachers will: <u>3- year-olds (PD-HLTH 4): Fine Motor Manipulative Skills</u> - Offer activities that support hand-eye coordination ex: stringing beads on pipe cleaners or laces and picking up objects of varied sizes with tongs or tweezers. - Encourage children to play with puzzles, squeeze spray bottles into water plants, and manipulate eye droppers with colored waters. - Offer various size writing tools and offer multiple opportunities for children to scribble, write, or color. - Offer dressing mats that support the following skills for the children: zipping, buckling, and snapping. Encourage children to practice these skills when they put their jacket on, use the restroom, and need to button or snap their own clothing. - Provide 15 – 20 clothespins in a dishpan with sturdy plastic cups. Show children how to pinch the clothespin open and place it onto one of the cups. - Provide assorted sizes of plastic jars with screw lids. Encourage children to screw the appropriate lid on each jar. - Provide children with paly-dough, cookie cutters, and scissors. <u>4-year-olds: (PD-HLTH 5): Safety</u> - Give clear verbal safety instructions. - Physically guide, model, and use pictures of safe behavior. - Before going outdoors, remind the children of the safety signs on the bike paths. - Plan and implement activities that consist of turn-taking. Discuss safety behavior in the car and use visuals for support (car seats and wearing seat belts).	Families may: <u>3- year-olds (PD-HLTH 4): Fine Motor Manipulative Skills</u> - Provide simple at-home activities that strengthen the hand grasp and release of children’s fingers. - Encourage children to match and roll socks. - Allow your child to spread their own butter or jelly on bread with a small spatula to make a sandwich or take the shell off a hard-boiled egg. - Encourage your child to button, zip, and snap their own clothes when getting dressed. - Play with playdough to practice pinching, squeezing, making shapes using cookie cutters, and rolling dough to enhance fine motor development. <u>4-year-olds: (PD-HLTH 5): Safety</u> - Set safety rules at home and verbally repeat rules, be consistent. - Explain to your child what you are doing to stay safe (clean a spill, slow down, walk on the sidewalk, look both ways before crossing an intersection), and explain why you are doing it by using a language they can understand and comprehend. - Provide opportunities for children to interact with other children, stay nearby to offer redirection, remind them of the rules and make sure the play area is safe. - Go for walks around the neighborhood and talk about pedestrian safety and the different safety signs you see. - When you place your child in the car seat or booster seat, encourage them to buckle themselves. Support your child if needed by placing the buckle in partway so that they can be successful. - Point out and introduce community helpers, people to go to in an emergency (i.e., Police Officers, Firemen, Mail Carriers, etc.)



Professional Development Opportunities



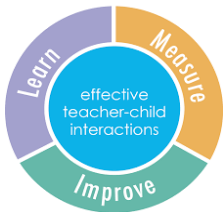
Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Practice-Based Coaching and TLC Support teaching staff to promote effective teaching practices and ensure the curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on Instructional Support Desired Results Developmental Profile Support teaching staff and home-based educators to promote effective teaching practices and ensure that the evidence collected for assessment is authentic and reliable. Support teaching staff by establishing a year-long professional development plan focused on CLASS, specializing in Instructional Support	The Administrator of Education and Support Services Education Managers Mentor Coaches Data Analyst Site Supervisors Teaching Staff Home Based Supervisor and Educators	August 2022- March 2023 August 2022- June 2023	Classroom Management Outcomes English Language Development (ELD) Data Outcomes CLASS Data Outcomes ECERS/ITERS Data Outcomes Curriculum Monitoring Tool Curriculum Mentoring Fidelity Tool Practice-Based Coaching Mentee Resource Folder DRDP 2015 T/TA Support Plan Practice-Based Coaching	Creative Curriculum Cloud Making the Most of Classroom Interactions Infant/Toddler Pre-k HSELOF Training: Language and Literacy Development Cognition Desired Results Developmental Profile DRDP Observation Training Meaningful Observations Environments and Environmental Rating Scales Responsiveness to dual language learners CLASS My Teachstone ChildPlus Mobile School Readiness Sub-Committee Meeting Early Learning Outcomes Data Comparisons

Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Family Engagement Support parents in developing skills, attitudes, and behaviors that support and promote School Readiness practices in the home, continuing to promote families as advocates and leaders. Support parents in completing surveys or other materials as needed to gain additional participation.	Family Engagement Inclusion Manager Family Engagement Specialists Program Governance Coordinator Site Supervisors Family Service Workers Home Based Educators	August 2022- June 2023	Very Important Parent (VIP) meetings Ready Rosie Workshops Parent Training & Workshops Pre/Post Parent Surveys	Very Important Parent (VIP) Meetings Regional Parent Committee Meetings Early Learning Outcomes Data Comparisons Parent Training & Workshops to identify how literacy activities support School Readiness Goals. Boost School Readiness Through Family Engagement School Readiness Sub-Committee Meeting
Health & Nutrition Support parents by promoting awareness of the importance of ongoing hearing, vision, and dental checkups for children to develop sounds, speech recognition, and the use of language. Encourage biannual dental visits to promote ideal oral health, care, and follow-up. Support parents by introducing healthy diverse cultural foods to their children through menus, meals, activities, and literature. Encourage children to taste various texture foods and to learn words that describe what they are and how they taste. Train all staff and parents on infectious diseases and prevention practices, First Aid, and Safety Practices, by providing research-based information and updates as necessary through parent meetings, school readiness sub-committee, and staff training.	CAS- Health Family Service Workers Site Supervisors Teaching Staff CAS-Nutrition Central Kitchen Staff Family Service Workers Site Supervisors Teaching Staff	August 2022- June 2023 August 2022 Quarterly Meetings July 2023	Hearing, Vision, and Dental ChildPlus Data Very Important Parent (VIP) Meeting/training sign-in/out forms Parent Handbook and Addendum Reminder Letters Nutritional Experiences Nutritional Advisory Committee Meetings Very Important Parent (VIP) Presentations Supporting Special Diets COVID-19 PowerPoint Bioesque Disinfectant	Very Important Parent (VIP) Meeting handouts CHDP Periodicity Schedule for Health Assessment Requirements by Age Groups Child Plus-Health Training CHDP Provider List Dental Roster Nutrition Books Nutrition Posters COVID-19 PowerPoint/Victory Electrostatic Sprayer & Bioesque Site Supervisor Development training Family Service Worker Development Training CPR Training School Readiness Sub-Committee Meeting

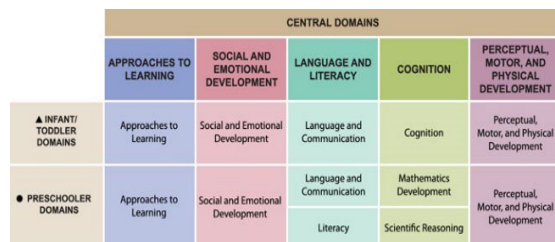
Objectives	Persons Responsible	Timelines	Supporting Documentation	Action Steps Training and Resources
Inclusion & Wellness Support parents and teaching staff by training and implementing the Screening Ages and Stages Questionnaires (ASQ-3 & ASQ: SE-2) to help identify children at risk for developmental/language delay who should be referred for further assessments by LEA. ASQ-3 & ASQ: SE-2 will be used to identify children who are on schedule and children who do not meet the referral criteria, but scores are in the monitor areas of the ASQ-3 & ASQ: SE-2. Family Wellness will strengthen relationships between teacher and parent by implementing strategies to enhance/support social and emotional development for children with challenging behaviors. Family wellness will support staff by providing new training that supports dealing with challenging behaviors, physical aggression, and trauma-informed care.	Inclusion Specialists Family Service Workers Site Supervisors Teaching Staff CAS-Family Wellness Family Service Workers Site Supervisors Teaching Staff	August 2022- June 2023 August 2022- July 2023	ASQ-3 Questionnaire Implement Teaching Pyramid ASQ: SE-2 Questionnaire Teacher Support Planning Sheet Family Wellness Screening Behavior Incident Report (BIR)-ADD	ASQ-3 & ASQ:SE-2 Trainings Using Visuals in the Classroom Training-ADD Using the Solution Kit Training-ADD Onsite/Offsite Teacher Support Very Important Parent (VIP) Meetings ASQs Presentations Intra-agency Referral Predictable, Consistent Routines Pyramid Model Positive Behavior Support Training Behavior Incident Report (BIR) Training Strategies for Dealing with Physical Aggression Teacher Support Planning Sheet Training Trauma-Informed Care School Readiness Sub-Committee Meeting
Data Analysis Data Analyst will support the Education Program Goals by providing detailed, aggregated DRDP reports at the Domain and Measure level. In addition to current support methods, the Data Analyst will provide ELD-specific program reports, as well as IEP/IFSP DRDP program reports three times per year.	Data Analyst	December 2022 March 2023 May 2023	Child reports Group reports Administration reports Child Plus	How to enter DRDP into Child Plus Download reports from Child Plus.



Teachers Learning
& Collaborating



Resources:		Data Aggregation:
- Head Start Early Learning Outcomes Framework - California Infant/Toddler Learning & Development Foundations - California Infant/Toddler Curriculum Framework - California Preschool Curriculum Framework - California Preschool Learning Foundations - Parent, Family, and Community Engagement Framework - Early Head Start/Head Start School Readiness Goals - Pyramid Model Positive Behavior Support - MyTeachstone		- DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry - CLASS - ITERS/ECERS - HOVRS - My Teachstone - Curriculum Fidelity - HATCH
Professional Development:		
Training Opportunities	Onsite Coaching Opportunities	Printed Materials
- California's Early Learning Development Systems. - DRDP (2015) - CLASS - ITERS/ECERS - Creative Curriculum Systems and Fidelity - Partners for Healthy Babies - Program for Infant/Toddlers Care - Pyramid Model Positive Behavior Support - MMCI	- Educational Webinars - Practice-Based Coaching - CLASS - MMCI - ITERS/ECERS - Curriculum Fidelity - My Teachstone	- Management Bulletins - School Readiness Goals - School Readiness Timelines - CLASS tips - S'mores



The following representatives analyzed, planned, reviewed, and shared their recommendations for the development of the Early Head Start & Head Start School Readiness Goals:

Administration Team for Head Start and State Child Development Division:

Director: Yolanda Gonzales
Assistant Director of Program: Jerry Meade
Assistant Director of Education: Leslie Mitchell
Finance Administrator: Louis Rodriguez
Education and Support Services Administrator: Carolyn Coffey
Program Administrator: Letisha Brooks
Quality Assurance Administrator: Sylvia Ortega
Home Based and Partnership Administrator: Esperanza Contreras

Data Analyst

Chase Rangel

Program Governance Coordinator:

Lisa Gonzales

Early Childhood Specialist, California TTA Center

Mavy Moreno

Program Managers:

MaryAnn Mooney, Luz Adams, Rosa Del Toro, Janey Felsoci

Education Team:**Education Manager:** Amanda Espitia**Curriculum Specialist:** Cynthia Rodriguez**Mentor Coaches:** Melissa DeWitt, Pamala Roberts, Regina Hines, Tomasa Jara, Alicia Gamino, Rachel Leckkirk, Teresa Lara, Vanessa Vigilant, Diana Montoya**Content Area Specialists: Inclusion, Nutrition, Health, Wellness, Family Engagement****Health and Nutrition Manager:** Alan Rodriguez**Family Engagement and Inclusion Manager:** Maria Guadian**Content Area Specialists-Health:** Laura Gonzalez, Paulino Cruz, Rayjean Stone, Angel Perez**Content Area Specialists-Inclusion:** Delores Patricio, Shirley Park, Susie Martinez, Kariana Sotelo**Content Area Specialists-Wellness:** Andralette Wilson, Joni Barlow, Edna Quinones**Content Area Specialists-Nutrition:** Lupe Villasana, Desiree Jackson, Roxanne Harris**Content Area Specialists- Family Engagement:** Priscilla Hicks, Leah Green, Claudia Sanchez**Community Action Partnership of Kern- San Joaquin Early Head Start Child Development Division****San Joaquin Assistant Director:** Gloria Barbero**Education Manager:** Rashi Strother**Inclusion/Wellness Coordinator:** Denise Cooper**Content Area Specialist-Nutrition:** Valerie Caffese**Content Area Specialist-Health:** Maria (Maridel) Pinano**Family Engagement Specialist/Home Based Supervisor:** Nicole Nino**Mentor Coach:** Nelly Mendoza**Partnership and Home-Based:****Partnership Program Manager:** Rosita Curry**Partnership Program Coordinator:** Nicole Callahan**Home Based Supervisor:** Mary Lopez**Policy Council Executive Board:****Chairperson:** Andrea Martinez (East California Child Development Center)

Vice-Chairperson: Isabelle Diaz (East California Child Development Center)
Secretary: Monique Davis (Sterling Child Development Center)
Treasurer: Ashley McAllister (Pete Parra Child Development Center)
Parliamentarian: Dominique Bassi (Heritage)

Policy Council School Readiness Sub-Committee

Monique Davis (Sterling Child Development Center)
Teresa Fajardo (Home Base)
Kaylonie Howard (Harvey Hall Child Development Center)
Community Representative: Anastasia Lester (First 5 of Kern)



MEMORANDUM

To: Program Review & Evaluation Committee

From: Traco Matthews, Chief Program Officer

Date: June 15, 2022

Subject: *Agenda Item 5e*: Strategic Plan 2021-2025 – Goal 3 Update - ***Info Item***

CAPK's Strategic Goal 3 is to advance economic empowerment and financial stability for low-income people in the communities we serve. We hope to achieve this goal through the following objectives as approved upon by the CAPK Board:

- 3.1 – Increase housing stability for people experiencing/at risk of homelessness.
- 3.2 – Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.
- 3.3 – Increase opportunities and supports for clients to advance through career and education pathways.
- 3.4 – Increase access to economic asset enhancement and financial educational opportunities.

Team members for Goal Group 3 include: Traco Matthews (lead), Rebecca Moreno (co-lead), Joe Garcia (board), Ian Sharples, Keith Jackson, Savannah Maldonado, Sylvia Ortega, and Wilfredo Cruz. The group continues to meet monthly to discuss new ideas and progress on Goal 3 objectives.

During the last quarter, the group has continued to identify several opportunities being led by Community Development programs/efforts that enhance housing services for impacted populations in collaboration with the Bakersfield Kern Regional Homeless Collaborative and wraparound services through other departments, programs, and external stakeholders. Below is a short list of accomplishments the last three months:

- Launch of Safe Camping and Safe Parking programs at M Street (3.1.2)
- Due to recent SWOT analysis, some CES process changes for the CoC initiated to improve “throughput” for clients who need permanent supportive housing (3.1.1)
- Received fully executed contract to provide CES services for County of Stanislaus; services scheduled to begin in June 2022 (3.1.2)
- In final discussions to begin partnership with Kern Health Systems to offer rental assistance and case management services through the CalAIM program (3.1.2)

- Two local CDFIs in process of being established; per results of FUND report, the new programs should improve access to financial capital for CAPK clients (3.4.1)
- New learning opportunity for parents through Bakersfield College program (3.3.1)

The team remains dedicated to continually identifying opportunities that will effectively support Goal 3 and the communities we serve.

Attachment:

Action Plan Summary by Goal Group #3 Member, Traco Matthews

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
OBJECTIVES I LEAD						
	3.1 Increase housing stability for people experiencing or at risk of homelessness. <i>Comments:</i> • Due to recent SWOT analysis, some CES process changes for the CoC were initiated to improve "throughput" for clients who need permanent supportive housing (3.1.1). CES will now develop a VSPDAT for every person entering the system to improve matching of clients to housing opportunities (previously excluded some). They will also follow up with service providers who are lacking follow-through on entering data. This change should directly influence how many people are matched to housing in Kern County, aligning perfectly with the 3.1.1 objective. (Traco Matthews, 06/08/22)	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	50%	On Target As of 06/08/22
	3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families. <i>Comments:</i> • Launch of Safe Camping and Safe Parking projects at the M Street Navigation Center location in June 2022. The new programs will target shelter-resistant clients, allowing them to enter the HMIS system "softly" and preserve a higher level of autonomy. Clients can still enter the M Street shelter or move directly into other housing from the location. This achievement aligns directly with objective 3.2 as a housing solution. (10% increase) (Traco Matthews, 06/08/22) • Received fully executed contract in May 2022 to provide CES services for County of Stanislaus; services scheduled to begin in June 2022. The new contracts will not only provide much-needed services for clients in the northern CA Central Valley, but also allow the local CES team to grow and develop economies of scale. This aligns with objective 3.2 perfectly. (10% increase) (Traco Matthews, 06/08/22)	Traco Matthews	10/01/21 12/31/25	Percent Complete	35%	On Target As of 06/08/22
	3.3 Increase opportunities and supports for clients to advance through career and education pathways. <i>Comments:</i> • * KCCD training program approved by CAPK board; program launched in March * CAPK partnering on complimentary trainings for staff via BC's Applied Leadership pilot and program designed to provide educational opportunities for parents; both launching 06/13/2022 (10% increase) (Traco Matthews, 06/08/22)	Traco Matthews	10/01/21 12/31/25	Percent Complete	25%	On Target As of 06/08/22
	3.4 Increase access to economic asset enhancement and financial educational opportunities. <i>Comments:</i> • Valley Strong in process of launching a CDFI. AltaOne Bank in Ridgecrest also just launched a CDFI; more to come on potential partnerships with either bank. Both new programs should provide increased access to financial services and resources for CAPK clients and people in the community. CAPK continues to support the efforts to strengthen financial services for low-income communities in Kern. (increase 15%) (Traco Matthews, 06/08/22)	Traco Matthews	10/01/21 12/31/25	Percent Complete	32%	On Target As of 06/08/22
MY ITEMS						
	1.1.1 Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity	Traco Matthews	10/01/21 12/31/22	100%		Not Started As of 04/07/22

1.1.1.1 Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal).	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/03/21
1.1.1.2 Analyze food pantry maps against food security assessment to determine the extent to which needs are being met	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
1.1.1.3 Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/18/21
1.1.2 Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable locations and/or near public transit where needs are highest.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 04/07/22
1.2.1 Develop streamlined pathways for development of pantry partnerships, including capacity building.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
1.2.1.1 Create and disseminate materials that help service providers/partners to learn the process of becoming a partner.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
1.2.1.2 Proactive support and outreach to organizations to increase partnerships and sites.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
1.2.1.3 Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public transit routes.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
1.2.2 Strengthen and expand partnerships with schools to reach additional children and families	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
1.2.2.1 Partner existing programs to support nutrition education and food distribution.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
1.2.2.2 Explore the potential to establish distribution sites at school sites.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.1.1 Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness by 2028" 10-year plan.	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	50%	On Target As of 04/07/22
3.1.1.1 Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.2 Improve the evaluation and data management components of CES.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.3 Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21

3.1.1.4 In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective advocacy efforts at the local and State levels.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2 Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services. <i>Comments: • Launch of new Safe Camping and Safe Parking programs at M Street Navigation Center location. The expanded options will provide more opportunities for clients who are shelter resistant. (Traco Matthews, 06/08/22) • Received fully executed contracts to begin providing CES services for County of Stanislaus. In addition to providing much-needed support for clients in the northern CA Central Valley, the new contracts will allow the local CES program to grow and gain economies of scale. (Traco Matthews, 06/08/22)</i>	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	40%	On Target As of 06/08/22
3.1.2.1 Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.2 Increase funding streams to expand number of emergency beds/services as needed.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.3 Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.4 Expand upstream support to reduce the number of people who become homeless for the first time.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.1 Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations to provide input.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.2 Conduct organizational capacity/readiness assessment, data collection	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.3 Create a committee to present initial assessment findings and recommendations to the Board.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.3.1 Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways.	Traco Matthews	10/01/21 12/31/23	50% Percent Complete	42%	On Target As of 04/14/22
3.3.1.1 Identify and map existing educational/career pathways and referral points.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21

3.3.1.2 Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.3 Participate in local workforce development board meetings to identify entry points, opportunities, partnerships	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.4.1 Align and standardize current life skills training and financial services across CAPK programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.1 Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.2 Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.4.2 Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s).	Traco Matthews	10/01/21 12/31/25	Percent Complete	33%	On Target As of 02/09/22
3.4.2.1 Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps.	Traco Matthews	10/01/21 12/31/25	Percent Complete	100%	On Target As of 02/09/22
<i>Comments:</i> • Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (Pritika Ram, 02/09/22) • FUND Consulting has completed the Market and Organization Needs Assessment. Staff will be presenting the findings during the January 2022 Board of Directors meeting. Staff will request authorization to discuss partnership opportunities with Valley Strong, as well, move to the next phase to become CDFI certified. Moving from the Assessment to Planning Phase as an "Emerging CDFI". (Pritika Ram, 01/19/22)					
3.4.2.2 Complete internal capacity assessment to evaluate potential for delivery of new financial services.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.4.2.3 Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
1	Increased access to healthy, affordable food to support the health of the communities we serve.					
	1.1 Enhance accessibility through expansion of food distribution sites and services.	Susana Magana	10/01/21 12/31/25	Percent Complete	15%	On Target As of 06/01/22
	1.1.1 Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity	Traco Matthews	10/01/21 12/31/22	100%		Not Started As of 04/07/22
	1.1.1.1 Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal).	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/03/21
	1.1.1.2 Analyze food pantry maps against food security assessment to determine the extent to which needs are being met	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.1.1.3 Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/18/21
	1.1.2 Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable locations and/or near public transit where needs are highest.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 04/07/22
	1.2 Leverage new and strengthened partnerships to reach additional families and communities.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 03/28/22
	1.2.1 Develop streamlined pathways for development of pantry partnerships, including capacity building.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.2.1.1 Create and disseminate materials that help service providers/partners to learn the process of becoming a partner.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.2.1.2 Proactive support and outreach to organizations to increase partnerships and sites.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.2.1.3 Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public transit routes.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.2.2 Strengthen and expand partnerships with schools to reach additional children and families	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
	1.2.2.1 Partner existing programs to support nutrition education and food distribution.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21

1.2.2.2 Explore the potential to establish distribution sites at school sites.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3 Advance economic empowerment and financial stability for low-income people in the communities we serve.					
3.1 Increase housing stability for people experiencing or at risk of homelessness.	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	50%	On Target As of 06/08/22
<i>Comments:</i> • Due to recent SWOT analysis, some CES process changes for the CoC were initiated to improve "throughput" for clients who need permanent supportive housing (3.1.1). CES will now develop a VSPDAT for every person entering the system to improve matching of clients to housing opportunities (previously excluded some). They will also follow up with service providers who are lacking follow-through on entering data. This change should directly influence how many people are matched to housing in Kern County, aligning perfectly with the 3.1.1 objective. (Traco Matthews, 06/08/22)					
3.1.1 Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness by 2028" 10-year plan.	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	50%	On Target As of 04/07/22
3.1.1.1 Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.2 Improve the evaluation and data management components of CES.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.3 Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.4 In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective advocacy efforts at the local and State levels.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2 Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services.	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	40%	On Target As of 06/08/22
<i>Comments:</i> • Launch of new Safe Camping and Safe Parking programs at M Street Navigation Center location. The expanded options will provide more opportunities for clients who are shelter resistant. (Traco Matthews, 06/08/22) • Received fully executed contracts to begin providing CES services for County of Stanislaus. In addition to providing much-needed support for clients in the northern CA Central Valley, the new contracts will allow the local CES program to grow and gain economies of scale. (Traco Matthews, 06/08/22)					
3.1.2.1 Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.2 Increase funding streams to expand number of emergency beds/services as needed.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21

3.1.2.3 Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.4 Expand upstream support to reduce the number of people who become homeless for the first time.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.	Traco Matthews	10/01/21 12/31/25	Percent Complete	35%	On Target As of 06/08/22
<i>Comments:</i> • Launch of Safe Camping and Safe Parking projects at the M Street Navigation Center location in June 2022. The new programs will target shelter-resistant clients, allowing them to enter the HMIS system "softly" and preserve a higher level of autonomy. Clients can still enter the M Street shelter or move directly into other housing from the location. This achievement aligns directly with objective 3.2 as a housing solution. (10% increase) (Traco Matthews, 06/08/22) • Received fully executed contract in May 2022 to provide CES services for County of Stanislaus; services scheduled to begin in June 2022. The new contracts will not only provide much-needed services for clients in the northern CA Central Valley, but also allow the local CES team to grow and develop economies of scale. This aligns with objective 3.2 perfectly. (10% increase) (Traco Matthews, 06/08/22)					
3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.1 Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations to provide input.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.2 Conduct organizational capacity/readiness assessment, data collection	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.3 Create a committee to present initial assessment findings and recommendations to the Board.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.3 Increase opportunities and supports for clients to advance through career and education pathways.	Traco Matthews	10/01/21 12/31/25	Percent Complete	25%	On Target As of 06/08/22
<i>Comments:</i> • * KCCD training program approved by CAPK board; program launched in March * CAPK partnering on complimentary trainings for staff via BC's Applied Leadership pilot and program designed to provide educational opportunities for parents; both launching 06/13/2022 (10% increase) (Traco Matthews, 06/08/22)					
3.3.1 Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways.	Traco Matthews	10/01/21 12/31/23	50% Percent Complete	42%	On Target As of 04/14/22
3.3.1.1 Identify and map existing educational/career pathways and referral points.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.2 Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21

3.3.1.3 Participate in local workforce development board meetings to identify entry points, opportunities, partnerships	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.4 Increase access to economic asset enhancement and financial educational opportunities.	Traco Matthews	10/01/21 12/31/25	Percent Complete	32%	On Target As of 06/08/22
<i>Comments:</i> • Valley Strong in process of launching a CDFI. AltaOne Bank in Ridgecrest also just launched a CDFI; more to come on potential partnerships with either bank. Both new programs should provide increased access to financial services and resources for CAPK clients and people in the community. CAPK continues to support the efforts to strengthen financial services for low-income communities in Kern. (increase 15%) (Traco Matthews, 06/08/22)					
3.4.1 Align and standardize current life skills training and financial services across CAPK programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.1 Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.2 Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.4.2 Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s).	Traco Matthews	10/01/21 12/31/25	Percent Complete	33%	On Target As of 02/09/22
3.4.2.1 Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps.	Traco Matthews	10/01/21 12/31/25	Percent Complete	100%	On Target As of 02/09/22
<i>Comments:</i> • Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (Pritika Ram, 02/09/22) • FUND Consulting has completed the Market and Organization Needs Assessment. Staff will be presenting the findings during the January 2022 Board of Directors meeting. Staff will request authorization to discuss partnership opportunities with Valley Strong, as well, move to the next phase to become CDFI certified. Moving from the Assessment to Planning Phase as an "Emerging CDFI". (Pritika Ram, 01/19/22)					
3.4.2.2 Complete internal capacity assessment to evaluate potential for delivery of new financial services.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.4.2.3 Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21

TRACO MATTHEWS: ACTION PLAN - ITEMS I'M CONTRIBUTING TO

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
	1.1 Enhance accessibility through expansion of food distribution sites and services.	Susana Magana	10/01/21 12/31/25	Percent Complete	15%	On Target As of 06/01/22
	1.2 Leverage new and strengthened partnerships to reach additional families and communities.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 03/28/22



MEMORANDUM

To: Program Review & Evaluation Committee

From: 
Emilio G. Wagner, Director of Operations

Date: June 15, 2022

Subject: *Agenda Item 5e: Strategic Plan 2021-2025 – Goal 5 Update - **Info Item***

CAPK's Strategic Goal 5 group has been focusing on building the Client Data Platform, (CDP). This is in alignment with our Strategic Goal 5.3.1. We just signed a statement of work to build the underlying technology for this project. This will be a continuous development project that will need to be adaptive for ongoing changing in our agency. The kickoff for this project is scheduled for next month.

Our team has also been focusing on goal 5.2 by setting up meetings and training around ROMA. We will be splitting employees into two different training groups, trainers, and implementers. Trainers will go through the ROMA process to train other employees, while implementers will understand terminology and how to effectively implement ROMA ideologies within our agency.

Attachment:

Action Plan Summary by Goal Group #5

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
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MY ITEMS

No Goals Found

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
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No Goals Found

RYAN DOZIER: ACTION PLAN - ITEMS I'M CONTRIBUTING TO

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
	5.1 Enhance agency-wide capacity to implement continuous improvement framework.	Emilio Wagner	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	5.1.1 Develop multi-year Results Oriented Management and Accountability (ROMA) implementation plan that includes tiered rollout of engagement and capacity-building activities.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.1.1.1 Establish central ROMA implementation planning and implementation taskforce and program/departments champions.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.1.1.2 Targeted engagement/training schedule: Y1: Leadership and Division Champions Y2: Selected staff groups Y3: Agency-wide implementation	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	25%	On Target As of 06/10/22
	5.2.1 Establish agencywide data governance taskforce.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.1.1 Develop charter, bylaws, member duties, and clearly articulated method of collaboration with Leadership.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.1.2 Develop recommendations to leadership/Board for needed capacity development, investment, and additional strategies to enhance data governance and support implementation of ROMA.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	76%	On Target As of 06/10/22
	5.2.2.1 Identify challenges at program level around data collection and validation.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	100%	On Target As of 04/14/22
	5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	100%	On Target As of 03/11/22
	Comments: • Agency is moving forward with utilizing Microsoft Power BI, ARC GIS, and the Power Platform for our standard analytic and reporting tools. Depending on the needs of a Program, we may evaluate other solutions. (Ryan Dozier, 03/11/22)					

5.2.2.3 Identify needed investment in data dashboards or tools to provide leadership with real time agency-wide outputs and demographic data.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	29%	On Target As of 06/10/22
<i>Comments:</i> • This item is dependent on the CDP. (Ryan Dozier, 06/10/22) • When the Client Data Platform is up and running, agency wide dashboards will be developed. (Ryan Dozier, 03/11/22)					
5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	15%	On Target As of 06/10/22
5.3.1 Advance efforts to establish centralized database for client intake and service log.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	29%	On Target As of 06/10/22
<i>Comments:</i> • Signed a SOW with WIPFLI on our Client Data Platform, kick off is schedule for the upcoming weeks. (Ryan Dozier, 06/10/22)					



DATE	June 22, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 137 216 385#

Budget & Finance Committee Minutes

Per Governor's Executive Order N-2920 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. Call to Order

Committee member, Nila Hogan called the meeting to order at 12:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll call was taken with a quorum present.

Present: Joe Garcia, Nila Hogan, Janea Benton (arrived at 12:27pm), and Guadalupe Perez

Absent: Craig Henderson

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander Director of Finance; Freddy Hernandez, Director of Youth and Community Services; Yolanda Gonzales, Director of Head Start / State Child Development; Rebecca Moreno, Director of Community Development; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance and other CAPK staff

3. Public Comments

No one addressed the Committee.

4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for May 2022 – Tracy Webster, Chief Executive Officer – **Info Item**

Tracy Webster presented the above info item and reminded the Committee that CAPK is operating a consolidated contract consisting of Kern Head Start and Early Head Start, the Partnership Grant in Kern, as well as the Early Head Start component in San Joaquin.

CAPK has utilized the American Rescue plan funds in the amount of \$670,000, and there is \$2.6 million left in the plan. Staff plans to leverage these funds for the employee incentive plan that was approved last month.

Nila Hogan asked for clarification of how the remaining American Rescue Plan money will be used. Tracy Webster responded by saying the remaining American Rescue Plan money will be used in the amount of \$500,000 for current construction costs and the rest will go to employee retention bonuses.

- b. Goodwill Sacramento, California Statewide 211 COVID-19 Call Center Response – Martha Gonzalez, Program Supervisor - **Action Item**

Martha Gonzalez presented the above action item for approval. The 2-1-1 Kern Program has been awarded an additional \$90,680.59, for a term of twelve months beginning 4/1/2022 and expiring on 6/31/2023 to continue to provide COVID-19 call center response for the CAPK 2-1-1 Program and Goodwill Industries of Sacramento Valley and Northern Nevada Inc.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Hogan/Garcia)

- c. Renewal Contract: U.S. Department of Housing and Urban Development and Coordinated Entry System – Rebecca Moreno, Director of Community Development - **Action Item**

Rebecca Moreno presented the above action item for approval and said The U.S. Department of Housing and Urban Development (HUD) has awarded Community Action Partnership of Kern a renewal contract for operation of the Coordinated Entry System (CES) on behalf of the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Continuum of Care (CoC).

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Garcia/Perez).

- d. 2022 HS/EHS Draft Budget Revision – Jerry Meade, Head Start Assistant Director - **Info Item**

The Head Start and State Child Development Division will be requesting approval to submit a budget revision for the 2022-2023 funding year for the Head Start and Early Head Start grant #09CH011132. The budget revision stems from adjustments to State Contracts, program option revisions, and the supporting staffing patterns aligned to the program options.

Janea Benton asked what is specifically driving the adjustment. Jerry Meade said attracting and recruiting qualified staff is the biggest challenge currently. Vacant positions create classroom closures. The Head Start Program is working on increasing wages to attract and retain staff.

- e. Agency-Wide Budget Revision #1 – Tracy Webster, Chief Financial Officer – **Action Item**

The annual operating budget (program services and support services) has been revised from \$83,407,077 to \$104,174,023. The increase is attributed to the following: Head Start carryover construction costs, Food Bank Expansion, Low Income Water Assistance Program, ASTHO Vaccine Equity Project, and M Street Safe Camping funded through the County of Kern. The Indirect budget has been revised from \$6,845,707 to \$7,047,520 for the five support divisions: Executive, Human Resources, Finance, Operations and Program Administration. A projected cost of \$100,000 has been added to the indirect line Consultant/Contract for the acquisition and implementation of financial enterprise resource planning (ERP) software. This amount is an estimate which will allow the agency to develop and distribute a request for proposal (RFP). The cost of the system would likely need to be amended after a vendor is selected. Currently we are using a lot of leased warehouse space, so when our new warehouse is built CAPK will be able to have savings and be able to redistribute those funds.

Janea Benton asked about the staffing needs with the food bank expansion. Tracy Webster said that the Food Bank staff and grant development team are working on this and will have the funds allocated to staffing when the time comes.

Motion was made and seconded to approve the Agency-Wide Budget Revision #1. Carried by unanimous vote (Perez/Hogan).

f. Goal 6 Strategic Plan 2021-2025 Update – Tracy Webster, Chief Financial Officer – ***Info Item***

After the launch of the strategic plan, Goal 6 team has been meeting regularly to discuss the key items of Goal 6 and record progress on the described activities and indicators. The Goal 6 team continues to discuss in depth the goals and sub-goals. Furthermore, the team has outlined the action required to achieve 100% satisfaction of the goals. There is draft RFP ready for the purchase of accounting software that Goal Group 6 is in the process of discussing. Regarding the component that requires a fundraising scope to support internal programs we are still on hold until we have a foundation director.

g. May 2022 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

The agency did not require a draw from the line of credit during the month of May. We can sustain an adequate unrestricted cash balance to cover programs. The Central Kitchen expenditures are currently 22.5% at the end of 05/31/2022 and USDA revenue is at 13.2%. Expenditures are less than the target of 25.0% (3 of 12 months). Due to COVID-19 the Central Kitchen is unable to serve the same level of meals for the Head Start program. We continue to expect a significant decline in expected USDA revenue. The gap will need to be picked up by Head Start funds. CMAP is currently earning 41.8% as of April 30, 2022. The target for this period should be 83.3%. Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. The part year calendar starts in August. However, we are expecting low attendance rates given the restrictions stemming from the COVID-19 crisis. CCTR is at 80.5%, CSPP is at 74.5%, and CMIG is at 26.7%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 27.2% with a target of 91.7%. At the time of this report, the Finance Division has two pending vacancies in staffing. The agency expenditures are currently at 23% for the year. This is less than 25.0%. The Indirect Fund budget to actual report for May month end showed that revenue is surplus expenditures by \$68,237 which is 14.2% of the budgeted indirect surplus. Overall expenditures are 20.5% of the budget and matches the target of 25.0% (3 of 12 months)

Janea Benton asked if we would expect to stay on target with the budget. Tracy responded that classroom closures because of COVID has been the biggest obstacle with the budget. Joe Garcia asked about the large increase for equipment costs. Tracy said the increase was a one-time purchase of a generator for the Food Bank Expansion.

Motion was made and seconded to approve the May 2022 Financial Statements. Carried by unanimous vote (Hogan/Garcia).

5. **Committee Member Comments**

Janea Benton thanked staff for their hard work, and for volunteer opportunities at the Food Bank.

Jeremy Tobias reminded the committee that July will be dark in terms of Board & Committee meetings and said that the Executive Committee will meet in July and provide their report to the Board at the August meeting. Jeremy also said that the June Board Meeting will include information about a potential new project with B3K and Kern Community College District around the Community Economic Resilience Fund (CERF). CAPK involvement would include leading efforts to help with the inclusion of historically disenfranchised communities.

6. Next Scheduled Meeting

Budget & Finance Committee
12:00 pm
Wednesday, August 17, 2022
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:45 pm.



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Agenda Item 4A Head Start*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2022, through February 28, 2022.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through May 31, 2022. Three months (25%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 19% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

Non-Federal share is at 29% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - May 31, 2022
 Month 3 of 12 (25%)

Prepared 6/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,963,132	1,645,914	7,317,218	18%	82%
FRINGE BENEFITS	3,619,011	441,339	3,177,672	12%	88%
TRAVEL	-	19,137	(19,137)		
EQUIPMENT	55,000	-	55,000		
SUPPLIES	890,498	197,719	692,779	22%	78%
CONTRACTUAL	165,175	70,068	95,107	42%	58%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	700,176	2,024,801	26%	74%
INDIRECT	1,584,740	288,807	1,295,933	18%	82%
TOTAL BASE FUNDING	18,002,533	3,363,159	14,639,374	19%	81%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	10,961	30,943	26%	74%
SUPPLIES	23,986	1,804	22,182	8%	92%
CONTRACTUAL	22,800	-	22,800	0%	100%
OTHER	72,752	18,935	53,817	26%	74%
INDIRECT	16,144	2,750	13,394	17%	83%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	34,450	143,136	19%	81%

CARRYOVER

SUPPLIES					
CONTRACTUAL					
CONSTRUCTION					
OTHER					
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL HS FEDERAL FUNDS	18,180,119	3,397,609	14,782,510	19%	81%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,340,055	666,716	1,673,339	28%	72%
CALIF DEPT OF ED	7,988,651	2,311,888	5,676,763	29%	71%
TOTAL NON-FEDERAL	10,328,706	2,978,604	7,350,102	29%	71%

Budget reflects Notice of Award #09CH011132-04-00

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022

Administrative Cost for HS and EHS Combined 5.8%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	40,361	-	-	-	40,361	6/10/2022
Lowe's	3,582	0	-	-	3,582	6/9/2022
Smart & Final	876	-	-	-	876	6/1/2022
Save Mart	517	95	47	29	688	6/2/2022
Chevron & Texaco Business Card	9,802	-	-	-	9,802	6/6/2022
Home Depot	4,764	-	-	-	4,764	6/5/2022
	59,903	95	47	29	60,073	

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2022 through February 28, 2023
Report for period ending May 31, 2022 (Month 3 of 12)

Page 1 of 1

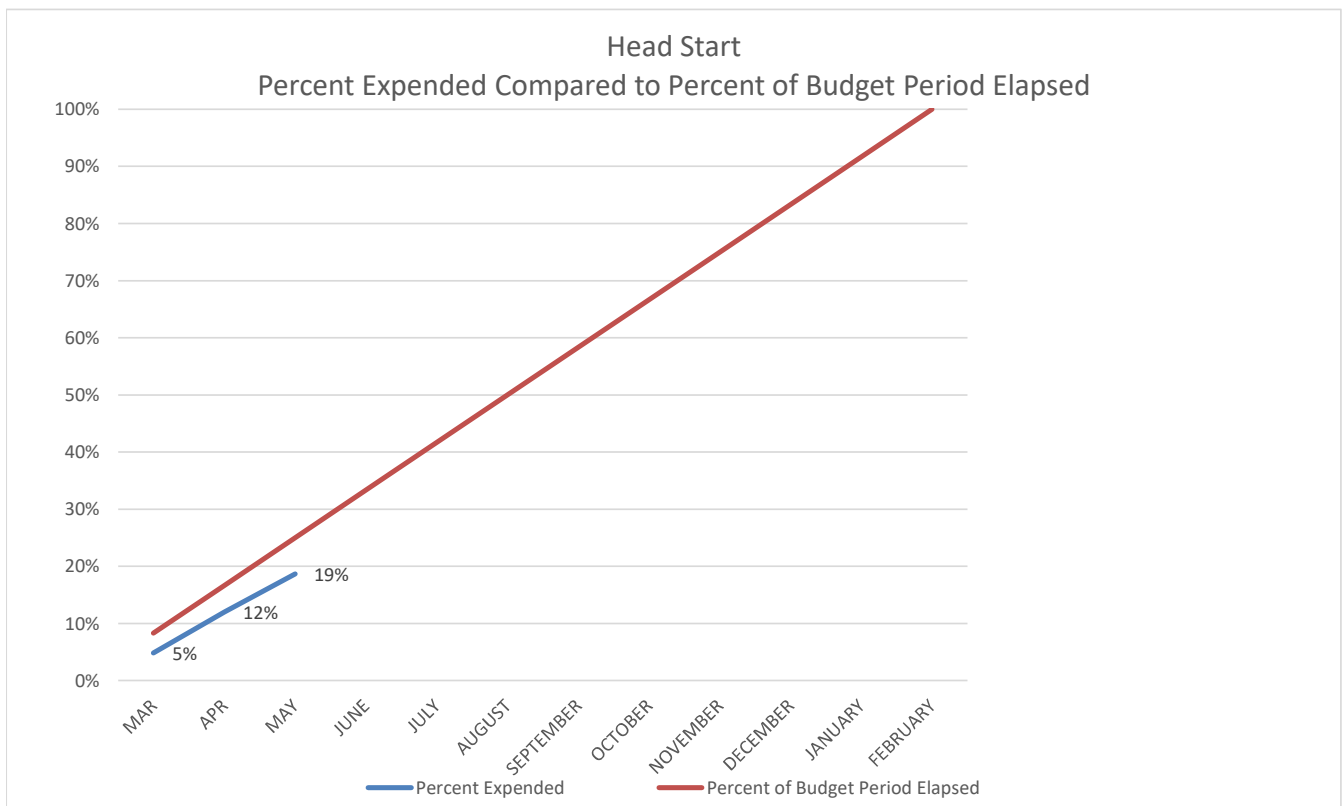
Percent of budget period elapsed: 16.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	6,091	6,995	6,465	0	0	0	0	0	0	0	0	0	19,551	40,535	48%
Alicante	20	6,683	6,417	5,282	0	0	0	0	0	0	0	0	0	18,381	20,268	91%
Angela Martinez	60	5,074	5,204	9,254	0	0	0	0	0	0	0	0	0	19,531	60,803	32%
Broadway	40	3,607	2,961	1,817	0	0	0	0	0	0	0	0	0	8,385	40,535	21%
California City	34	13,517	7,284	8,632	0	0	0	0	0	0	0	0	0	29,433	34,455	85%
Cleo Foran	23	5,334	1,674	1,711	0	0	0	0	0	0	0	0	0	8,719	23,308	37%
Delano	76	13,615	10,370	7,632	0	0	0	0	0	0	0	0	0	31,616	77,017	41%
East California	52	12,674	12,013	12,338	0	0	0	0	0	0	0	0	0	37,025	52,696	70%
Fairfax	40	4,711	4,469	3,007	0	0	0	0	0	0	0	0	0	12,188	40,535	30%
Fairview	40	11,153	11,122	9,403	0	0	0	0	0	0	0	0	0	31,679	40,535	78%
Harvey L. Hall	156	14,843	10,145	11,608	0	0	0	0	0	0	0	0	0	36,595	158,087	23%
Heritage	20	1,210	1,497	0	0	0	0	0	0	0	0	0	0	2,707	20,268	13%
Home Base	123	3,542	3,756	0	0	0	0	0	0	0	0	0	0	7,298	62,323	12%
Lamont	20	3,579	105	0	0	0	0	0	0	0	0	0	0	3,684	20,268	18%
Martha J. Morgan	72	8,977	9,258	8,839	0	0	0	0	0	0	0	0	0	27,074	72,963	37%
McFarland	20	14,755	13,839	6,654	0	0	0	0	0	0	0	0	0	35,248	20,268	174%
Mojave	20	0	0	0	0	0	0	0	0	0	0	0	0	0	20,268	0%
Oasis	60	6,311	7,275	6,272	0	0	0	0	0	0	0	0	0	19,858	60,803	33%
Pete H. Parra	128	22,284	22,653	0	0	0	0	0	0	0	0	0	0	44,937	129,713	35%
Planz	20	1,051	909	656	0	0	0	0	0	0	0	0	0	2,616	20,268	13%
Primeros Pasos	78	9,572	9,027	4,710	0	0	0	0	0	0	0	0	0	23,309	79,044	29%
Rosamond	80	7,385	4,404	948	0	0	0	0	0	0	0	0	0	12,738	81,070	16%
San Diego Street	40	3,964	161	1,699	0	0	0	0	0	0	0	0	0	5,824	40,535	14%
Seibert	40	107	65	0	0	0	0	0	0	0	0	0	0	172	40,535	0%
Shafter	20	8,891	9,266	7,402	0	0	0	0	0	0	0	0	0	25,558	20,268	126%
Shafter HS/EHS	25	6,119	4,859	4,604	0	0	0	0	0	0	0	0	0	15,582	25,334	62%
Sterling	124	8,587	5,326	2,525	0	0	0	0	0	0	0	0	0	16,437	125,659	13%
Sunrise Villa	20	2,893	2,100	0	0	0	0	0	0	0	0	0	0	4,992	20,268	25%
Taft	63	3,570	3,430	2,143	0	0	0	0	0	0	0	0	0	9,143	63,843	14%
Tehachapi	34	1,674	1,695	787	0	0	0	0	0	0	0	0	0	4,156	34,455	12%
Vineland	20	849	1,325	0	0	0	0	0	0	0	0	0	0	2,174	20,268	11%
Virginia	40	7,331	6,314	5,408	0	0	0	0	0	0	0	0	0	19,053	40,535	47%
Wesley	60	17,881	16,343	8,730	0	0	0	0	0	0	0	0	0	42,954	60,803	71%
Willow	55	6,419	5,852	0	0	0	0	0	0	0	0	0	0	12,271	55,736	22%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Governance		94	49	0	0	0	0	0	0	0	0	0	0	142	15,000	
Program Services		464	0	0	0	0	0	0	0	0	0	0	0	464	74,265	1%
SUBTOTAL IN-KIND	1,763	244,807	208,161	138,526	0	0	0	0	0	0	0	0	0	591,494	1,813,530	33%
State General Child Care*		296,246	210,565	223,645	0	0	0	0	0	0	0	0	0	730,455	2,821,834	26%
State Preschool*		526,899	398,940	407,462	0	0	0	0	0	0	0	0	0	1,333,302	3,865,832	34%
State Migrant Child Care*		8,137	10,870	12,275	0	0	0	0	0	0	0	0	0	31,282	125,833	25%
SUBTOTAL CA DEPT of ED		831,283	620,375	643,382	0	0	0	0	0	0	0	0	0	2,095,039	6,813,499	31%
GRAND TOTAL		1,076,090	828,536	781,908	0	0	0	0	0	0	0	0	0	2,686,533	8,627,029	31%

*May include estimates

Community Action Partnership of Kern
Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: April 1, 2022 through April 30, 2022
Report for period ending April 30, 2022 (Month 2 of 12)
Percent of budget period elapsed: 16.7%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	6,189	7,215	5,185	0	0	0	0	0	0	0	18,589	39,646	47%
Chrisman	20	3,539	4,462	3,137	0	0	0	0	0	0	0	11,138	33,039	34%
Gianone	16	0	0	0	0	0	0	0	0	0	0	0	26,431	0%
Kennedy	16	7,412	4,837	4,626	0	0	0	0	0	0	0	16,875	26,431	64%
Lodi Home Base	35	3,304	3,908	975	0	0	0	0	0	0	0	8,187	28,909	28%
Lodi UCC	30	1,848	2,870	2,078	0	0	0	0	0	0	0	6,795	49,558	14%
Manteca Home Base	12	2,315	2,868	3,382	0	0	0	0	0	0	0	8,565	9,912	86%
Marci Massei	24	1,277	2,268	1,651	0	0	0	0	0	0	0	5,196	39,646	13%
St. Mary's	24	725	942	1,384	0	0	0	0	0	0	0	3,051	39,646	8%
Stockton Home Base	90	3,499	6,613	4,297	84	0	0	0	0	0	0	14,495	74,337	19%
Tracy Home Base	12	0	0	0	0	0	0	0	0	0	0	0	9,912	0%
Walnut	24	3,625	4,542	4,988	0	0	0	0	0	0	0	13,156	39,646	33%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		225	0	0	0	0	0	0	0	0	0	225	108,412	0%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	327	33,958	40,526	31,704	84	0	0	0	0	0	0	106,272	526,525	20%
State General Child Care*		0	71,287	70,881	74,681	0	0	0	0	0	0	216,849	1,175,152	18%
SUBTOTAL CA DEPT of ED		0	71,287	70,881	74,681	0	0	0	0	0	0	216,849	1,175,152	18%
GRAND TOTAL		33,958	111,813	102,585	74,765	0	0	0	0	0	0	323,121	1,402,067	23%





MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Early Head Start*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2022, through May 31, 2022.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through February 28, 2023. Three months (25%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 17% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 5% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - May 31, 2022
 Month 3 of 12 (25%)

Prepared 6/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,444,729	1,516,989	7,927,740	16%	84%
FRINGE BENEFITS	2,228,717	410,080	1,818,637	18%	82%
TRAVEL	-	17,426	(17,426)		
EQUIPMENT	45,000	-	45,000		
SUPPLIES	946,255	162,268	783,987	17%	83%
CONTRACTUAL	1,051,918	55,999	995,919	5%	95%
CONSTRUCTION	-	-	-		
OTHER	1,784,305	441,971	1,342,334	25%	75%
INDIRECT	1,504,851	248,355	1,256,496	17%	83%
TOTAL BASE FUNDING	17,005,775	2,853,089	14,152,686	17%	83%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	6,498	37,694	15%	85%
SUPPLIES	30,013	810	29,203	3%	97%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	212,393	6,811	205,582	3%	97%
INDIRECT	31,268	4,607	26,661	15%	85%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	18,727	325,219	5%	95%

CARRYOVER

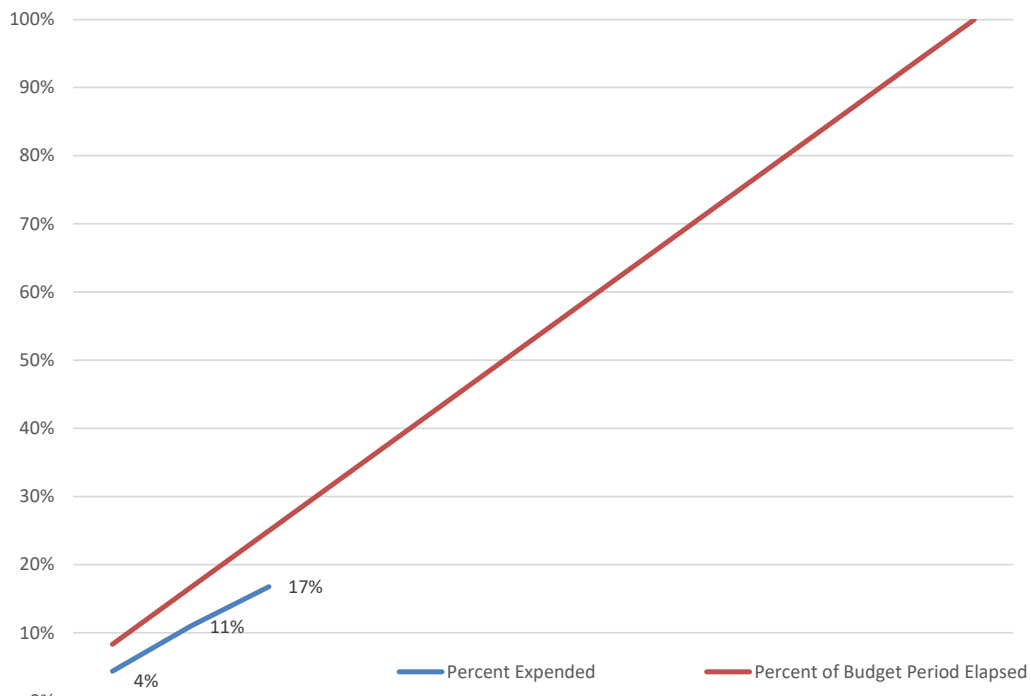
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-				
INDIRECT	-				
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL EHS FEDERAL FUNDS	17,349,721	2,871,816	14,477,906	17%	83%
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Budget reflects Notice of Award #09CH011132-04-00

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022

Early Head Start Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2023. Sixteen months (64%) of the 25-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 95% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 0% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 117% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: February 1, 2021 - May 31, 2022

Month 16 of 25 (64%)

Prepared 6/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,234,991	274,272	92%	8%
FRINGE BENEFITS	985,996	813,437	172,559	82%	18%
TRAVEL	0	46,889	(46,889)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	143,912	222,535	(78,623)	155%	-55%
CONTRACTUAL	10,244	28,736	(18,491)	281%	-181%
OTHER	776,728	848,060	(71,331)	109%	-9%
INDIRECT	536,733	488,066	48,667	91%	9%
TOTAL	6,007,877	5,713,904	293,972	95%	5%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	53,809	52,188	1,621	97%	3%
FRINGE BENEFITS	23,718	21,722	1,996	92%	8%
TRAVEL	3,519	3,975	(456)	113%	-13%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	25,788	(4,971)	124%	-24%
INDIRECT	11,675	11,667	7	100%	0%
TOTAL	128,816	128,817	(0)	100%	0%

CARRYOVER

EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	0	381,242	0%	100%
INDIRECT	41,905	0	41,905	0%	100%
TOTAL	481,986	0	481,986	0%	100%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	75,407	69,273	6,134	92%	8%
OTHER	21,681	3,128	18,553	14%	86%
INDIRECT	9,709	11,861	(2,152)	122%	-22%
TOTAL	106,797	106,797	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	6,725,476	5,949,518	775,958	88%	12%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,630,480	1,913,366	(282,885)	117%	-17%
TOTAL NON-FEDERAL FUNDS	1,630,480	1,913,366	(282,885)	117%	-17%

Centralized Administrative Cost 6.6%
Program Administrative Cost 2.8%
Total Administrative Cost 9.4%

Budget reflects Notice of Award #09CH011406-02-02 and NOA 09CH011406-02-04

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through May 31, 2022. Fifteen months (63%) of the 24-month budget period have elapsed. The Office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 81% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 35% of the budget.

Carryover Funds

Overall expenditures are at 95% of the budget.

COVID Cares Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 134% of the budget.

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report**

Budget Period: March 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: March 1, 2021 - May 31, 2022

Month 15 of 24 (63%)

Prepared 3/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,607	103,274	85%	15%
FRINGE BENEFITS	183,736	150,179	33,557	82%	18%
TRAVEL	0	2,669	(2,669)		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	472,161	619,343	43%	57%
OTHER	231,300	254,580	(23,280)	110%	-10%
INDIRECT	215,164	151,160	64,004	70%	30%
TOTAL BASE FUNDING	2,427,668	1,724,460	703,208	71%	29%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,794	3,313	35%	65%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	19,857	36,328	35%	65%

CARRYOVER

SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,336,566	122,015	95%	5%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	35,000	(20,879)	248%	-148%
INDIRECT	4,412	400	4,012	9%	91%
TOTAL CARRYOVER	2,507,114	2,371,966	135,148	95%	5%

COVID CARES

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	112,302	20,993	95,510	19%	81%

GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	4,137,276	970,194	81%	19%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	790,157	(201,901)	134%	-34%
TOTAL NON-FEDERAL	588,256	790,157	(201,901)	134%	-34%

Budget reflects Notice of Award #09HP000163-03-02

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2022



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: June 22, 2022

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended May 31, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through May 31, 2022, fourteen months (58.33%) of the 24-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 0% of the budget. These funds are being utilized to support the retention incentive for staff.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - May 31, 2022

Month 14 of 24 (58.33%)

Prepared 1/11/2022

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	670,559	670,559	0	100%	0%

American Rescue Plan Act

PERSONNEL	763,438	0	763,438	0%	100%
FRINGE BENEFITS	251,934	0	251,934	0%	100%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	0	553,540	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	0	266,580	0%	100%
TOTAL	2,665,802	0	2,665,802	0%	100%

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	670,559	2,665,802	20%	80%
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Centralized Administrative Cost	9.1%
Program Administrative Cost	0.0%
Total Administrative Cost	9.1%

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2022



MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Community Development

Date: June 22, 2022

Subject: *Agenda Item 4C*: Renewal Contract: U.S. Department of Housing and Urban Development and Coordinated Entry System- **Action Item**

The U.S. Department of Housing and Urban Development (HUD) has awarded Community Action Partnership of Kern a renewal contract for operation of the Coordinated Entry System (CES) on behalf of the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Continuum of Care (CoC).

The annual budget of \$236,838, has been designed to fund one full time CES Supervisor and two full time Homeless Navigators. The Homeless Navigators conduct intakes, referrals, assessments, and determine eligibility in accordance with HUD and local CoC policies. The CES Supervisor provides oversight and guidance to the Homeless Navigators as well as conducts trainings, data management, and reporting to the CoC.

This extended agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

Recommendation:

Staff recommends the Budget and Finance Committee authorize the Chief Executive Officer to execute the contract for services with the U. S. Department of Housing and Urban Development for Coordinated Entry System and allow for the execution for additional documents as needed.

Attachment:

Award Letter Notification



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT

March 14, 2022

Mr. Jeremy Tobias
Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

Congratulations! I am delighted to inform you of the funding for your project(s) under HUD's Notice3 of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Competition and NonCompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants for a total of \$236,838.

The CoC Program is an important part of HUD's mission. CoCs around the country will continue to improve the lives of men, women, and children through their local planning efforts and through the direct housing and service programs funded under the FY 2021 CoC Program Competition. Projects like those of your organization, funded through the CoC program, continue to demonstrate their value by improving accountability and performance every year.

The enclosure provides details about your organization's award(s) including: the name(s) of the individual project(s); the project number(s); and the specific amount(s) of the obligation(s) for each project. HUD field office staff will notify you when they are available to process grant agreements; once all conditions are satisfied and the grant agreement is executed, your organization can expend funds.

HUD commends your organization's work and encourages it to continue to strive for excellence in the fight to end homelessness.

Sincerely,

A handwritten signature in blue ink, appearing to read "James", followed by a stylized flourish.

James Arthur Jemison II
Principal Deputy Assistant Secretary
for Community Planning and Development

Enclosure

CA1799L9D042103

CAPK Coordinated Entry System

\$236,838

Total Amount: **\$236,838**



MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Community Development

Date: June 22, 2022

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James Arthur Jemison II
Principal Deputy Assistant Secretary
for Community Planning and Development

Enclosure

CA1799L9D042103

CAPK Coordinated Entry System

\$236,838

Total Amount: **\$236,838**



MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director - Programs

Date: June 22, 2022

Subject: *Agenda Item 4D: 2022 HS/EHS Draft Budget Revision – Info Item*

The Head Start and State Child Development division will be requesting approval to submit a budget revision for the 2022-2023 funding year for the Head Start and Early Head Start grant #09CH011132. The budget revision stems from adjustments to State Contracts, program option revisions, and the supporting staffing patterns aligned to the program options. Attached to this memorandum is the draft budget detail.

Within the draft budget detail please note:

- Reduction of 57 positions (All affected positions are currently vacant)
- Increased wages for Direct Services employees
- Adjusted State Revenue based on revised contracts
- Expenditure reductions based 13 classroom closures (All affected classrooms are currently closed)
- Expenditure reductions based on serving 162 fewer children (No child will be dropped from the program)

This draft budget as presented includes a reduction in funded enrollment and the staffing required to support program options as revised. Program will seek approval from the Board of Directors as required at the June 29, 2022, meeting.

Attachment:

HS EHS 2022-2023 Draft Budget Detail as Revised

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2022-2023 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	ORIGINAL 2022-2023	PROPOSAL 2022-2023	VARIANCE increase (decrease)	Comments
PERSONNEL	29,231,198	26,956,944	(2,274,254)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
FRINGE BENEFITS	8,644,797	8,001,794	(643,003)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
TRAVEL	86,096	86,096	-	
EQUIPMENT	100,000	55,000	(45,000)	Reduction of 1 Vehicle
SUPPLIES				
Office Supplies	425,100	325,100	(100,000)	Reduction of Supplies
Child and Family Services Supplies	1,240,568	1,227,268	(13,300)	Reduction of Classrooms
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	224,584	219,291	(5,293)	Reduction of Classrooms
TOTAL SUPPLIES	1,983,252	1,864,659	(118,593)	
CONTRACTUAL				
Administrative Services	76,450	51,450	(25,000)	Adjustment to Legal Fees
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,140,643	1,085,343	(55,300)	Removed Tableau & DRDP Tech Data Software
TOTAL CONTRACTUAL	1,265,973	1,185,673	(80,300)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	844,536	843,016	(1,520)	
Mortgage	297,840	297,840	-	
Utilities, Telephone	971,287	971,287	-	
Building & Child Liability Insurance	120,550	120,550	-	
Building Maintenance/Repair	1,049,779	834,767	(215,012)	Reduction of 13 classrooms
Local Travel (children)	-	-	-	
Nutrition Services	1,576,490	1,547,165	(29,325)	Reduction of 162 Slots
Child Services Consultants	112,555	75,750	(36,805)	Reduction of 162 Slots
Volunteers	4,937	4,937	-	
Parent Services	16,490	16,490	-	
Publications/Advertising/Printing	89,030	78,750	(10,280)	Adjusted based on Historical Data
Training or Staff Development	285,145	285,145	-	
Other	548,738	538,738	(10,000)	Leased Equipment returned
TOTAL OTHER	5,917,377	5,614,435	(302,942)	
INDIRECT	4,592,270	4,250,550	(341,720)	

BUDGETED EXPENDITURES **51,820,963** **48,015,151** **(3,805,812)**

STATE & FEDERAL REVENUES	2021-2022 BUDGET	2022-2023 BUDGET	VARIANCE inc. / (decr.)	Comments
Head Start/EHS Program Operations	35,008,308	35,008,308	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,314,087	2,306,410	(7,677)	
Estimated California Department of Education	13,977,036	10,178,901	(3,798,135)	Match to contracts as revised
TOTAL STATE & FEDERAL REVENUES	51,820,963	48,015,151	(3,805,812)	

SUMMARY - 2022-2023

TOTAL REVENUES	48,015,151
TOTAL BUDGETED EXPENDITURES	48,015,151
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	
	12.11%



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 22, 2022

Subject: *Agenda Item 4E*: Agency-Wide Budget Revision #1 – **Action Item**

The proposed revised annual budget for the 2022/23 fiscal year is presented using the following functional categories:

1. Program Services
 - Education
 - Nutrition
 - Energy Conservation
 - Community Services
 - CSBG
2. Support Services
 - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) has been revised from \$83,407,077 to \$104,174,023. The increase is attributed to the following: Head Start carryover construction costs, Food Bank Expansion, Low Income Water Assistance Program, ASTHO Vaccine Equity Project, and Safe Camping funded through the County of Kern. Attached is the 2022/23 annual budget with category support schedules.

The Indirect budget has been revised from \$6,845,707 to \$7,047,520 for the five support divisions: Executive, Human Resources, Finance, Operations and Program Administration. A projected cost of \$100,000 has been added to the indirect line Consultant/Contract for the acquisition and implementation of financial enterprise resource planning (ERP) software. This amount is an estimate which will allow the agency to develop and distribute a request for proposal (RFP). The cost of the system would likely need to be amended after a vendor is selected.

Recommendation:

Staff recommends approval of the revised CAPK Annual Budget for FY 2022/23.

Attachment:

Revised Annual Budget for FY 2022/23

Detail of Budget Revision Changes for FY 2022/23

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2022/23**

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	\$ 62,009,643	\$ 20,257,591	\$ 6,322,316	\$ 5,769,906	\$ 1,530,496	\$ -	\$ 3,602,032	\$ 99,491,984	\$ -
Head Start Subsidy for CACFP	(870,245)	870,245	-	-	-	-	-	-	-
Private Revenue	-	3,050,000	-	644,392	-	11,520	-	3,705,912	-
Other Revenue	1,602	478,247	-	-	-	1,205	-	481,054	7,597,038
Donations	-	196,040	-	-	-	10,000	-	206,040	-
Total Revenue	\$ 61,141,000	\$ 24,852,123	\$ 6,322,316	\$ 6,414,298	\$ 1,530,496	\$ 22,725	\$ 3,602,032	\$ 103,884,990	\$ 7,597,038
Expenditures									
Salaries	27,451,264	4,210,991	2,072,237	2,555,412	890,550	123,600	1,274,188	38,578,242	4,122,037
Benefits	8,315,926	1,260,035	436,716	664,456	238,729	25,956	218,713	11,160,531	927,258
Travel	492,583	91,246	51,475	22,313	15,740	22,100	26,473	721,930	67,900
Space Cost	6,305,378	15,205,613	237,187	1,200,276	161,300	5,700	89,133	23,204,587	184,200
Supplies	2,644,635	211,553	84,506	217,849	24,699	14,750	55,869	3,253,861	252,500
Equipment	100,000	724,960	6,419	-	-	-	-	831,379	-
Consultant/Contract	1,369,385	563,961	1,037,085	412,936	2,750	35,000	374,433	3,795,550	988,000
Other Operating Costs	1,130,700	378,585	927,356	491,102	51,480	56,310	416,750	3,452,283	474,125
Program Costs	7,769,839	1,436,167	868,172	292,916	3,000	-	907,088	11,277,182	-
Depreciation	297,840	3,600	-	-	-	-	-	301,440	31,500
Indirect	5,263,450	765,412	601,163	557,038	142,248	28,342	239,385	7,597,038	-
Total Expenditures	\$ 61,141,000	\$ 24,852,123	\$ 6,322,316	\$ 6,414,298	\$ 1,530,496	\$ 311,758	\$ 3,602,032	\$ 104,174,023	\$ 7,047,520
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (289,033)	\$ -	\$ (289,033)	\$ 549,518

One-Time COVID Indirect Surplus (239,385)

A. Grant writing consultant \$150,000 & Marketing consultant \$78,000 (ongoing expense)
Addition of \$100,000 for possible acquisition of new financial ERP software

Ongoing Indirect Surplus \$ 310,133

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
FUNDING RELATED TO COVID

	Education COVID Response & CARES	Nutrition COVID Response	Energy ARPA	Community Services COVID Response	CSBG CARES	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ 312,374	\$ 312,374
Other Government Revenue	-	-	1,704,658	1,585,000	-	3,289,658
Head Start Subsidy for CACFP	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 1,704,658	\$ 1,585,000	\$ 312,374	\$ 3,602,032
Expenditures						
Salaries	-	-	898,884	275,000	100,304	1,274,188
Benefits	-	-	116,428	73,109	29,176	218,713
Travel	-	-	13,635	5,000	7,838	26,473
Space Cost	-	-	62,220	6,000	20,913	89,133
Supplies	-	-	25,570	2,500	27,799	55,869
Equipment	-	-	-	-	-	-
Consultant/Contract	-	-	19,433	355,000	-	374,433
Other Operating Costs	-	-	413,720	-	3,030	416,750
Program Costs	-	-	-	812,185	94,903	907,088
Depreciation	-	-	-	-	-	-
Indirect	-	-	154,768	56,206	28,411	239,385
Total Expenditures	\$ -	\$ -	\$ 1,704,658	\$ 1,585,000	\$ 312,374	\$ 3,602,032
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	0.0%	0.0%	13.0%	26.6%	29.1%	17.2%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	38,408,253	8,204,779	2,064,238	3,460,624	9,871,749	62,009,643
Head Start Subsidy for CACFP	(870,245)	-	-	-	-	(870,245)
Private Revenue	-	-	-	-	-	-
Other Revenue	-	1,602	-	-	-	1,602
Donations	-	-	-	-	-	-
Total Revenue	\$ 37,538,008	\$ 8,206,381	\$ 2,064,238	\$ 3,460,624	\$ 9,871,749	\$ 61,141,000
Expenditures						
Salaries	17,798,635	5,588,875	1,456,669	1,847,685	759,400	27,451,264
Benefits	5,345,129	1,830,351	419,911	593,535	127,000	8,315,926
Travel	345,073	910	-	138,600	8,000	492,583
Space Cost	5,993,000	3,728	-	225,440	83,210	6,305,378
Supplies	2,351,102	9,270	-	270,263	14,000	2,644,635
Equipment	100,000	-	-	-	-	100,000
Consultant/Contract	1,336,723	14,300	-	10,562	7,800	1,369,385
Other Operating Costs	969,897	12,933	-	72,961	74,909	1,130,700
Program Costs	(137,523)	-	-	-	7,907,362	7,769,839
Depreciation	297,840	-	-	-	-	297,840
Indirect	3,138,132	746,014	187,658	301,578	890,068	5,263,450
Total Expenditures	\$ 37,538,008	\$ 8,206,381	\$ 2,064,238	\$ 3,460,624	\$ 9,871,749	\$ 61,141,000
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	32.7%	28.8%	32.1%	16.7%	30.3%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	Food Bank Expansion	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP			
Revenue								
Commuity Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397,316	\$ -	\$ 397,316
Other Government Revenue	4,212,059	1,491,998	1,272,351	177,633	1,449,984	1,527,944	11,575,606	20,257,591
Head Start Subsidy for CACFP	-	-	743,585	126,660	870,245	-	-	870,245
Private Revenue	-	-	-	-	-	50,000	3,000,000	3,050,000
Other Revenue	-	-	-	-	-	244,247	234,000	478,247
Donations	-	-	-	-	-	130,000	66,040	196,040
Total Revenue	\$ 4,212,059	\$ 1,491,998	\$ 2,015,936	\$ 304,293	\$ 2,320,229	\$ 2,349,507	\$ 14,875,646	\$ 10,373,793
Expenditures								
Salaries	2,511,777	535,396	605,614	-	605,614	831,644	-	4,484,431
Benefits	728,415	165,846	187,407	-	187,407	266,122	-	1,347,790
Travel	12,000	6,146	27,000	-	27,000	46,100	-	91,246
Space Cost	367,860	54,307	121,700	-	121,700	186,100	14,475,646	15,205,613
Supplies	40,657	11,706	86,000	-	86,000	73,190	-	211,553
Equipment	25,000	-	-	-	-	299,960	400,000	724,960
Consultant/Contract	-	553,361	-	-	-	10,600	-	563,961
Other Operating Costs	165,927	29,599	62,600	-	62,600	120,459	-	378,585
Program Costs	3,000	-	809,946	-	809,946	335,076	-	1,148,022
- Vended Meals	-	-	-	288,145	288,145	-	-	288,145
Depreciation	3,600	-	-	-	-	-	-	3,600
Indirect	353,823	135,637	115,669	16,148	131,817	180,256	-	801,533
Total Expenditures	\$ 4,212,059	\$ 1,491,998	\$ 2,015,936	\$ 304,293	\$ 2,320,229	\$ 2,349,507	\$ 14,875,646	\$ 10,373,793
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	29.0%	31.0%	30.9%		30.9%	32.0%		30.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	6,322,316
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 6,322,316
Expenditures	
Salaries	2,072,237
Benefits	436,716
Travel	51,475
Space Cost	237,187
Supplies	84,506
Equipment	6,419
Consultant/Contract	1,037,085
Other Operating Costs	927,356
Program Costs	868,172
Depreciation	-
Indirect	601,163
Total Expenditures	\$ 6,322,316
Gain/(Loss)	\$ -
Benefit Rate	21.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
COMMUNITY SERVICES

	211	Homeless Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	\$ 66,747	\$ 17,031	\$ 20,924	\$ -	\$ 228,979	\$ 479,048	\$ 812,729
Other Government Revenue	614,149	3,735,375	367,663	164,656	829,235	58,828	5,769,906
Private Revenue	644,392	-	-	-	-	-	644,392
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenue	\$ 1,325,288	\$ 3,752,406	\$ 388,587	\$ 164,656	\$ 1,058,214	\$ 537,876	\$ 7,227,027
Expenditures							
Salaries	807,633	1,259,165	223,700	112,215	319,739	229,895	2,952,347
Benefits	195,226	352,567	74,509	25,553	56,798	55,733	760,386
Travel	5,000	2,000	10,415	2,083	7,972	7,333	34,803
Space Cost	65,626	1,074,813	26,875	10,150	29,331	154,781	1,361,576
Supplies	56,557	144,838	3,918	1,696	19,428	11,111	237,548
Equipment	-	-	-	-	-	-	-
Consultant/Contract	10,186	-	500	500	403,750	750	415,686
Other Operating Costs	64,579	296,523	15,450	4,810	124,096	29,274	534,732
Program Costs	-	289,645	-	1,316	3,800	1,155	295,916
Depreciation	-	-	-	-	-	-	-
Indirect	120,481	332,855	33,220	6,333	93,300	47,844	634,033
Total Expenditures	\$ 1,325,288	\$ 3,752,406	\$ 388,587	\$ 164,656	\$ 1,058,214	\$ 537,876	\$ 7,227,027
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	24.2%	28.0%	33.3%	22.8%	17.8%	24.2%	25.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	CES	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 397,316	\$ 66,747	\$ 20,924	\$ 228,979	\$ 479,048	\$ 17,031	\$ 320,451	\$ 1,530,496
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 397,316	\$ 66,747	\$ 20,924	\$ 228,979	\$ 479,048	\$ 17,031	\$ 320,451	\$ 1,193,014
Expenditures								
Salaries	273,440	48,543	9,667	126,235	212,490	-	220,175	890,550
Benefits	87,755	12,136	2,900	27,772	53,122	-	55,044	238,729
Travel	-	-	1,000	3,950	6,540	1,000	3,250	15,740
Space Cost	-	-	-	24,400	128,900	8,000	-	161,300
Supplies	-	-	-	5,158	9,695	4,846	5,000	24,699
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	2,000	750	-	-	2,750
Other Operating Costs	-	-	-	16,575	25,055	2,000	7,850	51,480
Program Costs	-	-	-	3,000	-	-	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	36,121	6,068	7,357	19,889	42,496	1,185	29,132	142,248
Total Expenditures	\$ 397,316	\$ 66,747	\$ 20,924	\$ 228,979	\$ 479,048	\$ 17,031	\$ 320,451	\$ 1,193,014
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	32.1%	25.0%	30.0%	22.0%	25.0%	0.0%	25.0%	26.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	11,520	-	11,520
Other Revenue	1,205	-	1,205
Donations	10,000	-	10,000
Transfer Released From Restriction	(303,552)	303,552	-
Total Revenue	\$ (280,827)	\$ 303,552	\$ 22,725
Expenditures			
Salaries	-	123,600	123,600
Benefits	-	25,956	25,956
Travel	-	22,100	22,100
Space Cost	2,200	3,500	5,700
Supplies	-	14,750	14,750
Equipment	-	-	-
Consultant/Contract	-	35,000	35,000
Other Operating Costs	5,260	51,050	56,310
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	746	27,596	28,342
Total Expenditures	\$ 8,206	\$ 303,552	\$ 311,758
Gain/(Loss)	\$ (289,033)	\$ -	\$ (289,033)
Benefit Rate	0.0%	21.0%	21.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
INDIRECT FUND

	Human Resources	Operations	Executive	Program Administration	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ 320,451	\$ -	\$ 320,451
Other Government Revenue	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	7,327,503
Donations	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ 320,451	\$ -	\$ 7,647,954
Expenditures						
Salaries	901,071	1,156,364	764,652	317,675	1,202,450	4,342,212
Benefits	198,236	300,655	160,577	82,344	240,490	982,302
Travel	9,000	23,500	24,200	6,450	8,000	71,150
Space Cost	-	181,200	-	-	3,000	184,200
Supplies	18,000	62,000	31,500	6,000	140,000	257,500
Equipment	-	-	-	-	-	-
Consultant/Contract	143,500	219,500	241,500	-	383,500	988,000
Other Operating Costs	18,500	298,075	114,650	8,850	41,900	481,975
Program Costs	-	-	-	-	-	-
Depreciation	-	31,500	-	-	-	31,500
Indirect	-	-	-	29,132	-	29,132
Total Expenditures	\$ 1,288,307	\$ 2,272,794	\$ 1,337,079	\$ 450,451	\$ 2,019,340	\$ 7,367,971
Gain/(Loss)						\$ 279,983
Benefit Rate	22.0%	26.0%	21.0%	25.9%	20.0%	22.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
INDIRECT FUND - FIVE YEAR HISTORY**

Line Items	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Revenue	\$ 4,827,346	\$ 5,059,589	\$ 5,799,844	\$ 6,862,349	\$ 7,471,110	\$ 7,647,954	2.4%
Expenditures							
Personnel Costs							
Salaries	2,614,903	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	9.0%
Benefits	605,877	674,091	756,241	875,486	931,312	982,302	5.5%
<i>Benefit Rate</i>	23.2%	23.9%	24.6%	24.3%	23.4%	22.6%	
Total Personnel Costs	\$ 3,220,780	\$ 3,494,351	\$ 3,826,791	\$ 4,477,468	\$ 4,914,456	\$ 5,324,514	8.3%
	67.6%	71.3%	72.5%	71.2%	71.9%	72.3%	
Operating Costs							
Travel	79,900	88,750	93,650	56,750	62,350	71,150	14.1%
Space Costs	190,700	187,900	186,800	193,300	206,370	215,700	4.5%
Supplies	147,277	138,400	166,500	119,400	150,200	257,500	71.4%
Equipment	5,223	-	-	-	196,000	-	-100.0%
Consultant/Contract	783,320	630,725	659,100	1,144,066	956,000	988,000	3.3%
Other Operating Costs	339,600	363,950	345,050	298,600	352,750	511,107	44.9%
Total Operating Costs	\$ 1,546,020	\$ 1,409,725	\$ 1,451,100	\$ 1,812,116	\$ 1,923,670	\$ 2,043,457	6.2%
	32.4%	28.7%	27.5%	28.8%	28.1%	27.7%	
Total Expenditures	\$ 4,766,800	\$ 4,904,076	\$ 5,277,891	\$ 6,289,584	\$ 6,838,126	\$ 7,367,971	7.7%
Excess Indirect Revenue	\$ 60,546	\$ 155,513	\$ 521,953	\$ 572,765	\$ 632,984	\$ 279,983	-55.8%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Operations	\$ 1,526,000	\$ 1,394,366	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	\$ 2,272,794	-2.2%
Human Resources	1,151,500	1,223,465	1,034,632	917,844	1,262,307	1,288,307	2.1%
Finance	1,049,800	1,046,900	1,563,775	1,757,619	1,786,550	2,019,340	13.0%
Program Administration	525,400	704,410	705,930	354,917	330,664	450,451	36.2%
Executive	514,100	534,935	612,204	1,145,335	1,133,815	1,337,079	17.9%
TOTAL	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	\$ 6,289,584	\$ 6,838,126	\$ 7,367,971	7.7%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2022/23
AGENCY-WIDE - FIVE YEAR HISTORY**

EXPENDITURES BY PROGRAM SERVICE	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Education	\$ 42,473,221	\$ 54,886,617	\$ 60,024,566	\$ 61,574,517	\$ 61,141,000	-0.7%
Nutrition	7,569,576	8,687,954	9,221,197	9,378,845	24,852,123	165.0%
Energy Conservation	4,138,200	5,746,308	6,867,228	6,424,164	6,322,316	-1.6%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	34.6%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	-0.3%
Discretionary & Fund Raising	41,035	41,233	203,689	284,270	311,758	9.7%
COVID Response	-	-	-	4,259,035	3,602,032	-15.4%
Total Annual Budget	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	18.1%

RECAP - EXPENDITURES BY CATEGORY	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	PROPOSED FY 2022/23 Budget	% Change 2022/23 Budget to 2021/22 Budget
Salaries	\$ 25,995,600	\$ 30,816,989	\$ 33,631,062	\$ 38,932,538	\$ 38,578,242	-0.9%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	-1.7%
Travel	536,271	604,666	814,611	723,003	721,930	-0.1%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	177.0%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	23.3%
Equipment	211,038	99,000	92,760	291,353	831,379	185.4%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	-10.2%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	34.3%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	-0.5%
Depreciation	306,776	362,700	311,004	301,440	301,440	0.0%
Indirect	5,059,589	5,799,844	6,862,349	7,471,110	7,597,038	1.7%
TOTAL	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	18.1%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2022/23
BUDGET REVISION #1 (PROPOSED CHANGES)**

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	\$ 3,300,000	\$ 11,575,606	\$ 893,992	\$ 1,272,308	\$ -	\$ -	\$ 425,000	\$ 17,466,906	\$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-	-
Private Revenue	-	3,000,000	-	-	-	-	-	3,000,000	-
Other Revenue	-	234,000	-	-	-	-	-	234,000	269,535
Donations	-	66,040	-	-	-	-	-	66,040	-
Total Revenue	\$ 3,300,000	\$ 14,875,646	\$ 893,992	\$ 1,272,308	\$ -	\$ -	\$ 425,000	\$ 20,766,946	\$ 269,535
Expenditures									
Salaries	-	-	516,009	299,365	-	-	35,000	850,374	105,035
Benefits	-	-	60,976	83,822	-	-	5,909	150,707	(222)
Travel	-	-	(5,544)	-	-	-	-	(5,544)	-
Space Cost	2,750,000	14,475,646	30,566	522,675	-	-	-	17,778,887	-
Supplies	500,000	-	7,712	54,725	-	-	-	562,437	-
Equipment	-	400,000	6,419	-	-	-	-	406,419	-
Consultant/Contract	-	-	(362,414)	-	-	-	300,000	(62,414)	97,000 A
Other Operating Costs	-	-	316,125	94,321	-	-	-	410,446	-
Program Costs	-	-	216,454	109,645	-	-	80,000	406,099	-
Depreciation	-	-	-	-	-	-	-	-	-
Indirect	50,000	-	107,689	107,755	-	-	4,091	269,535	-
Total Expenditures	\$ 3,300,000	\$ 14,875,646	\$ 893,992	\$ 1,272,308	\$ -	\$ -	\$ 425,000	\$ 20,766,946	\$ 201,813
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,722

One-Time COVID Indirect Surplus (4,091)

A. Grant writing consultant \$150,000 & Marketing consultant \$78,000 (ongoing expense)
Addition of \$100,000 for possible acquisition of new financial ERP software

Ongoing Indirect Surplus \$ 63,631



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 22, 2022

Subject: *Agenda Item 4F*: Goal 6 Strategic Plan 2021-2025 Update – **Info Item**

Strategic Plan Goal 6 states, “Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.”

After the launch of the strategic plan, Goal 6 team has been meeting regularly to discuss the key items of Goal 6 and record progress on the described activities and indicators. The Goal 6 team continues to discuss in depth the goals and sub-goals. Furthermore, the team has outlined the action required to achieve 100% satisfaction of the goals.

Key accomplishments for Goal 6 are:

- The Finance department has hired a Position Control Specialist. This individual has been working to enhance functionality and implementation of human capital management to support workforce planning and management.
- The Finance Department continues to generate indirect funds from existing programming and develops baseline and projected targets by program.
- The Finance Department continues to enhance the agency’s administrative and operational infrastructure starting with RFP has been developed, pending final review for accounting ERP software. IT has hired an Information Systems Business Analyst and is actively working on utilizing data-driven decision making.
- Goal 6 team will focus their attention to the sub goal section of broadening the fundraising scope to support internal programs and cultivate new partnerships when a Foundation Director is appointed.
- The operations team has hired a new Assistant Director of Operations. This will help with per unit deferred maintenance plan for all CAPK sites and schedule maintenance.

Attachment:

Goal 6 Action Plan

Mission

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

Vision

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

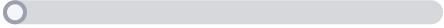
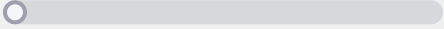
My Items

Item	YTD Actual
6.1: Ensure adequate staffing for successful implementation and fiscal decisionmaking.	10%
6.2: Grow unrestricted funding capacity.	50%
6.2.1: Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding...	100%
6.2.2: Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships.	

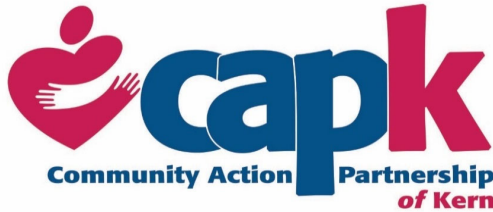
Performance Summary



Item	YTD Actual
6.2.2.1: Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for...	
6.2.2.2: Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support.	
6.3: Enhance agency administrative and operational infrastructure.	

Objective Ensure adequate staffing for successful implementation and fiscal decisionmaking. (6.1) Aligned to: #6 Increase fiscal health and stability of the agency to properly align...	Owner Tracy Webster	Measure: Percent Complete	10% YTD Actual	0% 10/01/21	 YTD Target: 15.6%	12/31/25
Objective Grow unrestricted funding capacity. (6.2) Aligned to: #6 Increase fiscal health and stability of the agency to properly align...	Owner Tracy Webster	Measure: Percent Complete	50% YTD Actual	0% 10/01/21	 YTD Target: 15.6%	12/31/25
Activity Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding streams and service lines based upon new and emerging needs. (6.2.1)	Owner Tracy Webster	Measure: Percent Complete	100% YTD Actual	0% 10/01/21	 YTD Target: 53.1%	100% 12/31/22
Activity Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships. (6.2.2)	Owner Tracy Webster	Measure: Percent Complete	YTD Actual	0% 10/01/21	 YTD Target: 29.5%	12/31/23
Objective Enhance agency administrative and operational infrastructure. (6.3) Aligned to: #6 Increase fiscal health and stability of the agency to properly align...	Owner Tracy Webster	Measure: Percent Complete	YTD Actual	0% 10/01/21	 YTD Target: 15.6%	12/31/25

Activity	Owner	Measure: Percent Complete	20%	0%		
Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management. (6.1.1)			YTD Actual	10/01/21	YTD Target: 15.6%	12/31/25



BUDGET AND FINANCE COMMITTEE

JUNE 22, 2022

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/22 - 02/28/23	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/22 - 02/28/23	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/22 - 02/28/23	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/22 - 02/28/23	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/22 - 02/28/23	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/22 - 02/28/23	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	534	DONATIONS
211			NOT APPLICABLE	03/01/22 - 02/28/23	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/22 - 02/28/23	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/22 - 02/28/23	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	27,829,010	93.600	09CH011132-04	03/01/22 - 02/28/23	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,700,832	93.600	09CH011132-04	03/01/22 - 02/28/23	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/21 - 07/31/22	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	200,693	21.009	21VITAA0297	10/01/21 - 09/30/22	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,530,496	93.569	22F - 5015	01/01/22 - 12/31/22	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,323,755 7,129,494	93.568 93.568	21B - 5012 22B - 4012	11/01/20 - 06/30/22 11/01/21 - 06/30/23	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

A2

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	450,000	81.042	20C-6008	07/01/20 - 06/30/22	123-60 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 8,241	93.575	CCTR - 1057 CCTR - 1057	07/01/21 - 06/30/22 07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 1057	07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 138,128	93.575	CMAP - 1000 CMAP - 1000	07/01/21 - 06/30/22 07/01/21 - 06/30/22	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.575	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,835,459	10.561	19-10324	10/01/21 - 09/30/22	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPABILITY	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/ .569	15 - MOU - 00118	10/01/21 - 09/30/22	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP BUILD BACK BETTER (BBB) SUPPLEMENTAL	299,960	10.568	15 - MOU - 00118	10/01/21 - 09/30/22	105-099	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/21 - 09/30/22	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN (START UP)	161,272	21.027		3/1/2022 - 6/30/2022	142-007	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	303,106	21.027		4/1/2022 - 6/30/2022	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
	1,212,423			7/1/2022 - 6/30/2023		
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, CITY OF BAKERSFIELD
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/21 - 09/30/22	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/21 - 09/30/22 10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/21 - 09/30/22	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	104,492	10.561	18 - 7012 - SUB - CAPK	10/01/21 - 09/30/22	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/21 - 06/30/22	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/21 - 06/30/22	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/21 - 06/30/22	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	22,010,862		CMAF - 1000	07/01/21 - 06/30/22	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,802,254		CCTR - 1057	07/01/21 - 06/30/22	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,577,394		CSPP - 1123	07/01/21 - 06/30/22	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	273,427		CMIG - 1004	07/01/21 - 06/30/22	250	STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 1004	07/01/21 - 06/30/22	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	348,000		19T - 9011	10/01/19 - 06/30/22	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,227,141		N/A	07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/21 - 06/30/22	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	552,772		509-2019	07/01/21 - 06/30/22	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	537,628		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/21 - 06/30/22	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/21 - 06/30/22	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/21 - 06/30/22	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	230,726		N/A	07/01/21 - 06/30/22	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	87,948		2020.2.05	07/01/21 - 06/30/22	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	142,167		2020.2.06	07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	163,032		2020.1.06	07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	154,174		2020.2.18	07/01/21 - 06/30/22	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/21 - 06/30/22	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/21 - 06/30/22	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868		N/A	07/01/21 - 06/30/22	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/21 - 06/30/22	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/21 - 06/30/22	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	92,130 96,737		N/A	12/28/21 - 12/31/22 01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	TBD	429	SOUTHERN CALIFORNIA EDISON
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
BLUE SHIELD OF CALIFORNIA	25,000		N/A	01/01/22 - 06/30/22	455	BLUE SHIELD OF CALIFORNIA

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/21 - 11/30/22	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
451	SCVF Migrant Childcare Alternative Payment	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
 FISCAL YEAR 2022/23

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/22	n/a				
04/30/22	n/a				
05/31/22	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for \$1.5 million during January , February, July, August 2021 and will increase to \$350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022.

A varied amount decrease to better manage the cash flow need during peak months.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/21 - 3/31/22	90 days	\$ 406.25	0.25%
04/01/22 - 6/30/22	90 days		0.25%
07/01/22 - 9/30/22	90 days		0.25%
10/01/22 - 12/31/22	90 days		0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MAY 31, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(47,768.69)
HEAD START/EARLY HEAD START	823,594.24
SUBTOTAL	775,825.55
CHILD DEVELOPMENT RESERVE No. 1	4,657.70
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	179,089.39
MIGRANT A/P	3,580,622.76
MIGRANT CHILD CARE	44,440.42
MIGRANT SPECIALIZED SERVICES	(28,011.78)
SAN JOAQUIN COE GENERAL CHILD CARE	(128,193.87)
STATE PRESCHOOL	1,176,751.61
SUBTOTAL	4,829,356.23
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(40,869.03)
EF&S	103,573.50
EFAP	(133,432.64)
FEEDING AMERICA SENIOR HUNGER	(5,169.06)
FOOD BANK	(615,634.22)
FOOD BANK EXPANSION	(696,360.03)
FOOD BANK CAPACITY PROGRAM	425,743.68
FOOD BANK - STATE	98,467.13
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,500,000.00
WONDERFUL FOUNDATION	58,413.57
SUBTOTAL	716,651.57
ENERGY	(215,564.49)
DOE WAP	(40,832.55)
LIHEAP	(566,561.58)
PG&E	(15,720.99)
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	838,679.48
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	149,875.93
211 HOSPITAL PREPAREDNESS PROGRAM	0.00
AMERICORPS - CALIFORNIA VOLUNTEERS	(13.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(5,968.99)
CAL FRESH	(15,378.19)
CALEITC	(262,488.34)
CAPK FOUNDATION	(165,409.69)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(1,765.64)
COST POOLS	(6,125.01)
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(220,511.65)
CSBG	41,016.60
CSBG CARES ACT	(18,028.70)
CSBG DISCRETIONARY	49,757.93
DIFFERENTIAL RESPONSE	(39,117.27)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,170,907.95
EAST KERN FAMILY RESOURCE CENTER	22,321.68
ESG CARES ACT HOMELESS SERVICES	(578,223.62)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(3,904.39)
ESG COORDINATED ENTRY SERVICE - COVID19	(22,975.66)
FIRST 5 KERN 211	(8,833.56)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(24,925.85)
FIRST 5 HELP ME GROW	(26,007.76)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(25,300.35)
FRIENDSHIP HOUSE	15,554.51
FUNDRAISING	275,059.44
GAAP FUND	0.00
GENERAL FUND	383,413.95
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(1,028.47)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(282,129.25)
HOUSING FOR THE HARVEST STATE	(1,752.01)
HUD-COORDINATED ENTRY SYSTEM	(33,853.47)
COUNTY OF KERN - 211	(739.49)
INDIRECT FUND	151,931.20
IRS - VITA	(31,787.33)
TAX ASSISTANCE	60,989.01
M ST NAVIGATION CENTER	20,177.87
NEOPB CAL FRESH HEALTHY LIVING	(384,301.43)
POSITIVE YOUTH DEV SVC	(8,893.44)
POSITIVE YOUTH M	(47,724.36)
SHAFTER YOUTH CENTER	42,623.85
OASIS FAMILY RESOURCE CENTER	19,179.67
SIERRA FOUNDATION - ASTHMA MITIGATION	51,914.05
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	(4.19)
SO CA EDISON - 211 CUSTOMER RELATIONS	0.01
UNITED WAY 211	981.55
UW STANTISLAUS 211 RENTAL ASSISTANCE	(46.20)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	(0.01)
WELLS FARGO FOUNDATION	46,981.80
WIC	(520,452.92)
LESS: ENERGY NEGATIVE BALANCE	(838,679.48)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	2,058,491.50
TOTAL OPERATING CASH	8,382,324.85

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
May 31, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	05/31/22		8,912,405.40
LESS: OUTSTANDING CHECKS		576,009.54	
ADJUSTED BANK BALANCE AT	05/31/22		8,336,395.86
GENERAL LEDGER BALANCE AT	04/30/22		8,281,453.73
ADD: DEPOSITS		1,459,611.96	
US TREAS DRAWDOWNS		1,710,103.79	
FUNDS FROM OTHER GRANTS		1,763,708.82	
TRANSFERS FROM RESTRICTED ACCOUNTS		1,840,109.02	
ADP /HEALTH EQUITY REFUND		2,612.72	
REIMBURSEMENT OF ALTERED PAYEE		49,709.11	
		-	
		-	
		-	
LESS: CHECKS		2,402,957.05	
ADP PAYROLL 5/6/22		1,450,677.77	
ADP PAYROLL 5/20/22		1,460,413.73	
EFTS FOR HRA/HSA/ STD/403B		101,758.14	
REC LOAN PRINCIPAL/INT EXPENSES		122,736.83	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		36,289.37	
BANK FEES		1,513.65	
ACH VOUCHERS		1,194,566.75	
GENERAL LEDGER BALANCE AT	05/31/22		8,336,395.86

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/09/2022
APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Jun 9, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	05/31/22	993,965.39
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	05/31/22	993,965.39

BALANCE PER G/L	04/30/22	993,830.33
ADD:		
DEPOSITS		0.00
INTEREST		135.06
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	05/31/22	993,965.39

DIFFERENCE: 0.00

* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>06/07/22</u>
APPROVED BY: <u></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Jun 7, 2022</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022**

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 05/31/22 535,804.27

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/22 535,804.27

BALANCE PER G/L 04/30/22 627,676.88

ADD: DEPOSITS 248,179.84

INTEREST 56.57

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 340,109.02

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 05/31/22 535,804.27

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 06/06/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 6, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	05/31/22	98,484.31
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	05/31/22	98,484.31

BALANCE PER GENERAL LEDGER	04/30/22	96,827.50
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	1,754.10	
PAYPAL DEPOSIT	0.00	
INTEREST	13.28	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	93.12	
BANKCARD FEES	17.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	05/31/22	98,484.31

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 06/07/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 7, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

WELLS FARGO BANK, N.A.
 P. O. BOX 63020
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	05/31/22	11.97
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	05/31/22	11.97
BALANCE PER G/L	04/30/22	11.96
ADD:		
DEPOSITS		0.00
INTEREST		0.01
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	05/31/22	11.97
DIFFERENCE:		(0.00)

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>06/07/22</u>
APPROVED BY: <u></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Jun 7, 2022</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 05/31/22 35,037.34

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/22 35,037.34

BALANCE PER G/L 04/30/22 35,032.58

ADD: DEPOSITS 0.00

INTEREST 4.76

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 05/31/22 35,037.34

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/07/22

APPROVED BY:  TITLE: Chief Financial Officer DATE: Jun 7, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED May 1, 2022 - May 31, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	223.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	8,731.38
Freddy Hernandez	Director of Youth and Community Services	890.79
Traco Matthews	Chief Program Officer	2,106.30
Lisa McGranahan	Director of Human Resources	1,007.31
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	79.00
Pritika Ram	Director of Administration	4,744.46
Jeremy Tobias	Chief Executive Officer	4,814.06
Emilio Wagner	Director of Operations	3,402.91
Tracy Webster	Chief Financial Officer	2,617.00
Rebecca Moreno	Director of Community Development	8,737.96
Susana Magana	Director of Nutrition Services	3,006.67
	Total	\$ 40,360.84



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	4/30/2022 - 5/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/27/2022	5/30/2022	Allegnt*air Bx2bkb				223.00
		Julian Mahan Flight to to travel to WIPFLI Conference.				

Transaction Count: 1

Total: 223.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/5/2022	5/9/2022	American Air				1,152.20	
Flight for Yolanda Gonzales - CAPLAW conference - Chicago, IL							
2 5/12/2022	5/16/2022	Hyatt Regency Sacramento				100.00	
HSC Managers & Directors Institute/Advocacy Conference - Hotel Parking for Yolanda Gonzales							
3 5/19/2022	5/20/2022	Zoom.us 888-799-9666				1,999.00	
Annual membership renewal for Parent Governance							
4 5/19/2022	5/23/2022	National Community Action				400.00	
War on Poverty workshop for Yolanda Gonzales & Mayra Martinez							
5 5/20/2022	5/23/2022	American Air				870.20	
Flight for Sylvia Ortega - NCAP 2022 Conference - New York NY							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/20/2022	5/23/2022	American Air				10.00
		Flight switch for Yolanda Gonzales for CAPLAW Chicago, IL				
7 5/20/2022	5/23/2022	American Air				762.20
		Flight for Jerry Meade - NCAP 2022 Conference, New York, NY				
8 5/20/2022	5/23/2022	American Air				762.20
		Flight for Mayra Martinez - NCAP 2022 Conference, New York, NY				
9 5/20/2022	5/23/2022	American Air				835.20
		Flight for Esperanza Contreras - NCAP 2022 Conference, New York, NY				
10 5/23/2022	5/24/2022	Paypal				29.00
		Pyramid Model Training for Patricia Garcia				
11 5/26/2022	5/27/2022	Best Buy 00008565				291.18
		Additional USB-C iPad Chargers+ for center staff iPads equipped with USB-C Charge Port				
12 5/27/2022	5/30/2022	American Air				870.20
		Flight for Yolanda Gonzales - NCAP 2022 conference - New York NY				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/28/2022	5/30/2022	Wpy*head Start California				650.00
		Registration Yolanda Gonzales for HSC Leadership & Wellness Symposium				

Transaction Count: 13

Total: 8,731.38

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Freddy Hernandez			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 4/27/2022	5/2/2022	Harbor Breeze				-215.00	
Refund for fieldtrip tickets for the youth, they will be going at a later date.							
2 5/25/2022	5/26/2022	Canva* I03431-21564736				12.95	
Software required for VITA.							
3 5/25/2022	5/27/2022	United				-147.00	
Credit for additional seats purchased for flight to NEUAC Conference.							
4 5/26/2022	5/30/2022	Harbor Breeze				215.00	
Tickets for field trip for community youth purchased by Lois Hannible. The field trip is being funded by the California Coastal Commission.							
5 5/27/2022	5/30/2022	Aquarium Of Pactix				725.20	
Tickets for field trip for community youth purchased by Lois Hannible. The field trip is being funded by the California Coastal Commission.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/27/2022	5/30/2022	Lowes #00907				299.64
Chair rack for FHCC.						

Transaction Count: 6

Total: 890.79

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Traco Matthews			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-3726			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/1/2022	5/3/2022	American Air				30.00	
Charge for carry-on bag for Traco to attend the NHSA Conference in Baltimore.							
2 5/6/2022	5/9/2022	Agm Community Partners				200.00	
Registration for 2-1-1 to be a vendor at Bakersfield Kidsfest							
3 5/7/2022	5/9/2022	Renaissance Baltimore				-21.19	
Credit voucher from Renaissance Baltimore.							
4 5/10/2022	5/11/2022	Agm Community Partners				50.00	
Purchase of table and chairs for 2-1-1 to be a vendor at Bakersfield Kidsfest.							
5 5/19/2022	5/20/2022	Event* 2022 Milestones				225.00	
Registration for Jasmin Galindo to attend the 2022 Milestones National Autism Conference.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/19/2022	5/20/2022	Event* 2022 Milestones				225.00
		Registration for Virginia Turner to attend the 2022 Milestones National Autism Conference.				
7 5/19/2022	5/20/2022	Event* 2022 Milestones				225.00
		Registration for Lorena Hernandez to attend the 2022 Milestones National Autism Conference.				
8 5/20/2022	5/23/2022	Amzn Mktp Us				177.48
		Folding tables from Amazon for 2-1-1.				
9 5/26/2022	5/27/2022	Amzn Mktp Us				434.93
		Promotional items from Amazon for 2-1-1.				
10 5/26/2022	5/27/2022	Scholastic Education				432.34
		Scholastic kids books order for 2-1-1.				
11 5/30/2022	5/31/2022	Www.Thingsremembered.Com				127.74
		Retirement Gift for Head Start employee Joni Barlow.				

Transaction Count: 11

Total: 2,106.30

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Lisa McGranahan			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-9914			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/4/2022	5/5/2022	Seq Sand Rosedale				79.05	
Lunch provided after second Union negotiations meeting.							
2 5/10/2022	5/12/2022	Biometrics4all Inc				15.00	
Relay Fees for running New Hire Fingerprints Invoice Period 4/01/2022-4/30/2022 Invoice Date 5/01/2022							
3 5/18/2022	5/19/2022	Smart And Final 326				50.44	
Snacks for Homeless Program Brainstorm Session May 19, 2022 at 4 Points Sheraton							
4 5/20/2022	5/23/2022	Four Points By Sherato				705.87	
Room rental at Four Points By Sherato with 18 meals provided for meeting.							
5 5/23/2022	5/24/2022	Seq Sand Rosedale				92.05	
SEIU Bargaining Session on 05/24/2022 Attendees: Tracy Webster, Traco Matthews, Lisa McGranahan, Jay Roselieb, Margaret Sanchez, Laura Alford, and Zoe Finch							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/24/2022	5/25/2022	Seq Sand Rosedale				22.25
SEIU Bargaining Session on 05/24/2022 Attendees: Tracy Webster, Traco Matthews, Lisa McGranahan, Jay Roselieb, Margaret Sanchez, Laura Alford, and Zoe Finch						
7 5/24/2022	5/25/2022	Seq Sand Rosedale				42.65
SEIU Bargaining Session on 05/24/2022 Attendees: Tracy Webster, Traco Matthews, Lisa McGranahan, Jay Roselieb, Margaret Sanchez, Laura Alford, and Zoe Finch						

Transaction Count: 7

Total: 1,007.31

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-5025	Currency	US Dollar
Reporting Period	4/30/2022 - 5/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/14/2022	5/16/2022	Smore.Com - Educator				79.00
Subscription for Professional Development SMORE account to create newsletter for staff						

Transaction Count: 1
Total: 79.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 4/30/2022	5/2/2022	Stk*shutterstock				29.00	
		Monthly Fee for Stock Photos					
2 5/2/2022	5/4/2022	Kern Co Parks And Rec				30.00	
		Heritage Park rental fees for Community Action Month.					
3 5/6/2022	5/9/2022	Hoo*hootsuite Inc				774.00	
		Social Media Platform Management Software - Recurring Charge Annually					
4 5/16/2022	5/18/2022	National Community Action				200.00	
		Webinar Fee for Karen Vazquez & Savannah Maldonado to attend the NCAP "War on Poverty Workshop"					
5 5/17/2022	5/19/2022	Svm Prepaid Card				331.80	
		Purchase of 3 \$100 gasoline gift cards to give away at the Community Action Month event on Saturday, May 21. Additional fees charged were for Processing /Compliance and Shipping.					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/18/2022	5/19/2022	American Air				846.71
		Round-Trip Airline Ticket for Corinne Thompson to attend the NCAP Convention in New York				
7 5/18/2022	5/20/2022	Office Depot #952				53.90
		Banner for CAPK event on 5/21/22.				
8 5/19/2022	5/19/2022	American Air				518.61
		One-Way airline ticket for Karen Vazquez to fly from Bakersfield to New York to attend the NCAP Convention. Returning by one-way ticket to LAX				
9 5/19/2022	5/19/2022	American Air				165.60
		One-Way return flight for Karen Vazquez to fly into LAX after NCAP Convention.				
10 5/19/2022	5/20/2022	Facebk *q9dgxe7em2				35.78
		Facebook Ads				
11 5/20/2022	5/23/2022	National Community Action				150.00
		Webinar Fee - How do we lift people out of poverty. Attendee: Pritika Ram				
12 5/20/2022	5/23/2022	Facebk *gbuegefem2				25.06
		Facebook Ad - CAPK's Inaugural Resource Fair				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/21/2022	5/23/2022	Facebk *ntad8f3fm2				35.00
Facebook Ad - CAPK's Inaugural Resource Fair						
14 5/23/2022	5/24/2022	Community Action Partner				1,520.00
Registration Fees for NCAP Convention in New York. Attendees: C. Thompson & K. Vazquez						
15 5/31/2022	5/31/2022	Stk*shutterstock				29.00
Monthly Fee for Stock Photos						
						Transaction Count: 15
						Total: 4,744.46

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Jeremy Tobias			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7066			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/2/2022	5/4/2022	Exxonmobil 97224224				96.09	
Gasoline for CEO's Agency Vehicle.							
2 5/10/2022	5/12/2022	Sheraton Inner Harbor				1,323.07	
Hotel Room Fee for Board Member Michelle Jara-Rangel for the National Head Start Association Conference in Baltimore, MD.							
3 5/11/2022	5/12/2022	Sparkling Image 203				59.99	
Car Wash / Detailing of CEO's Agency Vehicle.							
4 5/17/2022	5/19/2022	National Community Action				200.00	
Webinar Fee for Jeremy Tobias to attend "War on Poverty Workshop"							
5 5/18/2022	5/19/2022	Fastrak Violation Cent				7.00	
Purchase of 3 \$100 gasoline gift cards to give away at the Community Action Month event on Saturday, May 21. Additional fees charged were for Processing /Compliance and Shipping.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/18/2022	5/20/2022	Exxonmobil 97224224				87.91
Gasoline for CEO's agency vehicle.						
7 5/23/2022	5/24/2022	Community Action Partner				3,040.00
Registration Fees for NCAP Convention in New York. Attendees: J. Tobias, Board Members F.. Plan, M. Jimenez, and J. Mullings						
						Transaction Count: 7
						Total: 4,814.06

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name		Emilio Wagner		Company	Community Action Partnership O		
Account #		XXXX-XXXX-XXXX-7041		Currency	US Dollar		
Reporting Period		4/30/2022 - 5/31/2022					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/10/2022	5/11/2022	The Wcrc				595.00	
Registration for Laurie Sproule Workers Comp Conference Sept 2022							
2 5/14/2022	5/16/2022					0.20	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							
Other Debits Currency Conversion Fee							
3 5/14/2022	5/16/2022	Vosker Elite-Monthly				20.00	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							
4 5/14/2022	5/16/2022					0.20	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							
Other Debits Currency Conversion Fee							
5 5/14/2022	5/16/2022	Vosker Elite-Monthly				20.00	
Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/19/2022	5/19/2022	Microsoft#g010603786				499.83
		Microsoft Azure - Software Support HS 6320-109/108-001-120-000-16-1-1				
7 5/20/2022	5/23/2022	Caesars Place Adv Rsvn				197.28
		Lodging for Ryan Dozier Wipfli conference July 2022				
8 5/20/2022	5/23/2022	Mindbody				445.40
		Premier Basic monthly charge and subscription fee for May 2022				
9 5/24/2022	5/25/2022	Wipfliillp				1,625.00
		Wipfli registration for Ryan Dozier July 2022				
						Transaction Count: 9
						Total: 3,402.91

Employee Signature

Date

Authorized Approver Signature

Date



Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	4/30/2022 - 5/31/2022		

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Rebecca Moreno			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-4956			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/3/2022	5/4/2022	Naeh				725.00	
Registration fee for Keith Jackson to attend the 2022 National Conference on Ending Homelessness in Washington DC.							
2 5/3/2022	5/4/2022	Af*elite Property Man.				35.00	
Rapid Re-Housing Application charge.							
3 5/3/2022	5/4/2022	Naeh				725.00	
Registration fee for Laurie Hughey to attend the 2022 National Conference on Ending Homelessness in Washington DC.							
4 5/3/2022	5/5/2022	Hilton Internationals				274.73	
Deposit for hotel for Rebecca Moreno for the National Alliance Annual Conference in Washington July 25-July 27.							
5 5/10/2022	5/11/2022	Allianz Travel Ins				109.85	
Travel insurance for Keith Jackson to attend the NAEH in Washington, DC.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/10/2022	5/11/2022	Allianz Travel Ins				109.85
Travel insurance for Joseph Aguilar to attend the NAEH in Washington, DC.						
7 5/10/2022	5/11/2022	Allianz Travel Ins				109.85
Travel Insurance for Laurie Hughey to attend the NAEH in Washington, DC.						
8 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Keith Jackson to attend the NAEH in Washington, DC.						
9 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Rebecca Moreno to attend the NAEH in Washington, DC.						
10 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Laurie Hughey to attend the NAEH in Washington, DC.						
11 5/10/2022	5/12/2022	American Air				1,432.21
Airline ticket purchase for Joseph Aguilar to attend the NAEH in Washington, DC.						
12 5/11/2022	5/11/2022	Allianz Travel Ins				109.85
Travel insurance for Rebecca Moreno to attend the NAEH in Washington, DC.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/13/2022	5/16/2022	Hyatt Regency McCormick				809.99
Hotel for Rebecca Moreno to attend the Built for Zero Spring Learning Session in Chicago.						

Transaction Count: 13
Total: 8,737.96

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar		
Reporting Period	4/30/2022 - 5/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/3/2022	5/4/2022	Sq *bakersfield Cash Regi				64.63	
Emergency purchase for Printer Ribbon.							
2 5/3/2022	5/4/2022	Target.Com				243.51	
Purchase of toasters for Food Bank.							
3 5/3/2022	5/5/2022	Stinsons				54.14	
Supplies for Central Kitchen.							
4 5/4/2022	5/5/2022	Walmart.Com Aa				191.45	
Baby supplies							
5 5/4/2022	5/5/2022	Walmart.Com Aa				88.42	
Baby supplies.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/10/2022	5/11/2022	Wal-Mart #2557				91.30
Purchase of baby formula.						
7 5/10/2022	5/11/2022	Wal-Mart #2557				73.04
Purchase of baby formula.						
8 5/10/2022	5/11/2022	Wal-Mart #2557				118.52
Purchase of baby formula.						
9 5/10/2022	5/11/2022	Target 00013847				282.04
Purchase of baby formula.						
10 5/10/2022	5/11/2022	Wal-Mart #2557				203.16
Purchase of baby formula.						
11 5/10/2022	5/12/2022	Wal-Mart #2557				91.30
Purchase of baby formula.						
12 5/11/2022	5/12/2022	Walmart.Com Aa				61.49
Purchase Walmart.Com Aa						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 5/12/2022	5/13/2022	Usps Po 0504720502				580.00
Purchase of mail stamps for satellite offices.						
14 5/12/2022	5/13/2022	Wm Supercenter #1574				24.77
Supplies purchase - small ice chest for water.						
15 5/12/2022	5/13/2022	Smart And Final 344				103.90
Cleaning supplies.						
16 5/18/2022	5/19/2022	Ucsd Extension Web				735.00
On line Lactation Educator Counselor course for Jazmin Mendez.						
						Transaction Count: 16
						Total: 3,006.67

Employee Signature

Date

Authorized Approver Signature

Date

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023 (3 OF 12 MONTHS OR 25.0%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	289,266	13.2%	1,894,393
Head Start Subsidy	<u>377,301</u>	<u>287,533</u>	76.2%	<u>89,768</u>
Total Revenue	<u>2,560,960</u>	<u>576,798</u>	22.5%	<u>1,984,162</u>
Expenditures (Note B)				
Salaries	724,671	151,990	21.0%	572,681
Benefits	200,399	45,106	22.5%	155,293
Vehicle Gasoline, Repair/Maintenance	27,000	10,205	37.8%	16,795
Space Costs	121,700	13,485	11.1%	108,215
Supplies - Office & Food Service	92,500	38,196	41.3%	54,304
Consultant Services	-	3,500	Not budgeted	(3,500)
Equipment Repair/Maintenance & Lease	35,300	10,833	30.7%	24,467
Communication	14,000	4,389	31.3%	9,611
Risk Insurance	12,700	3,590	28.3%	9,110
Printing	1,000	52	5.2%	948
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,015,580</u>	<u>239,079</u>	23.5%	<u>776,501</u>
Sub Total	2,245,450	520,595	23.2%	1,724,855
Adult Meals Prepared	128,794	27,625	21.4%	101,169
Indirect	<u>186,716</u>	<u>28,579</u>	15.3%	<u>158,137</u>
Total Expenditures	<u>2,560,960</u>	<u>576,798</u>	22.5%	<u>1,984,162</u>

	Prior Period	May 2022	Cumulative
Total Meals Prepared and Vended (Note C)	137,039	62,878	199,917
Total Meals Claimed	<u>81,768</u>	<u>38,215</u>	<u>119,983</u>
Difference	55,271	24,663	79,934

Percentage Claimed to Prepared/Vended		60.8%	60.0%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/21 - 6/30/22 (10 OF 12 MONTHS = 83.3%)

Contract CMAP-1000	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	Total	%	% Earned to MRA
Provider Payments	\$ 571,122	\$ 754,613	\$ 807,201	\$ 806,954	\$ 861,543	\$ 1,465,384	\$ 982,019	\$ 1,042,161	\$ 1,077,503	\$ 1,136,859			\$ 9,505,357		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	-		
Net Provider Payments	\$ 571,122	\$ 754,613	\$ 807,201	\$ 806,954	\$ 861,543	\$ 1,465,384	\$ 982,019	\$ 1,042,161	\$ 1,077,503	\$ 1,136,859	\$ -	\$ -	\$ 9,505,357	84.78%	
Maximum Reimbursable Amount (MRA) for Provider Payments													22,736,992		41.81%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 571,122	\$ 754,613	\$ 807,201	\$ 806,954	\$ 861,543	\$ 1,465,384	\$ 982,019	\$ 1,042,161	\$ 1,077,503	\$ 1,136,859	\$ -	\$ -	\$ 9,505,357		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 21.2121%		
Revenue Earned	\$ 121,147	\$ 160,069	\$ 171,224	\$ 171,172	\$ 182,751	\$ 310,839	\$ 261,043	\$ 277,030	\$ 286,425	\$ 302,203	\$ -	\$ -	\$ 2,243,904		
Program Administration/Support Services Costs	80,960	78,427	77,608	76,768	80,969	104,121	79,020	150,416	22,022	90,894		-	841,205	7.50%	
Indirect (10% x MTDC) Costs	54,332	82,483	87,367	87,551	93,430	156,129	105,283	118,093	108,788	121,545		-	1,015,000	7.72%	
Transfer Indirect to CSBG	-	-	-	-	(150,000)	-	-	-	-	-		-	(150,000)		
Total Operating Costs	\$ 135,292	\$ 160,909	\$ 164,975	\$ 164,319	\$ 24,399	\$ 260,250	\$ 184,302	\$ 268,509	\$ 130,810	\$ 212,440	\$ -	\$ -	1,706,205	15.22%	
Revenue Earned Over/(Under) Costs	\$ (14,145)	\$ (840)	\$ 6,249	\$ 6,853	\$ 158,352	\$ 50,589	\$ 76,741	\$ 8,522	\$ 155,616	\$ 89,763	\$ -	\$ -	537,699		
TOTAL COSTS - NET OF FAMILY FEES	\$ 706,415	\$ 915,522	\$ 972,176	\$ 971,272	\$ 885,942	\$ 1,725,634	\$ 1,166,321	\$ 1,310,670	\$ 1,208,313	\$ 1,349,298	\$ -	\$ -	11,211,562	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	9,505,357
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>2,016,286</u>

Note 2: The maximum reimbursable amount per the 2021/22 State contract is as follows:

Provider Payments	22,736,992	82.50%
Administration	4,133,998	15.00%
Support Services	<u>689,000</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>27,559,990</u>	<u>100.00%</u>

Note 3: Increase to contract was received December 2021. Unused contract amount will be rolled into FY 2022-23. Administrative rate was also changed in January.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2021/22 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/21 - 6/30/22 (11 OF 12 MONTHS = 91.7%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CTTR-0052)														
Adjusted Days of Enrollment - Certified	4,482	4,818	4,932	4,992	4,693	5,360	5,016	4,775	6,100	5,430	5,768		56,366	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 231,039	\$ 248,345	\$ 254,265	\$ 257,347	\$ 241,937	\$ 265,511	\$ 248,473	\$ 236,558	\$ 302,218	\$ 269,013	\$ 285,724	\$ -	\$ 2,840,429	80.35%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%	98.14%	98.99%	99.04%	98.33%	98.49%	98.51%	98.45%	97.97%	98.36%	98.96%			98.57%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
CALIFORNIA STATE PRESCHOOL (CSP-0126)														
Adjusted Days of Enrollment - Certified	2,937	2,997	4,507	5,811	5,515	6,143	7,575	7,494	8,984	7,691	7,855		67,510	
Reimbursement Rate per Child per Day	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	X \$1.87	
Revenue Earned	\$ 152,344	\$ 155,435	\$ 233,776	\$ 301,418	\$ 286,057	\$ 306,239	\$ 377,614	\$ 373,588	\$ 447,859	\$ 383,404	\$ 391,594	\$ -	\$ 3,409,330	74.48%
Maximum Reimbursable Amount (MRA)													\$4,577,394	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.27%	99.21%	98.50%	98.83%	98.76%	97.71%	98.58%	98.78%	98.20%	96.78%	98.07%			98.23%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	93	84	96	87	62	121	115	114	158	211	238		1,378	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 4,807	\$ 4,307	\$ 4,927	\$ 4,480	\$ 3,196	\$ 6,212	\$ 5,913	\$ 5,894	\$ 8,137	\$ 10,446	\$ 11,796	\$ -	\$ 70,115	26.69%
Maximum Reimbursable Amount (MRA)													\$262,661	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	98.73%	98.21%	95.96%	100.00%	100.00%	98.55%	98.94%	99.52%			99.09%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2021/22 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2021/22 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/21 - 6/30/22 (11 OF 12 MONTHS = 91.7%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	1,751	1,856	1,817	1,870	1,537	1,498	1,156	972	1,439	1,431	1,507		16,832	
Reimbursement Rate per Child per Day	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	
Revenue Earned	\$ 80,580	\$ 85,430	\$ 83,641	\$ 86,058	\$ 70,726	\$ 68,950	\$ 53,193	\$ 44,725	\$ 66,236	\$ 65,859	\$ 69,390	\$ -	\$ 774,788	27.16%
Maximum Reimbursable Amount (MRA)													\$2,852,203	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.60%	99.91%	100.00%	98.73%	99.67%	98.22%	97.74%	98.91%	96.29%	97.91%	99.25%			98.83%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%

1

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2021/22 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO

Month/Year: May-2022

Program/Work Unit: Not Applicable

Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	May-2022		Year to Date 03/1/22 -05/31/22	
Description	Number	Amount		Amount
Bank Deposits	13	1,462,224	51	10,654,466
Wire Deposits	19	3,603,818	39	5,272,213
Head Start/IRS Drawdowns	5	1,710,104	15	11,276,974
Vendor Checks Issued	838	3,538,175	2,704	17,504,217
Payroll Disbursed		2,911,092		8,843,585
Grant Reports Prepared	35		109	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
Commodity Supplemental Food Prog				
County of Kern - 211				
CMAP Fiscal Report & Caseload				
CSBG Cares				
CSBG Discretionary				
CSBG 2022				
DAP				
DOE 2020				
Differential Response				
ESG CARES Act Homeless				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Housing for the Harvest				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
WIC				

Total Division Staffing 21 positions + 2 Vacancies

CFO	Accounting Technician (4)
Director of Finance	Accounting Specialist
Finance Administrator	AP Supervisor (1)
Payroll/HRIS Manager	Fiscal Technician (2)
Accounting Administrator	Payroll Specialists (3)
Accounting Administrator - Energy	Position Control Specialist (1)
Accountant (2)	Administrative Assistant to CFO
Accountant II (2)	

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2022

ASSETS

Cash in Bank	7,377,972
Cash - Vacation Reserve	986,470
Petty Cash	-
Accounts Receivable	8,324,646
Travel Advance	6,231
Prepaid Expense	542,407
Inventory	948,718
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	<u>11,019,230</u>

Total Assets 30,223,015

LIABILITIES AND NET ASSETS

Accounts Payable	6,079,373
Accrued Expenses	3,351,181
Accrued Vacation	1,667,283
Line of Credit	-
Note Payable	1,083,367
Advance Payable	1,958,305
Deferred Revenue	<u>-</u>

Total Liabilities 14,139,508

Total Net Assets 16,083,506

Total Liabilities and Net Assets 30,223,014

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE

Grant Revenue	86,118,477
Donations	30,609,662
Other Revenue	7,488,585
In-Kind	<u>228,840</u>

Total Revenue 124,445,564

EXPENDITURES

Salaries	37,586,473
Benefits	10,065,343
Travel	433,818
Space Costs	13,225,743
Supplies	3,302,863
Consultant/Contract Services	3,799,202
Other Costs	3,534,631
Program Costs	43,973,326
Capital Expenditures	143,633
Indirect	6,944,890
In-Kind	<u>228,840</u>

Total Expenditures 123,238,761

Net Change in Assets 1,206,803

Net Assets, beginning 14,876,703

Net Assets, ending 16,083,506

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED)		STATEMENT OF OPERATIONS (UNAUDITED)	
AS OF MAY 31, 2022		FOR THE PERIOD MARCH 1, 2022 TO MAY 31, 2022	
ASSETS		REVENUE	
Cash in Bank	9,063,575	Grant Revenue	16,679,935
Cash - Vacation Reserve	993,830	Donations	90,508
Petty Cash	-	Other Revenue	1,521,586
Accounts Receivable	52,072,569	In-Kind	<u>1,888,907</u>
Travel Advance	13,006		
Prepaid Expense	938,143	Total Revenue	20,180,936
Inventory	962,737		
Net Fixed Assets - Unrestricted	933,488		
Net Fixed Assets - Restricted	<u>10,776,196</u>		
		EXPENDITURES	
Total Assets	75,753,545	Salaries	7,320,793
		Benefits	2,125,088
LIABILITES AND NET ASSETS		Travel	120,399
Accounts Payable	1,263,915	Space Costs	2,890,692
Accrued Expenses	340,443	Supplies	646,678
Accrued Vacation	993,149	Consultant/Contract Services	906,496
Line of Credit	-	Other Costs	867,711
Note Payable	1,000,324	Program Costs	2,736,663
Advance Payable	1,954,555	Capital Expenditures	610,776
Deferred Revenue	<u>55,363,214</u>	Indirect	1,312,293
		In-Kind	<u>1,888,907</u>
Total Liabilites	60,915,600	Total Expenditures	21,426,497
Total Net Assets	<u>14,837,946</u>	Net Change in Assets	(1,245,561)
Total Liabilities and Net Assets	75,753,545	Net Assets, beginning	16,083,506
		Net Assets, ending	14,837,946

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	37,727,868	6,949,944	30,777,924	18%
BENEFITS	11,009,824	1,983,527	9,026,297	18%
TRAVEL	727,474	119,926	607,548	16%
SPACE COST	5,727,140	3,301,361	2,425,779	58%
SUPPLIES	2,691,424	604,429	2,086,995	22%
EQUIPMENT	424,960	866,482	(441,522)	204%
CONSULTANT/CONTRACT SERVICES	3,857,964	714,941	3,143,023	19%
OTHER COSTS	3,041,837	749,432	2,292,405	25%
PROGRAM COSTS	10,871,083	2,765,477	8,105,606	25%
INDIRECT	7,327,503	1,470,242	5,857,261	20%
TOTAL	83,407,077	19,525,762	63,881,315	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	5,283,318	22,167,946	19%
BENEFITS	8,315,926	1,525,154	6,790,772	18%
TRAVEL	492,583	60,974	431,609	12%
SPACE COST	3,853,218	1,577,168	2,276,050	41%
SUPPLIES	2,144,635	439,895	1,704,740	21%
EQUIPMENT	100,000	127,853	(27,853)	128%
CONSULTANT/CONTRACT SERVICES	1,369,385	135,551	1,233,834	10%
OTHER COSTS	1,130,700	294,853	835,847	26%
PROGRAM COSTS	7,769,839	2,257,290	5,512,549	29%
INDIRECT	5,213,450	1,080,308	4,133,142	21%
TOTAL	57,841,000	12,782,365	45,058,635	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	634,574	3,576,417	15%
BENEFITS	1,260,035	185,262	1,074,773	15%
TRAVEL	91,246	14,340	76,906	16%
SPACE COST	733,567	1,482,548	(748,981)	202%
SUPPLIES	211,553	76,908	134,645	36%
EQUIPMENT	324,960	553,597	(228,637)	170%
CONSULTANT/CONTRACT SERVICES	563,961	63,184	500,777	11%
OTHER COSTS	378,585	118,642	259,943	31%
PROGRAM COSTS	1,436,167	360,295	1,075,872	25%
INDIRECT	765,412	129,462	635,950	17%
TOTAL	9,976,477	3,618,811	6,357,666	36%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,455,112	270,929	2,184,183	11%
BENEFITS	492,168	77,843	414,325	16%
TRAVEL	70,654	12,322	58,332	17%
SPACE COST	268,841	46,230	222,611	17%
SUPPLIES	102,364	28,130	74,234	27%
EQUIPMENT	-	51,295	(51,295)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,418,932	304,997	1,113,935	21%
OTHER COSTS	1,024,951	179,531	845,420	18%
PROGRAM COSTS	651,718	65,674	586,044	10%
INDIRECT	648,242	95,828	552,414	15%
TOTAL	7,132,982	1,132,779	6,000,203	16%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,496,047	562,728	1,933,319	23%
BENEFITS	647,834	137,921	509,913	21%
TRAVEL	27,313	8,529	18,784	31%
SPACE COST	683,601	143,019	540,582	21%
SUPPLIES	165,624	55,779	109,845	34%
EQUIPMENT	-	133,738	(133,738)	Not budgeted
CONSULTANT/CONTRACT SERVICES	467,936	152,935	315,001	33%
OTHER COSTS	396,781	144,686	252,095	36%
PROGRAM COSTS	915,456	82,218	833,238	9%
INDIRECT	501,398	126,746	374,652	25%
TOTAL	6,301,990	1,548,299	4,753,691	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	198,394	792,460	20%
BENEFITS	267,905	57,347	210,558	21%
TRAVEL	23,578	23,761	(183)	101%
SPACE COST	182,213	52,397	129,816	29%
SUPPLIES	52,498	3,709	48,789	7%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,750	1,771	979	64%
OTHER COSTS	54,510	8,010	46,500	15%
PROGRAM COSTS	97,903	-	97,903	0%
INDIRECT	170,659	31,988	138,671	19%
TOTAL	1,842,870	377,377	1,465,493	20%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 05-31-22 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	-	123,600	0%
BENEFITS	25,956	-	25,956	0%
TRAVEL	22,100	-	22,100	0%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	14,750	8	14,742	0%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	56,502	(21,502)	161%
OTHER COSTS	56,310	3,710	52,600	7%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	5,910	22,432	21%
TOTAL	311,758	66,131	245,627	21%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 05/31/22 (3 OF 12 MONTHS = 25.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,327,503	\$ 1,470,242	20.1%	\$ 5,857,261
Expenditures				
Salaries	4,017,002	757,660	18.9%	3,259,342
Benefits @ 23.6% actual	<u>927,480</u>	<u>176,453</u>	<u>19.0%</u>	<u>751,027</u>
Total Personnel Costs	4,944,482	934,113	18.9%	4,010,369
Operating Costs				
Travel	67,900	11,734	17.3%	56,166
Space Costs	215,700	40,230	18.7%	175,470
Supplies	252,500	53,232	21.1%	199,268
Consultant/Contract	891,000	215,187	24.2%	675,813
Other Operating Costs	<u>474,125</u>	<u>147,509</u>	<u>31.1%</u>	<u>326,616</u>
Total Operating Costs	1,901,225	467,892	24.6%	1,433,333
Total Expenditures	<u>\$ 6,845,707</u>	<u>\$ 1,402,005</u>	<u>20.5%</u>	<u>\$ 5,443,702</u>
Excess (Deficit) Indirect Revenue	<u>\$ 481,796</u>	<u>\$ 68,237</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,285,046	\$ 267,459	20.8%	\$ 1,017,587
Operations	2,272,794	492,974	21.7%	1,779,820
Executive	1,276,004	242,018	19.0%	1,033,986
Program Administration	130,000	30,418	23.4%	99,582
Finance	<u>1,881,863</u>	<u>369,136</u>	<u>19.6%</u>	<u>1,512,727</u>
	<u>\$ 6,845,707</u>	<u>\$ 1,402,005</u>	<u>20.5%</u>	<u>\$ 5,443,702</u>

Prepared Date: 5/11/2022



MEMORANDUM

To: Personnel Committee
Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 8, 2022

Subject: *Agenda Item 4(c)*: Changes to Compensation Schedule Due to Minimum Wage Increases – **Action Item**

At the beginning of 2022, California increased their minimum wage for exempt staff to \$30.00/hour. All exempt positions were reviewed and adjusted to adhere to this new rate. As a formality, and to ensure that the compensation schedule and ADP match, Finance will be adjusting the grade levels for the following job titles on the Compensation Schedule. The grades for the following job positions were modified in January from Grade 8 to Grade 9 to meet the minimum wage requirement.

- 211 Supervisor
- Facilities Specialist (San Joaquin)
- Family Engagement Specialist/Home Basis Supervisor (San Joaquin)

Recommendation:

Staff recommends that the Personnel Committee approve the modifications to the Compensation Schedule with the grade updates.

Attachments:

Compensation Schedule

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	8	X
Accountant - Finance	9	
Accountant II - Finance	10	
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Analyst	9	
Administrative Assistant - Community Development	1	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - VITA	1	
Administrative Clerk - Food Bank - Health Nutrition	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Agency Relations Coordinator - Food Bank	8	
Assessor - Energy	7	
Assistant Director of EHS - San Joaquin	13	X
Assistant Director of Head Start/ State Child Development	13	X
Assistant Director of Operations	13	X
Assistant Teacher - Head Start	2	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director	8	
Assistant to the Director Head Start / State Child Development	8	
Associate Director of Development	12	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	6	
Breastfeeding Education Coordinator/Peer Counselor Supervisor - WIC	11	
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X
Business Technician - Operations	8	
Cal Fresh Health Living Health Educator	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Cal Fresh Health Living Program Administrator	12	X
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	16	X
Chief Program Officer	16	X
Child Care Partnership Program Manager	11	X
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Controller	14	X
Cook - Central Kitchen - Health & Nutrition	2	
Coordinated Entry Services (CES) Supervisor	9	X
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Curriculum Specialist	8	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFR - Health & Nutrition	6	
Early Head Start Teacher AA Degree - Head Start	5	
Early Head Start Teacher BA Degree - Head Start	7	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	6	
Eligibility Technician - Energy	3	
Enrollment and Attendance Coordinator	9	X
Enrollment and Attendance Manager	10	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	1	
Facilities Specialist - Operations	8	
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	8	
Family Service Specialist II - MCAP - Health Nutrition	8	
Family Service Worker I - Head Start	5	
Family Service Worker II - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Manager	11	X
Fingerprint Clerk	5	
Fiscal Administrator - Head Start	12	X
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	
Food Production Supervisor	7	
Food Service Administrator - Central Kitchen - Health & Nutrition	12	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	11	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcing - Food Bank - Health & Nutrition	7	
Health & Nutrition Supervisor - Head Start	9	X
Health & Safety Supervisor - HR	10	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Food Prep Assistant	2	
Homeless Food Prep Lead	2	
Homeless Navigator	4	
Homeless Operations Supervisor	8	X
Homeless Program Coordinator	6	
Homeless Program Manager	11	X
Homeless Program Specialist	6	
Homeless Program Supervisor	8	X
Homeless Shelter Worker	2	
Homeless Volunteer Coordinator	6	
Housing Navigator - CES	6	
Housing Services Program Manager	10	X
HR Specialist - HR San Joaquin	9	
Human Resource Technician - HR	6	
Human Resources Administrator - HR	12	X
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Inclusion and Wellness Coordinator	8	
Inclusion and Wellness Coordinator - San Joaquin	9	
Information & Referral Specialist -211/Operations	3	
Information Systems Business Analyst	11	X
Information Systems Manager	11	X
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Mentor Coach II - Head Start	8	
Nutrition Education Supervisor - WIC	11	X
Office Assistant - EKFRS - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	5	
Outreach & Public Relations Coordinator - WIC	7	
Outreach and Advocacy Coordinator	10	X
Outreach and Grant Administrator - Community Development	12	X
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll/HRIS Administrator - Finance	12	X
Professional Development Coordinator	8	X
Professional Development Technician	4	
Program Administrator - 211	12	X
Program Administrator - Energy	12	X
Program Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	8	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Educator - Housing Services	6	
Program Governance Coordinator - Head Start	8	
Program Manager - Americorps	10	X
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Receptionist - Administration	3	
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Rental Assistance Program Supervisor	9	X
Resource & Outreach Coordinator - Community Development	8	
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist	9	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Supervisor - WIC	11	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	8	
Teacher - AADegree - Head Start	5	
Teacher - BA Degree - Head Start	7	
Teacher Floater - AA Degree - Head Start	5	
Teacher Floater - BA Degree - Head Start	7	
Technology Services Manager - Operations	11	X
Transport Driver	2	
Utility Assistance & Outreach Manager - Energy	10	X
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	3	
Weatherization Inspector - Energy	9	
Weatherization Installer - Energy	6	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	3	
WIC Administrative Coordinator	10	
WIC Clerk - WIC	2	
WIC Degreed Nutritionist - WIC	9	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
WIC Nutrition Assistant - WIC	3	
WIC Nutrition Assistant II - WIC	2	
WIC Nutrition Assistant III - WIC	3	
WIC Nutrition Assistant IV - WIC	4	
WIC Training Coordinator	10	
WNA/Peer Counselor - WIC	2	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	2	

2.00%

Community Action Partnership of Kern 2021-22 - PROPOSED 2.0% COLA

Board Approved: 6/30/2021

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
17	\$142,729.60	\$178,380.80	\$214,073.60		\$68.62	\$85.76	\$102.92
16	\$124,113.60	\$155,105.60	\$186,139.20		\$59.67	\$74.57	\$89.49
15	\$107,931.20	\$134,888.00	\$161,886.40		\$51.89	\$64.85	\$77.83
14	\$93,828.80	\$117,291.20	\$140,774.40		\$45.11	\$56.39	\$67.68
13	\$81,598.40	\$101,982.40	\$122,387.20		\$39.23	\$49.03	\$58.84
12	\$70,969.60	\$88,691.20	\$106,433.60		\$34.12	\$42.64	\$51.17
11	\$61,713.60	\$77,147.20	\$92,580.80		\$29.67	\$37.09	\$44.51
10	\$53,684.80	\$67,059.20	\$80,496.00		\$25.81	\$32.24	\$38.70
9 **	\$46,633.60	\$58,344.00	\$70,012.80		\$22.42	\$28.05	\$33.66
8	\$40,601.60	\$50,710.40	\$60,860.80		\$19.52	\$24.38	\$29.26
7	\$37,481.60	\$44,096.00	\$50,710.40		\$18.02	\$21.20	\$24.38
6	\$34,860.80	\$41,038.40	\$47,174.40		\$16.76	\$19.73	\$22.68
5	\$32,427.20	\$38,168.00	\$43,867.20		\$15.59	\$18.35	\$21.09
4	\$30,160.00	\$35,547.20	\$40,851.20		\$14.50	\$17.09	\$19.64
3	\$29,120.00	\$33,030.40	\$38,001.60		\$14.00	\$15.88	\$18.27
2	\$29,120.00	\$30,700.80	\$35,318.40		\$14.00	\$14.76	\$16.98
1	\$29,120.00	\$29,120.00	\$32,843.20		\$14.00	\$14.00	\$15.79

* Based on 2,080 annual hours

** As of 1/1/2022 - Grade 9 is the minimum an exempt employee can be classified

MEMORANDUM

To: Personnel Committee



From: Lisa McGranahan, Director of Human Resources
Emilio Wagner, Director of Operations

Date: June 29, 2022

Subject: *Agenda Item V(p)*: Approval to Execute Contract with HR Performance Solutions – **Action Item**

Background

In an effort to enhance employee performance management, CAPK has been in need of a software platform that contains business tools to automate, track, and enhance overall employee performance. The platform will be utilized to support performance management, employee development needs, and perform salary analysis and development.

As it relates to our Strategic Plan Goal 4, the proposed platform will improve the employee experience by providing a modern, competency-based review process and a learning management platform to capture all employee documents and training due dates, etc. Additionally, this platform will support the Head Start bi-annual requirement for salary compensation studies.

It was found that Community Action Partnership of San Louis Obispo (CAPSLO) underwent a search for a similar platform where CAPSLO shared their RFP and vendor list with CAPK.

Current Events

A request for proposal was drafted using a scope developed by Community Action Partnership of San Louis Obispo (CAPSLO) as the basis. The RFP was released to nine vendors on April 19th, 2022 with a due date of May 10th, 2022. As a result, no proposals were received, and RFP was re-released the same day with a due date of June 10th, 2022.

Questions were received from one vendor prior to the RFP closing date and to ensure adequate response due to the critical questions the due date was amended to June 15th. On June 15th one fully responsive proposal was received from HR Performance Solutions. This same vendor was awarded a contract by CAPSLO for the same system. The proposal was fully evaluated, and recommendation drafted considering the established relationship with CAPSLO. Total annual cost for hosted platform and all necessary training is \$56,060 for a staff of 950. If staffing levels exceed 950 it will be an additional \$59 per employee.

The HR budget allocated \$40,000 for this purchase although the pricing received exceeds the budget, HR is currently underspent in their overall budget and is projected to absorb the difference.

Recommendation:

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute a contract with HR and any subsequent amendments.

Attachments:

Integrated Performance and Learning Management and Compensation System RFP

HR Performance Solutions Proposal

Scoring Evaluation

Vendor List

**REQUEST FOR PROPOSALS (RFP)
FOR
Integrated Performance and Learning Management and
Compensation System**

Request for Proposal Number: HR 2022-001

April 19, 2022



Community Action Partnership of Kern

5005 Business Park North
Bakersfield, California 93309
661.336.5236

Proposals Due by 2:00 p.m. May 10, 2022

REQUEST FOR PROPOSALS (RFP):
Diversity and Inclusion Training
GENERAL CONDITIONS

I. PURPOSE

Community Action Partnership of Kern (CAPK) is soliciting proposals from a qualified vendor who can provide:

1. A secure integrated performance management and learning management platform for learning, development, performance reviews, coaching, goal tracking, feedback processes, as well as human resources information system (HRIS) integrations.
2. An improved learning management system which will provide easier access to class registration, transcripts, evaluations, etc. for both employees and Human Resource staff. Human resource staff will save time by a less cumbersome entry of courses and information. Performance management forms and processes will be efficiently set up and maintained by HR.
3. An easy and intuitive performance management and learning system, which will require less time for supervisors and staff navigating the system and focusing on the actual entry of performance information.

A. Proposal Submission Information

1. **Closing Date:** Proposals must be submitted no later than **2:00 p.m., May 10, 2022.**
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.
3. **Costs of Proposal Preparation:** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CAPK.

B. Proposal Submission Instruction to Vendors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP No. HR 2022-001
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late proposals will not be considered. Confirmation of receipt is the sole responsibility of Vendor.** Each Vendor must submit its proposal using the enclosed format in Section III below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Vendor from offering value-

added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

Expected Timelines:

	Date(s)	Event
1	April 19, 2022	RFP Released to public
2	April 26, 2022	Due date for Vendor questions
3	April 28, 2022	Responses to Vendor questions emailed to Vendors
4	May 10, 2022, by 2:00pm	DUE DATE FOR PROPOSALS FROM VENDORS
6	May 31, 2022	Notification of Award

- C. Right to Reject:** CAPK reserves the right to reject any and all proposals received in response to this RFP. The Contract for the accepted proposal will be based upon the factors described in this RFP. CAPK reserves the right to waive any and all informalities or irregularities in any proposal.
- D. Confidentiality:** The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to CAPK, the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor's possession, to those employees on the Vendor's staff who must have the information on a "need-to-know" basis. The Vendor agrees to immediately notify, in writing, CAPK's authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.
- E. Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded by **May 31, 2022**.
Award will be made to the most responsible Vendor(s) whose service, experience and approach to the project are most compatible with the CAPK's needs. CAPK will be the sole judge in making this determination.
- F. Small, Women and/or Minority-Owned Business:** Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.
A Vendor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

II. SCOPE OF SERVICES

PROJECT DELIVERABLES

1. An agency-wide integrated performance and learning management system.
 - a. New software will provide the following:
 1. Smooth integration between connected systems (i.e. learning and performance systems) with a clean, intuitive interface.
 2. Provide entry and repository for performance reviews, multi-rater feedback, peer feedback, goal setting and goal tracking.
 3. Ability for managers to access all past evaluations and self evaluations for individual employees.
 4. Provide reporting capability for tracking performance and goal data.

5. Provide tools for collecting coaching notes and manager feedback on performance and goals.
6. Ability to add documents to employee or personal files.
7. Ability to manage security by role (employee, manager, administrator, etc).
8. Automated prompts and reminders of tasks to be completed
9. Spell check and dictionary, preferably with ability to customize and remember additions.
10. Prefer capability to interface with other systems, such as Ceridian.
11. Links to performance management and goal setting tools for employees and supervisors and managers.
12. Ability to cascade from strategic goals in all performance review documents.
13. Multi-rater functionality.
14. Customizable comment fields.
15. Ability to add courses from the learning management system to the performance management system (development plan integration).
16. Ability for multiple supervisors to rate one individual employee, or transfer to each other.
17. Provide a centralized location for all CAPSLO training and education programs.
18. Easy to register for courses; easy to navigate and search.
19. Ability to create business rules to define access in course catalogs and a dynamic organization of course catalogs.
20. Ability to do an advanced search and filter on learning activities in the course catalogs.
21. Ability to send direct links to registration pages.
22. Ability to group learning modules.
23. Ability to set learning paths, with users able to track progression
24. Ability to assign content to individuals and/or groups of employees.
25. Ability for employees to add external and informal training to their transcripts.
26. System ability to send customized automatic email reminders for trainings; i
27. Instructor ability to email students, print student course lists, and update course attendance and information.
28. Ability to keep archived learning records.
29. Provide the ability to automate, manage and track training and development (rosters, enrollment, completion).
30. Provide the ability to offer, manage and track on-demand, e-learning and performance support material.
31. Provide the ability to build reporting, including benchmarks, learning program evaluation.
32. Provide the ability to apply consistent education/training reporting standards across the organization.
33. Fully integrated performance and learning management system to link development plans to performance reviews.
34. Ability to host on-demand and e-learning opportunities.

35. Project plan, including milestones, communication plan, issues list, status reports as determined in consultation with project leadership.
36. Remote, written or web-based training for content contributors, managers and employees.
37. Development of service/maintenance agreement and what occurs after the service/maintenance agreement expires.
38. Ability to allow users to access system through a single sign on and through Windows if not integrated with HRIS

b. Administrator Functions to include:

1. Ability to customize branding, welcome page, etc.
2. Ability to upload data from HRIS payroll system.
3. Login as a user to view their screen for troubleshooting/ assistance.
4. Ability to Test or “roll-back” changes.
5. Ability to “remote in” or have a similar functionality to see what users are experiencing.
6. Ability to retrieve data (unarchive, etc.)
7. Ability to create and add new and customized processes.
8. Ability to customize and score competencies.
9. Electronic sign off for all parties in all processes
10. Ability to see when forms, processes, etc. were last updated/modified (date/time stamp).
11. Ability to easily sort, filter, and report by location specific processes.
12. Ability to group different employees (new hires, focal point employees, etc.) and to easily add/remove groups from different processes
13. Ability to have differing timelines for processes; scheduled and customized. Ability to program in process timelines to have all forms conform to those guidelines.
14. Ability for the Administrator to make a process change for someone on extended leave (suspend /delay the process).
15. Microsoft Active Directory integration. Single Sign On
16. Administrators can make process and form changes without outside support.
17. Reporting ability for learning management system – course credit status; enrollment; course lists; certifications, etc.
18. Ability to upload outside content
19. Extensive library of standard courses for online delivery
20. Responsive technical assistance: customer assistance portal to submit tickets for service including online resources.

TRAINING

Create training materials and train on the integrated performance management and learning management system functionality and processes.

1. Training for technical staff supporting application
2. Training for operational staff to use processes.

3. Training for content contributors and Webmaster.
4. Create a summary communication plan.

III. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

- A. **Cover Letter:** A one-page cover letter including vendors' contact information, email address, business address, and phone numbers.
- B. An overview that reflects the vendor's understanding of the efforts described in this Request For Proposals and the project deliverables.
- C. A detailed explanation of how the Vendor proposes to meet the project objectives and requirements set forth above, including descriptions of the methodology that will be used and examples of the deliverables that will be produced.
- D. A work plan and project timeline, with identification of tasks to be performed and/or services to be provided by the Vendor, timeframes to complete performance of identified tasks, and anticipated key milestones.
- E. A description of completed similar projects that demonstrate the Vendor's experience and area of expertise.
- F. A clear description of what is included in both maintenance and support for a one-year period.
- G. For hosted solution.
 - a. Clearly describe the data center specifications including verification that it resides in the contiguous lower 48 United States.
 - b. Clearly describe organizational cyber security certifications
 - c. Separate cost proposal for an on-premise solution.
 - d. Describe environmental requirements for optimal functioning of hardware and software.
- H. At least three (3) client references with appropriate contact information that the vendor has performed work for in the past three (3) years and that can attest to vendor ability to complete work as stated.
- I. CAPK is not a tax-exempt entity; all appropriate taxes will apply. All applied taxes must be listed as a line item.
- J. Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.
- K. **Conflict of Interest:** Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

Vendor shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

- L. **Vendor Information Sheet:** Appendix A.
- M. **W-9:** Appendix B.
- N. **Additional Terms and Conditions:** Appendix C.

IV. VENDOR REQUIREMENTS

- A. All responsive proposals shall be reviewed and evaluated by CAPK to determine which proposal best meets CAPK's needs for this project by demonstrating the competency and professional qualifications necessary for the satisfactory performance of the required services.

V. PROPOSAL SUBMITTAL PROCESS

- A. The submission of a proposal shall be an indication that the Vendor has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of CAPK.
- B. All proposals received by CAPK will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to CAPK in a separate envelope and must be clearly marked as a trade secret. CAPK will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and CAPK shall in no way be liable or responsible for any such disclosure. Vendors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secrets unless necessary. The Vendor's qualification package, and any other supporting materials submitted to CAPK in response to the request, will not be returned and will become the property of CAPK.

VI. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include Appendix C, signed on behalf of the Vendor.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in Section B. below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: "The non-Federal entity must conduct

procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals**, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.” The selection process is designed to ensure that the Vendor’s services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK.

- A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, related experience and professional qualifications of Vendor.
- B. The evaluation and selection of the successful Vendor shall be based upon the factors listed below with corresponding point evaluation. Total points available are 100.

Evaluation of each proposal will be scored on the following factors:

1. Qualifications and Experience: Consultant history and philosophy	Points = 30
2. References: Do you have experience with clients that are similar to CAPK? Please provide 3 references, including email addresses and phone numbers.	Points = 15
3. Services: Provide a detailed outline and description of the scope of services that will be provided. Provide examples of training that will be provided.	Points = 30
4. Fees and costs: Provide cost for all requested training. Describe what your proposed billing process will be.	Points = 25
Total	Points = 100

- C. CAPK may, at its discretion, request presentations by or meetings with any or all Vendors to clarify the Vendors’ proposals.

However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor can propose.

CAPK contemplates award of the Contract to the responsible Vendor with the highest total points awarded by CAPK’s proposal evaluation team.

- D. Upon final selection, the Contract will be processed by CAPK for award of the Contract.

VII. CONDITIONS TO AWARD

- A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.
- B. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a submittal.

VIII. TIMELINE

Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.

VIII. PROHIBITED ACTIVITY

Vendors or their agents shall not make any personal contacts with any member of CAPK's Board of Directors or program personnel prior to selection and award of a Contract for this work.

APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date:		Prepared By:	
Official Business Name:			
DBA:			
Location Address:			
	Street	City	State Zip
Remit Address:			
	Street	City	State Zip
Contact Person:		Title:	
Phone #:		Accts. Receivable Phone #:	
Fax #:		Customer Service Phone #:	
CAPK Vendor #:		E-mail Address:	
Federal ID # or SS#:		Type of Business:	
Contractor Lic #:		Business Lic #:	City Issued:
General Liability Insurance Carrier & Policy #:			
Auto Liability Insurance Carrier & Policy #:			
Workers Compensation Insurance Carrier & Policy #:			

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other:

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☐ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: Accept Purchase Orders: ☐ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature:		Print Name:	
Title:		Date:	

REV. 012516

APPENDIX B

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
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Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									

or

Employer identification number									

Part II Certification
 Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
 Signature of U.S. person ▶ _____

Date ▶ _____

General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.
Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
 • Form 1099-INT (interest earned or paid)
 • Form 1099-DIV (dividends, including those from stocks or mutual funds)
 • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 • Form 1099-S (proceeds from real estate transactions)
 • Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 • Form 1099-C (canceled debt)
 • Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
 If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.
 By signing the filled-out form, you:
 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X

 Form **W-9** (Rev. 12-2014)

APPENDIX C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Contract is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Contract except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.
12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.
14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Contract, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
 - a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - c. Does not have a proposed debarment pending; and
 - d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION:** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which

may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Vendor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Contract.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Contract.)

18. INSURANCE REQUIREMENTS: Vendor shall procure, furnish and maintain for the duration of the Contract the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Contract.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Contract, or insurance rated below Best's A:VII, must be declared prior to execution of the Contract and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Contract is satisfactorily completed.

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Contract or cancel the Contract if certificates of insurance and endorsements required have not been provided prior to the execution of the Contract.

Signature

Date

Print Name

Company Name

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

Integrated Learning, Performance, & Compensation Management



Company:

HR Performance Solutions

17250 Newburgh Road
Livonia, MI 48152
Toll Free: 800.940.7522

www.HRPerformanceSolutions.net

Contacts:

Paul Marston | Director of Sales & Strategic Alliances
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PROJECT DELIVERABLES (Vendor Understanding)

1. An agency-wide integrated performance and learning management system.
 - a. New software will provide the following:
 1. Smooth integration between connected systems (i.e. learning and performance systems) with a clean, intuitive interface.
 - HR Performance Solutions has an integration between performance management/Performance Pro and learning management/TLC with a click of a button and the integration is a two way integration.
 2. Provide entry and repository for performance reviews, multi-rater feedback, peer feedback, goal setting and goal tracking.
 - HR Performance Solutions has these key features within Performance Pro that may be included in the review process:
 - multi-rater feedback
 - peer feedback
 - goal setting
 - goal tracking.
 3. Ability for managers to access all past evaluations and self-evaluations for individual employees.
 - Within Performance Pro, managers may access the past appraisals/self-appraisals within the Performance History of each employee record.
 4. Provide reporting capability for tracking performance and goal data.
 - Our Advanced Analytics comes with over 25 prebuilt reports for performance management tracking
 - Goal reports may be pulled from Performance Pro
 - The Performance Management Org Chart will show Goal assignment and percentage complete by hierarchy of the organization.
 5. Provide tools for collecting coaching notes and manager feedback on performance and goals.
 - Performance Pro collects feedback and coaching notes on performance reviews and goals
 6. Ability to add documents to employee or personal files.
 - Within Performance Pro, in the employee's performance history, there is a section for document upload.
 7. Ability to manage security by role (employee, manager, administrator, etc).
 - Performance Pro is a role-based platform: Administrative, Manager and Employee roles are identified, the security access to personal files is based on the role of the user.
 8. Automated prompts and reminders of tasks to be completed
 - Performance Pro has automatic notifications are sent based on appraisal process, along with the managers ability to set notifications within the goal tool for due dates and check-ins.
 9. Spell check and dictionary, preferably with ability to customize and remember additions.
 - Performance Pro has spell check and language check. Language check will flag words that may be considered inappropriate.
 10. Prefer capability to interface with other systems, such as Ceridian.

- We can integrate with systems of record using an automated file export. The system of record with export a data file into an SFTP file folder and we pick it up on daily intervals.
- 11. Links to performance management and goal setting tools for employees and supervisors and managers.
 - Performance appraisals are linked to goals and managed by the manager within Performance Pro. The interface with the system of record only pushes data to Performance Pro with a one-way integration using fields like employee name, manager, position, etc.
- 12. Ability to cascade from strategic goals in all performance review documents.
 - Performance Pro allows individual goals to be linked to organizational strategies.
- 13. Multi-rater functionality.
 - Performance Pro allows for 360 evaluations either as standalone appraisals or a part of the formal evaluation. Multi-raters can provide feedback in all areas of the appraisal as assigned.
- 14. Customizable comment fields.
 - Performance Pro allows for customizable comment fields in the appraisal for the manager, employee, or multi rater, to fill out. These also can be customized by process.
- 15. Ability to add courses from the learning management system to the performance management system (development plan integration).
 - We have linked courses in TLC, to competencies in Performance Pro, with an integration like no other. An organization may create meaningful process like career development plans or new hire reviews linked to learning content. An organization may also create learning thresholds so if an individual scores below a certain rating it will automatically launch the course associated with that competency. Furthermore, the mapping of courses can be customized by the administrative user.
- 16. Ability for multiple supervisors to rate one individual employee, or transfer to each other.
 - Managers can assign multi-raters for feedback on employees on their teams.
- 17. Provide a centralized location for all CAPSLO training and education programs.
 - The Learning Center (TLC) will come with over 500 courses in the course library, but the organization may also link to outside sources and add their own courses.
- 18. Easy to register for courses; easy to navigate and search.
 - TLC is very easy to navigate, one may search courses by category, and/or in the search functionality one may find courses by keyword. Courses may easily be accessed by the learner or require approval.
- 19. Ability to create business rules to define access in course catalogs and a dynamic organization of course catalogs.
 - Courses may be managed within TLC by category and employees may be grouped for scheduling. Course catalog is either accessible globally, or require approval, globally, before taking courses.
- 20. Ability to do an advanced search and filter on learning activities in the course catalogs.
 - TLC is very easy to navigate, one may search courses by category, and/or in the search functionality one may find courses by keyword.
- 21. Ability to send direct links to registration pages.
 - Email notifications will be sent when courses are registered to learners and upcoming notifications will be sent based on due dates that are assigned.
- 22. Ability to group learning modules.
 - TLC allows grouping of learning modules by category.
- 23. Ability to set learning paths, with users able to track progression

- TLC can be used for positional training or prospective position trainings. User can track completion/progression in registered training. TLC has roadmap functionality for perspective training showing modules, knowledge, and skills for both positions and the knowledge gap analysis between the two.
- 24. Ability to assign content to individuals and/or groups of employees.
 - TLC allows content assignment by individual or group.
- 25. Ability for employees to add external and informal training to their transcripts.
 - We currently do not have standard functionality to support this; however, we have implemented a work around solutions for a couple clients.
- 26. System ability to send customized automatic email reminders for trainings;
 - Automatic email reminders may be enabled. Dates for the email reminders are able to be customized, however, the messaging that is in those reminders is not currently customizable.
- 27. Instructor ability to email students, print student course lists, and update course attendance and information.
 - Our ILT module allows instructors are able to email students, print class rosters, and mark attendance and completion.
- 28. Ability to keep archived learning records.
 - All learning records are retained.
- 29. Provide the ability to automate, manage and track training and development (rosters, enrollment, completion).
 - Our ILT module, instructors are able to email students, print class rosters, and mark attendance and completion.
- 30. Provide the ability to offer, manage and track on-demand, e-learning and performance support material.
 - Our application allows for tracking on-demand e-learning events.
- 31. Provide the ability to build reporting, including benchmarks, learning program evaluation.
 - In TLC we have basic and advanced reports available, but not the ability to build them, however, reports can be customized through filters by the user and/or our support team.
- 32. Provide the ability to apply consistent education/training reporting standards across the organization.
 - With the application of both tools Performance Pro and TLC an organization may achieve consistency, and all users are included in the reports.
- 33. Fully integrated performance and learning management system to link development plans to performance reviews.
 - We have linked courses in TLC, to competencies in Performance Pro, with an integration like no other. An organization may create meaningful process like career development plans or new hire reviews linked to learning content. An organization may also create learning thresholds so if an individual scores below a certain rating it will automatically launch the course associated with that competency. Furthermore, the mapping of courses can be customized by the administrative user.
- 34. Ability to host on-demand and e-learning opportunities.
 - Links to webinars can be loaded into a course shell within TLC. The admin can then launch/host that courses for users.
- 35. Project plan, including milestones, communication plan, issues list, status reports as determined in consultation with project leadership.

- With the purchase of Performance Pro and The Learning Center, a training team is assembled to guide the client through implementation and training. Structured implementation calls and training sessions are managed by our implementation specialist.

36. Remote, written or web-based training for content contributors, managers and employees.

- Yes, we have a library of articles on how to perform actions within the applications, as well as a library of recorded videos demonstrating key actions.

37. Development of service/maintenance agreement and what occurs after the service/maintenance agreement expires.

- Clients' subscriptions are for a standard term of 1-year. Notice of upcoming expiration is provided to client approx. 2-3 months in advance with a renewal invoice for the next term.

38. Ability to allow users to access system through a single sign on and through Windows if not integrated with HRIS

- We can set up a Single Sign on with any system that is SAML 2.0 Compliant. Compease and TLC's Single Sign On integration is with Performance Pro.

b. Administrator Functions to include:

1. Ability to customize branding, welcome page, etc. YES
 2. Ability to upload data from HRIS payroll system. YES
 3. Login as a user to view their screen for troubleshooting/ assistance. YES
 4. Ability to Test or "roll-back" changes. YES
 5. Ability to "remote in" or have a similar functionality to see what users are experiencing. YES
 6. Ability to retrieve data (unarchive, etc.) YES
 7. Ability to create and add new and customized processes. YES
 8. Ability to customize and score competencies. YES
 9. Electronic sign off for all parties in all processes YES
 10. Ability to see when forms, processes, etc. were last updated/modified (date/time stamp). YES
 11. Ability to easily sort, filter, and report by location specific processes. YES
 12. Ability to group different employees (new hires, focal point employees, etc.) and to easily add/remove groups from different processes YES
 13. Ability to have differing timelines for processes; scheduled and customized. Ability to program in process timelines to have all forms conform to those guidelines. YES
 14. Ability for the Administrator to make a process change for someone on extended leave (suspend /delay the process). YES
 15. Microsoft Active Directory integration. Single Sign On YES, SSO may be set up with any system that is SAML 2.0 compliant through Performance Pro.
 16. Administrators can make process and form changes without outside support. YES
 17. Reporting ability for learning management system – course credit status; enrollment; course lists; certifications, etc. YES
- Note: Regarding certifications – we would need more information on how one would expect the system to work.
18. Ability to upload outside content YES
 19. Extensive library of standard courses or online delivery YES
 20. Responsive technical assistance: customer assistance portal to submit tickets for

service including online resources. YES

TRAINING

Create training materials and train on the integrated performance management and learning management system functionality and processes.

1. Training for technical staff supporting application YES
2. Training for operational staff to use processes. YES
3. Training for content contributors and Webmaster. YES
4. Create a summary communication plan. YES

Timelines

Performance Pro and TLC Implementation & Integration Timeline 6-8 Weeks

Event	Owner	Timeline
Welcome email delivered	HR Performance Solutions	Dates are Identified during Implementation Scope Call
Implementation Scope Call with client, HR Consultant and Implementation Specialist: - Discuss the client's performance management methodology - Review how Performance Pro will be configured and operate based on client needs - Discuss positions and factors - Review timeline for setup, training and launch - Subdomain established	HR Performance Solutions HR Consultant, Implementation Specialist and Client	
Performance Pro Questionnaire sent to client	HR Performance Solutions	
Employee data delivered to perform initial import	Client	
Client provides position and factor information	Client	
Position are setup and Performance Pro site configuration executed based on results from questionnaire	HR Performance Solutions	
Admin Training	HR Performance Solutions/Client	
Manager Training	HR Performance Solutions/Client	

Employee Training, if applicable	HR Performance Solutions/Client	
Configure data sync with client HRIS	HR Performance Solutions/Client/HRIS Account Manager	
Post Implementation check-in	HR Performance Solutions/Client	Approximately two weeks after training is completed.

Compease Implementation & Integration Timeline 10-12 Weeks

Event	Owner	Timeline
Welcome email delivered	HR Performance Solutions	Dates are Identified during Implementation Scope Call
Compease Build Team Conducts Initial Implementation Scope Call - Answer questions from the Client about the process and timeline, as well as the HRPS data needs. - Gather initial input on the organization's Compensation Philosophy. Or determine the best approach for gaining input. - Capture past compensation practices. Discuss what went well and what needs to change. - Review items for consideration when building and implementing the Compease system.	HR Performance Solutions/Client	
Client Submits Data to Compease Build Team Client submits employee data sheet, job descriptions, and organizational chart to HRPS. HRPS Compease Build Team starts the build process.	Client	
HRPS Consultant Conducts Implementation Planning Call with Client • Introduce the Implementation Consultant to the Client. • Explore Client's main objectives in purchasing Compease. • Identify any dynamics the consultant needs to be aware of when planning the implementation. • Discuss and finalize the logistics of the implementation.	HR Performance Solutions/Client	
Compease Build Team Builds the Compease System – Including Grades & Ranges		

Compease Build Team completes the Compease system build. When building the system, the team will: • Load all employee data into the system. • Review job descriptions and other relevant data. • Evaluate all jobs and establish proposed grades and salary ranges for each job title. • Contact the client to discuss any questions about job descriptions or employee data. • Prepare an overview document identifying geographic location index(es) used along with notes regarding any out-of-ordinary items. • Send system to HRPS Implementation Consultant for implementation preparation	HR Performance Solutions	
HRPS Consultant Completes Implementation HRPS Implementation Consultant implements the Compease system at Client site. The time required for implementation will vary depending on the number of job titles in the Compease system. Below is an overview of the implementation process, assuming 50 job titles. • Compease Orientation Meeting (60 minutes) with HR team and key managers. In this orientation meeting, HRPS reviews: - o The proposed Compensation Philosophy. - o The point factor method for creating ranges. - o How the midpoints are derived in Compease. - o The following concepts to ensure joint understanding: ▪ Point factor evaluation ▪ Compensable factors ▪ Midpoints ▪ Benchmark jobs ▪ Comparatio - o The job evaluation rules and process. - o The Job evaluation process. - o Common compensation management practices. • Job Evaluation Meetings with HR Rep(s) and each key manager. We allocate 6-8 minutes, per job title, under each manager. For example, if a CFO has 5 job titles, we will allocate approximately 35 minutes of meeting time with the CFO. The total meeting time, assuming 50 job titles, would be approximately	HR Performance Solutions/Client	

6 hours of total meeting time. Note: At least one (1) HR Representative needs to be present at each meeting. • Final review of grades and ranges with HR team (60-90minutes). • Train the HR Rep(s) and any other key managers on how to use the Compease system. • Assist the HR team in determining the best strategies to be used in communicating the pay structure and policies to the organization. Note: Virtual implementations may be possible depending on size and scope of the Compease system.		
HRPS Conducts Post-Implementation Review Call HRPS leadership conducts follow up to see how Compease is working for the Client.	HR Performance Solutions/Client	

HR Performance Solutions Experience

HR Performance Solutions has been in business for over 30 years and supports innovative organizations with purpose-driven compensation, performance management, and learning management software. Our products are developed on the premise that successful organizations are built on the talent of effective employees. With over 2,000 clients, across multiple industries, we combine our industry-leading software with industry-leading consultants to make a difference for HR professionals across the country, truly changing the way you do HR. Specifically, we have implemented our products with Community Action Partnership of San Luis Obispo County for our Performance Pro, TLC and Compease products.

A clear description of what is included in both maintenance and support for a one-year period.



Performance Pro can support the purpose of your employee check-ins, coaching, and evaluation process with user-friendly business tools that help eliminate task-heavy headaches, and provide the ability to automate, track and enhance overall employee performance.



Integrated Learning & Performance Management

Enhances employee development through automated competency-based course assignment and ongoing assessment of progress with:

- ✓ An integrated learning management system that includes a broad spectrum of content from the latest regulatory guidelines to enhanced job skills
- ✓ Plans to develop current and desired position competencies linked directly to identified learning activities
- ✓ Centralized tracking to monitor development progress and identify internal candidates for potential opportunities



Pay for Performance

Allows organizations to use monetary rewards to better motivate and engage employees towards goal achievement with:

- ✓ Automated merit-increase modeling
- ✓ Merit budget allocation



Feedback Facilitation

Supports and bridges the gap between annual reviews by providing timely, meaningful feedback and recognition with:

- ✓ Real-time feedback tools
- ✓ Multi-rater and 360 review
- ✓ Check-in reminders and notifications



Automation

Automates a current or newly designed performance management program with:

- ✓ Customized weightings, ratings, and competency definitions
- ✓ Multiple workflows for check-ins, evaluations, and employee development
- ✓ Single sign-on and integration with your HCM or payroll software



Goal Management & Alignment

Enables the ability to continuously track and align workplace performance goals directly to corporate strategies with:

- ✓ Ability to set and cascade goals
- ✓ Configurable goal library
- ✓ Goal repository and progress updates



Congratulations on identifying your new Purpose-Driven Learning Management Software! TLC 360 can support the purpose of your employee learning and development needs, including their regulatory and compliance training requirements. By combining an integrated learning management system with an extensive library of courses, TLC 360 can maximize the training investment in your most important organizational resource, your employees!



Integrated Learning & Performance Management

Enhances employee development through automated competency-based course assignment and ongoing assessment of progress with:

- ✓ An integrated performance management system that drives the created competency-based learning activities
- ✓ Training plans to develop current and desired position competencies
- ✓ Centralized tracking to monitor, measure, and report on



Competency & Skills Enhancement

Accelerates and streamlines employee learning from onboarding to professional development with:

- ✓ Current and prospective position competency linked training
- ✓ Customizable learning paths that provide employees guidance as they progress in their careers
- ✓ Knowledge-retention tools to help employees keep the knowledge they gain



On Demand Content

Supports learning programs with integrated library content to keep skills current and compliant with:

- ✓ Thousands of industry standard courses and an integrated course authoring system
- ✓ Access to skill area content: Industry Specific, Business, HR, IT, Leadership, Management and Sales
- ✓ Varieties of learning formats: microlearning, interactive video, quizzes, and eLearning



Automation

Automate learning management to increase engagement and drive overall employee performance with:

- ✓ Notifications of due dates and enrollment status
- ✓ Assign training to individuals or user groups based on their roles
- ✓ Reporting capabilities to administrate, monitor and track learning plans and development



Compease Overview

Compease was developed with one goal in mind – to help you **attract and retain top talent** through effective salary analysis, design, and administration. Compease is easy to use, resource-rich, and will help you:

- Develop and maintain competitive pay rates in your labor market
- Ensure an equitable salary range development process for all employees in your organization
- Contribute to ensuring employees are engaged
- Manage merit increases
- Optimize your investment in one of your highest operating expenses – compensation

Compease provides the tools, data, and structure your organization needs to manage compensation with ease, accountability, and confidence.

Your Salary Ranges Will Reflect Pay Rates in Your Market

We constantly gather new salary information from many sources to ensure that it is reliable and current. Industry-specific data are then used to create salary ranges matched to your geographical location and organizational size. With automatic annual updates, you can be assured that your salaries remain competitive, employees aren't underpaid or overpaid, and that you attract and retain high performers.

Your Salary Range Development Process Will Ensure Fairness Within Your Organization

We evaluate all jobs within your organization to establish their relative value to one another. Each job is evaluated based on eight compensable factors, including the degree of knowledge, skill, accountability, and problem solving required. Based on the job evaluation, the job is assigned a job grade. Job evaluations are especially important when dealing with “hybrid” jobs or those for which good market data is not available.

Your Employees Will Be More Engaged and Litigation Risks May Be Reduced

In our experience, employees that know their organization has a fair salary analysis, design, and administration process in place are more engaged as a result of the higher levels of trust, transparency, and equal treatment within the organization. Furthermore, risk related to potential legal action associated with unfair or discriminatory pay practices may be reduced.

Your Merit Increases Will Be Easier to Manage

Fair and objective merit increase plans are created in minutes based on your budget constraints, individual employee performance, and compa-ratios. Simple reports make it easy to analyze and report on information across the organization.

Your Investment in Talent Will Be Optimized

Compease acts as your in-house compensation consultant and pays for itself by reducing inefficiencies that your competitors face, but you won't. With Compease, if your company reduces high-cost employee turnover by just three individuals, you will have already seen a 4 to 1 return on your investment. In addition, you can have confidence that your budget will be optimized by ensuring your employees are compensated at market rates.

Performance Pro, TLC 360, and Compease Pricing

Performance Pro, TLC 360, and Compease fees are based on organizational size and include both onsite and virtual implementation and training. Your total purchase price for the first and subsequent years would be as follows:

Performance Pro with TLC Pro Including Skillsoft and Compease	Units	Price
Performance Pro with TLC and Compease Licensing	950	Included
First-Year Customized Implementation Consulting and Training		No Charge
Ongoing Optimization Consulting		No Charge
Full-service phone and email support		No Charge
Access to online Knowledge Base and Tutorial Videos		No Charge
Total Annual Cost		\$56,060.00
Additional License Annual Cost		\$59.00

NOTE: Software as a Service is not taxable in the State of California.

Implementation

Performance Pro: Implementation of your Performance Pro system takes place through a series of web-based live training sessions. The training sessions included are described on the last page of this agreement.

TLC 360: Our qualified team of system experts will provide technical training as part of the implementation. Optional consulting is available to ensure that subject matter experts help develop training plans and professional training to drive employee development and engagement.

Compease: Includes setup, employee data entry/import, evaluation of all jobs/positions, merit matrix determination, and salary budget analysis. In addition, compensation consultants will train your key staff so you can keep the system running smoothly. Typically, Compease system setup and implementation is accomplished in one to two days.

Optimization - A member of our Performance Pro Client Experience Team will be a dedicated resource for you to perform the following tasks:

- ✓ Schedule bi-annual meetings to:
 - Learn about your culture, initiatives, and challenges
 - Provide specific recommendations in Performance Pro to support your performance management culture
- ✓ Deliver refresher training to system administrators, managers and employees
- ✓ Where needed, work to establish a data sync with your HRIS/HCMS

License Fee and Annual Renewal

Performance Pro: HR Performance Solutions will provide ongoing Performance Pro access, hosting, data backups, phone support, system maintenance, and feature enhancements for an annual renewal fee. Please note that renewal pricing may change based on the price schedule in place at the time of renewal. You are under no obligation to continue the service. However, failure to pay the annual renewal will terminate this agreement and your license to use Performance Pro.

TLC 360: From initial setup and ongoing maintenance to end-user care and administrative training — our knowledgeable, timely and responsive support comes standard with every TLC 360 partnership. Please note that renewal pricing may change based on the price schedule in place at the time of renewal.

Compease: HR Performance Solutions will provide ongoing phone support and updates to the Compease application (salary range updates and feature enhancements) for an annual renewal fee. With salary range updates, we tell you the percentage change in your salary ranges, the change in CPI for the year, and merit increase budgets for your peer group for the coming year. Certified Compensation Professionals are available to assist you with any compensation questions you have, whether they are about the application, a job, a salary range, or your annual merit increase plan.

Licenses can be added at any time and will be billed separately from the annual renewal invoice. New licenses will be added to the renewal fee for subsequent term years. Please note that renewal pricing may change based on the price schedule in place at the time of renewal.

Miscellaneous Expenses

Any expenses beyond the above-mentioned deliverables will be billed separately. Travel expenses related to product implementation or consulting services are additional and will be billed separately. The client will be responsible for any travel costs incurred to accommodate a change to the scheduled engagement date, for which initial travel was already booked, or for costs incurred due to weather or other uncontrollable events.

Payment Terms

Full payment is due within 30 days of service activation. Upon signing this agreement and for as long as your account is active, you will receive licenses, access to live customer support during office hours, access to online support tools, online hosting service, and product upgrades. Prices quoted are good for 30 days. Interest of 1.5% per month will accrue on all delinquent balances. Any applicable taxes are the responsibility of the client. This is not an invoice.

Implementation, Training, and Optimization

Administrator Training	Administrative users attend two 2-hour sessions covering various features and functionality. This interactive training is conducted live through the use of webinar technology.
Manager Training	This single session of online training covers goal management, employee check-ins/coaching sessions, documentation, appraisals, and report generation. The session lasts 60-90 minutes and can be recorded upon request for future use.
Employee Training	

	This single session of online training covers employee check-ins, goal-tracking, documentation, and appraisals. The session lasts 30-60 minutes and can be recorded upon request for future use.
Performance Management Optimization	This ongoing service includes an audit of the performance management culture. It also includes virtual meetings with a Performance Pro subject matter expert to perform continued training and review talent management initiatives.

Note: If you wish, additional training sessions can be purchased through the implementation consultant, or you may opt to use some of your optimization hours for this purpose.

Hosted Solution

G. For hosted solution.

Performance Pro and Compease

a. Clearly describe the data center specifications including verification that it resides in the contiguous lower 48 United States.

All Data Centers used for Performance Pro and Compease are N+5 (level/tier 5) facilities located in the following U.S. locations: Plymouth, Michigan (production), Dallas, Texas (DR 1), and Las Vegas, Nevada (DR 2). All locations are non-descript, have natural and constructed barriers, require bio-metric entry by defined staff and engineers, CCTV systems, mantraps, and other security measures. They are all SOC 2 Type 2 certified.

Data for The Learning Center is hosted on 2 servers which are behind a dedicated Juniper SRX300 enterprise firewall. The web application server is running Windows Server 2019 and the database server is running Windows Server 2019 with SQL Server 2019. Managed hosting is provided by Aptum at their Atlanta facility.

b. Clearly describe organizational cyber security certifications

We perform third-party audits and testing of all systems through TraceSecurity, Acunetix, and Pen-TestTools. We are a SOC 2 Type 2 and SOC 3 certified organization, and have strong policies and procedures, and well as ongoing audits as part of those controls in support of our SOC. All documentation, audits, and policies/procedures are available to clients upon request. The hosting environments are also PCI DSS, HIPPA, ISO, and NIST certified.

We deploy several layers of security, including encrypted data mounts (at rest) through NetApps and PureStorage, Radware on the edge for DoS and DDoS scrubbing, Tipping Point and Cisco IDS/IPS, Juniper firewalls, F5 for load balancing and WAF, Nagios for system monitoring, CrowdStrike for AV/Malware detection and mitigation, and SIEM for central logging and correlation of all sentries.

c. Separate cost proposal for an on-premise solution.

This is not an option – our software is a SaaS based solution.

d. Describe environmental requirements for optimal functioning of hardware and software.

Software requires any modern browser (listed below) and Internet access. No other requirements needed.

- Microsoft Edge
- Chrome
- Firefox
- Safari
- Safari Mobile for iPhone and iPad
- Chrome for Android

References

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Community Action Partnership of San Luis Obispo County (CAPSLO)

Performance Pro, TLC and Compease 2020

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850-233-7594

Edgewater Beach Resort

Performance Pro and Compease 2020

Jeff Carney

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Phone: 706.868.3310 Fax: 706.868.3301

Columbia County Board of Commissioners

Performance Pro 2011

Conflict of Interest

No potential conflicts of interest

Community Action Partnership of Kern

Scoring Evaluation

**RFP -Integrated Performance and
Learning Management and
Compensation System: HR 2022-001**

**Scorer: Tracy Webster, Lisa
McGranahan, & Emilio
Wagner**

<u>Factors:</u>	<u>Possible Points</u>	<u>Awarded Points</u>
1) Qualifications and Experience: Consultant history and philosophy	30	26
2) References: Do you have experience with clients that are similar to CAPK's ? Please provide 3 references, including email addresses and phone numbers.	15	15
3) Services: Provide a detailed outline and description of the scope of services provided. Provide examples of training that will be provided.	30	26
4) Fees and costs: Provide cost for all requested training. Describe what your proposed billing process will be.	25	25
Total:	100	92

Community Action Partnership of Kern

Vendor List

.	Economic Reasearch Institute
Number	(617)631-8000
Contact Name:	
Email Address:	info.eri@erieri.com

Vendor	Payscale Insight Lab
Number	
Contact Name	Austine Ouimette
Email Address	austin.ouimette@payscale.com

Vendor	Salary.com (aka CompAnalyst)
Number	(617)631-8000
Contact Name	Robert Mungovan
Email Address	robert.mungovan@salary.com

Vendor	Compease Software
Number	(800)262-6285
Contact Name	Consulting Team
Email Address	Rebecca.Bernard@hrperformancesolutions.net

Vendor	COMPview by Hrsoft
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Contact Name	Annette Bader
Email Address	annette.bader@hrsoft.com

Vendor	Economic Reasearch Institute
Number	(617)631-8000
Contact Name	
Email Address	info.eri@erieri.com

Vendor	Paycom
Number	(877)286-1333
Contact Name	Kyle Anderman
Email Address	Kyle.anderman@paycomonline.com

Vendor	Workday Compensation
Number	(925)951-9000
Contact Name	Ajyanna Jones
Email Address	Ajyanna.jones@workday.com

Vendor	Anaplan
Number	(415)742-8199
Contact Name	Vaibhav Singh
Email Address	sales@anaplan.com



MEMORANDUM

To: Board of Directors

From: Jeremy Tobias, Chief Executive Officer

Date: June 29, 2022

Subject: *Agenda Item V(q): Auto Renewal of State Contracts – Info Item*

The California Department of Social Services has issued an Executive Summary Child Care Bulletin informing CAPK that we will have our contracts with the California Child Development Division (CCDD) automatically renewed without signature. The contracts are listed below:

- General Child Care & Development Programs (CCTR)
- Migrant Child Care & Development Programs (CMIG)
- Migrant Child Care Alternative Payment Programs (CMAP)

Attachment:

CDSS Child Care Bulletin

December 10, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 21-23

The purpose of this communication is to notify contractors of the requirement to complete and submit a Continued Funding Application (CFA) for California Department of Social Services Child Care and Development programs to continue services into the next contract year. Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

December 10, 2021

CHILD CARE BULLETIN NO. 21-23

TO: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF CHILD CARE AND DEVELOPMENT PROGRAMS FUNDED BY OR THROUGH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

SUBJECT: CONTINUED FUNDING APPLICATION FISCAL YEAR 2022-2023

APPLICABLE PROGRAMS: ALTERNATIVE PAYMENT PROGRAMS, CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) STAGES TWO AND THREE, GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS, FAMILY CHILD CARE HOME EDUCATION NETWORKS, MIGRANT CHILD CARE ALTERNATIVE PAYMENT PROGRAMS, MIGRANT CHILD CARE AND DEVELOPMENT PROGRAMS, MIGRANT SPECIAL SERVICES PROGRAMS, RESOURCE AND REFERRAL PROGRAMS, CHILD CARE AND DEVELOPMENT PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

REFERENCE: [SENATE BILL \(SB\) 98 \(CHAPTER 24, STATUTES OF 2020\); TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS \(5 CCR\) SECTION 18010](#)

Purpose

The purpose of this communication is to notify contractors of the applicable programs listed above of the requirement to complete and submit a Continued Funding Application (CFA) to the California Department of Social Services (CDSS) in order to continue services into the next contract year. Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.

Child Care Bulletin (CCB) No. 21-23 offers existing CDSS, Child Care and Development Division (CCDD) contractors the opportunity to request continued funding for Fiscal

Year (FY) 2022-23. The California Code of Regulations, Title 5 (5 CCR), Section 18010(d) states, “Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a CFA request from the Child Development Division in accordance with the instructions and timelines specified in the request.” Each contractor is to review this information as soon as possible to ensure appropriate time and resources are reserved to complete the process.

Authority

Section 18010(e) of the 5 CCR states, “Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development Division of the contractor’s intent to discontinue services at the end of the current contract period.” Failure to respond to requests from the CCDD for additional information will result in the application being deemed incomplete.

Background

In accordance with Senate Bill (SB) 98 (Chapter 24, Statutes of 2020), effective July 1, 2021, the following programs transferred to the CDSS, CCDD:

- General Child Care and Development Programs (CCTR)
- California Family Child Care Home Education Networks (CFCC)
- Programs for Children with Severe Disabilities (CHAN)
- Migrant Child Care and Development Programs (CMIG)
- Migrant Child Care Alternative Payment Programs (CMAP)
- California Alternative Payment Programs (CAPP)
- CalWORKs Stage 2 (C2AP)
- CalWORKs Stage 3 (C3AP)
- Resource and Referral Programs (CRRP)
- Local Child Care and Development Planning Councils (CLPC)

The California Department of Education (CDE), Early Learning Division (ELD) will continue to administer the California State Preschool Program (CSPP), Inclusive Early Education Expansion Program (IEEEP), American Indian Early Childhood Education (AIECE) grant, and Early Head Start-Child Care Partnership grant awarded to the CDE by the United States Department of Health and Human Services, as well as other early education programs.

Policy

The complete CFA packet is available on the [CFA web page](#).

The CDSS does not require formal board approval of the application package. In most cases, board action is required only to sign the formal contract. If the contractor’s governing board requires approval prior to application submittal, the board action must

be completed before the due date of the submittal.

Application Submission Requirements

This CFA is only for the aforementioned CDSS Child Care and Development Program contract types. Agencies applying for continued funding for the California State Preschool Program (CSPP) contract type must contact the CDE directly.

Electronic submission of the completed application and attachments is preferred and encouraged. To submit the application electronically, or if you experience difficulties in submitting an electronic application, please e-mail CFA@dss.ca.gov.

Notice of Automatic Renewal

CCD Direct Service and Alternative Payment Contractors who apply for and are approved for continued funding will not need to sign and return a CCD contracts to provide services for FY 2022-23. Beginning with FY 2022-23, CCD Contractors will be automatically renewed in accordance with all applicable federal and state laws, as well as all CCD Funding Terms and Conditions and Program Requirements that will be incorporated into the FY 2022-23 CCD contract.

By completing and returning the FY 2022-23 CFA, your agency indicates that it wishes to automatically renew its CCD contract for FY 2022-23 and is willing to, and does accept, all of the terms and conditions of such contract, which will be provided to all CCD contractors being renewed for funding no later than June 1, 2022. CCD contractors may subsequently reject the terms of the new contract and opt not to renew their services under the terms of the new contract by providing written notice to the CDSS no later than July 1, 2022. If you do not wish to renew your contract, please contact your [Program Quality and Improvement \(PQI\) Assigned Consultant](#).

Note: If your agency requires formal board approval to enter into contracts, it is important that your agency seek such approval at this time.

Applications must be received on or before 5 p.m., Monday, January 17, 2022.

The CCDD will host an instructional webinar to provide an overview of the FY 2022-23 CFA. For more information on this webinar, please visit the [CFA web page](#).

If you have any questions or need additional guidance regarding the information in this letter, please contact your assigned CCDD [Program Quality and Improvement \(PQI\) Assigned Consultant](#), or send an email to CFA@dss.ca.gov.

Sincerely,

Original Document Signed By

CCB 21-23
Page Four

Dr. Lupe Jaime-Mileham, Deputy Director
Child Care and Development Division



MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: June 29, 2022

Subject: *Agenda Item VI(a)*: Partnership on the Community Economic Resilience Fund (CERF) Application – Action Item

INTRODUCTION

On September 23, 2021, Governor Gavin Newsom signed Senate Bill (SB) 162, which established the Community Economic Resilience Fund (CERF). SB 162 supports regionally centered plans to respond to the diverse needs across our state and to build sustainable and resilient regional economies. Initially, \$600 million was appropriated from the American Rescue Plan Act Coronavirus Fiscal Recovery Fund of 2021 until the 2022 budget revised the source of funds to the State General Fund in SB 115 (2022). Regardless of the final funding source, the same goal remains: To build an equitable and sustainable economy across California's diverse regions and foster long-term economic resilience in the overall transition to a carbon-neutral economy.

A single roadmap for California's economic future is not a right fit approach given California's size and complexity. Rather, a regional approach, which will account for dynamics such as shifting industries and talent pools, better suits the state. CERF will use a high-road approach to economic development to support the creation of quality jobs and equal access to those jobs. A high-road economy favors businesses that invest in their workforces, pay living wages, and engage in environmentally sustainable business practices.

OVERVIEW OF PHASE I PARTNERSHIP

In Phase 1, also referred to as the Planning Phase, the CERF program will provide up to \$5 million dollar planning grants to support one High Road Transition Collaborative (HRTC) per region. Regions developed during the program were defined in a way that prioritizes recovery and transition strategies and is consistent with existing economic development efforts, as well as other state definitions of regional economic and labor markets. HRTCs will be composed of an administrative Fiscal Agent, a Regional Convener (or Co-Conveners), and a wide range of diverse partners reflecting the diversity of each region. Planning grants will be awarded to one HRTC and be administered jointly by the Fiscal Agent and/or Regional Convener. The following entities are identified as part of the CERF application:

Fiscal Agent: Kern Community College District (KCCD) and will provide administrative backbone support.

Co-Conveners: *Kern Coalition* with the Kern Inyo Mono Central Labor Council (CLC), Community Action Partnership of Kern (CAPK), Better Bakersfield & Boundless Kern (B3K), and KCCD.

The HRTCs will implement transparent and inclusive processes to advance long-term prosperity and equity, work directly with Regional Climate Collaboratives where applicable, and include balanced representation from labor, business, community, government, and other stakeholders, including, but not limited to, economic development, philanthropy, education, and workforce partners. Together, these partners will form their respective regional HRTC to engage in strategic planning for economic resilience and equitable pathways to high road opportunities. HRTCs will work across industries, agencies, and communities to encourage engagement from all stakeholder groups, create inclusive and equitable economic plans, build capacity, break down silos to maximize the effectiveness of planning and implementation projects, and generate systemic changes to advance economic resilience.

Planning grants can be used for a wide range of planning activities including capacity building, community engagement, and conducting research. Economic plans developed during the planning phase will inform projects eligible for funding during the implementation phase of the program. Plans will be based on actionable research and consultation from expert institutions, with a focus on equity, sustainability, job quality, economic competitiveness, and resilience. Strategies will complement, incorporate, or expand on existing plans such as Comprehensive Economic Development Strategies (CEDS), as applicable and relevant.

The application is due on July 25, 2022, with a notice of award scheduled for August 2022 as part of Phase I: Planning for a one-year project period. Staff will provide frequent updates to the Board post application submission.

CAPK's ROLE

As currently structured, CAPK would serve in the role of Co-Convener, primarily representing diverse community interests for the Planning Phase. Our involvement as a community-based organization paired with a worker-centered inclusive approach for economic planning is imperative in ensuring communities traditionally left out will be part of achieving equitable outcomes. The total budget amount remains to be determined as details continue to be negotiated and finalized.

STRATEGIC ALIGNMENT

This extended agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3 in advancing economic empowerment and financial stability for low-income people in the communities we serve, specifically part of Objective 3.3: Increase opportunities and supports for clients to advance through career and education pathways, and Objective 3.4 Increase access to economic asset enhancement and financial educational opportunities.

RECOMMENDATION

Staff recommends that the Board of Directors approve the submission of the Community Economic Resilience Fund (CERF) application and authorize the Chief Executive Officer to execute required partnership agreements and supporting documentation.



MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources

Date: June 29, 2022

Subject: *Agenda Item VI(b):* Approval of New Job Description & Reorganization –
Action Item

In an effort to better streamline agency operations and to create a structure for more equitable chief-level work to be done, Management is proposing approval of a new job description and reorganization to be implemented immediately. After careful review of CAPK's business development and other grant writing responsibilities, as well as an equitable balancing of both work and programs currently managed, the following changes are necessary. The proposal is an upgrade of the job description of Director of Administration to be renamed Chief Business Development Officer.

Included in this redesigned description of responsibilities are several new programs and responsibilities, including redirecting 211 to business development, new initiatives concerning outreach and government relations, community/school-based partnerships, and the ever-increasing data and case management.

After careful review and consideration of the current and upcoming increases of responsibilities, an upgrade to the position of Chief is fully warranted.

The fiscal impact is minimum as this is currently covered with existing budget funds.

Recommendation:

Staff recommends that the Board of Directors approve the new job description of Chief Business Development Officer and reorganization.

Attachment:

Chief Business Development Officer Job Description



Chief Business Development Officer

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16

FLSA Status: Exempt

Date Approved: 6/29/2022

SUMMARY:

The Chief Business Development Officer spearheads development of the agency level initiatives, development of new service lines and the expansion of existing programs. This position organizes and coordinates the work of grant analysts, outreach, advocacy, and government relations. Coordinates Results Oriented Management and Accountability (ROMA), National Performance Standards, and Community Services Block Grant (CSBG) and data reporting. Provides oversight of program services, such as the 2-1-1 Call Center, CAPK Foundation, school-based case management services. Leads new initiatives, special projects, and agency fundraising.

SUPERVISION RECEIVED:

Receives supervision from Chief Executive Officer.

SUPERVISION EXERCISED:

Director of Development, 2-1-1 Administrator, Administrative Coordinator, Outreach and Grant Administrator, Outreach and Advocacy Coordinator, and Program Supervisor.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

1. Provides direct oversight of program services, including 2-1-1 Call Center and related contracts; school-based case managing services; and oversight of the CAPK Foundation to support fund development and program needs.
2. Co-lead efforts on universal data reporting and case management, including performance management and improvement.
3. Provides leadership, project management, technical expertise, and ongoing supervision on assigned initiatives and projects.
4. Takes the lead or co-lead on new projects and initiatives, develops a plan of action and corresponding timelines to ensure successful completion.
5. Proactively communicates with staff, management, the Board of Directors, and other stakeholders, as appropriate, to ensure successful rollout and implementation of initiatives.
6. Analyzes complex situations and gathers information in formulating plans, timelines, and proposals for assigned initiatives and projects.
7. Provides written reports in follow-up to assigned projects and initiatives.
8. Develops budgets and program and administrative strategies to ensure the success of CAPK overall.
9. Represents the Agency at local, regional, state, and federal venues to maintain open dialog and successful communication strategies with stakeholders, funders, etc.
10. Oversees Agency communications and outreach activities, including governmental affairs.

11. Directs grant writing activities to include research, analytics, and coordination with appropriate agency strategic objectives
12. Prepares oral and written presentations to community groups, staff, funders, Board of Directors, etc.
13. Assists with strategic planning process and related projects and initiatives.

Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.
6. Frequent out of town travel, for the day or multiple days, representing the Agency, as needed.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheets, database, PowerPoint, and related software applications.

Ability to:

- Manage the CEO's financial and administrative operations.
- Provide guidance and direction to division directors, managers, and staff.
- Prioritize and schedule work to meet established deadlines.
- Motivate and supervise subordinates in day-to-day operations.
- Solve problems, mediate disputes, and deal with issues before they are brought to the CEO.
- Lead group meetings and collaborative decision processes.
- Communicate effectively in person, in writing, and on video to staff, Board of Directors, and the public.
- Work independently, while managing competing demands.
- Assure compliance with a variety of state and federal regulations, laws, and reporting requirements.
- Demonstrate good interpersonal skills.
- Be organized and meet goals and deadlines.
- Attend evening and weekend meetings.
- Establish professional working relationships with staff, agencies, clients, and the public.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. A master's degree in business administration or public administration is preferred. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Minimum of ten (10) years of progressive management experience with a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

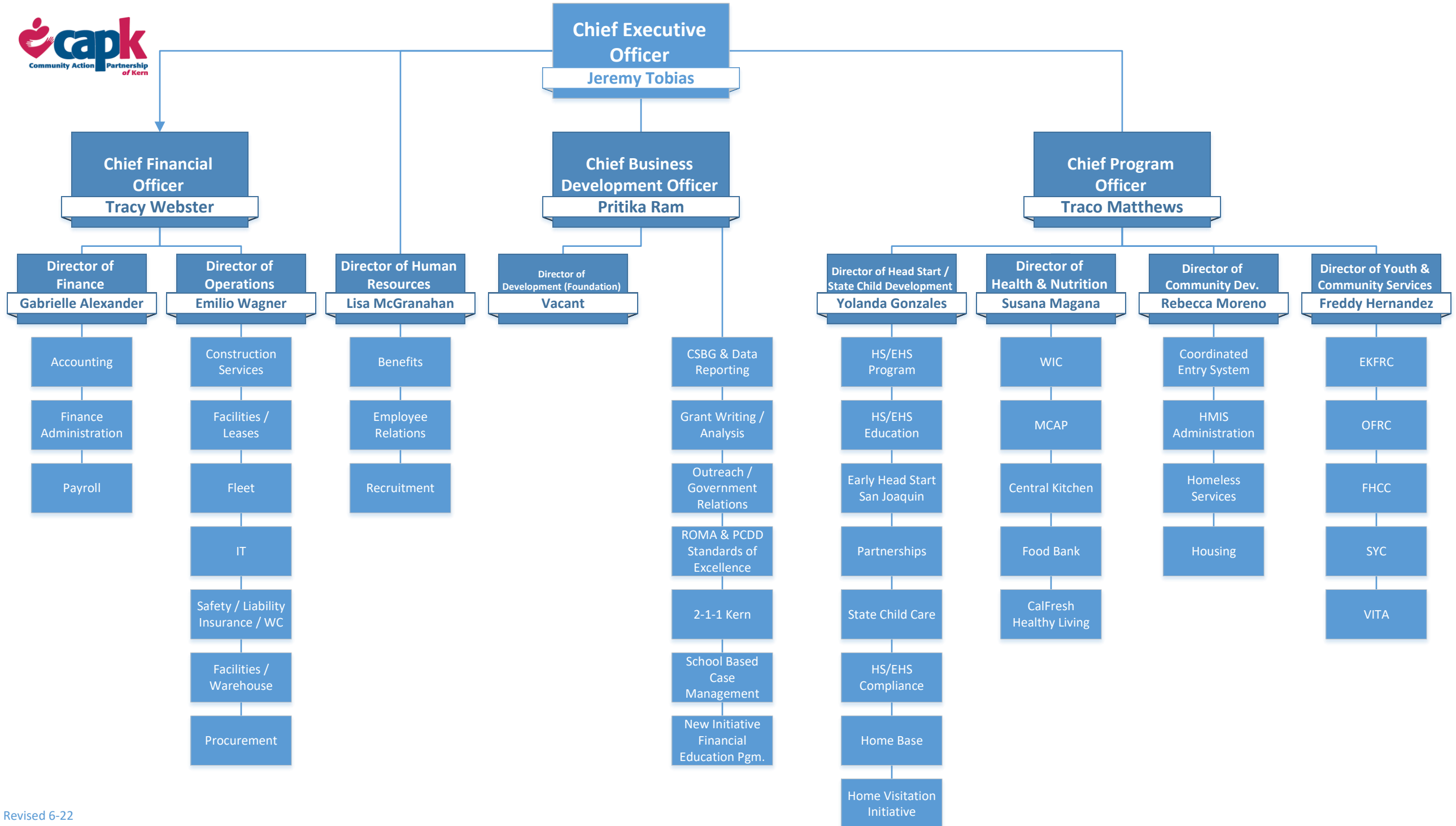
ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Administration				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X

Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		





MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations

Date: June 29, 2022

Subject: *Agenda Item VI(c): Workers Compensation Insurance Renewal* – **Action Item**

The workers' compensation policy of CAPK is due to expire on July 31, 2022, and requires a renewal to prevent a lapse of coverage. Bolton, CAPK's insurance broker recommended that due to the well-developed partnership with Berkshire Hathaway that we seek a renewal rate and hold off on a market search this year. As a result, Berkshire Hathaway submitted a renewal proposal in the amount of \$696,442.

After evaluation and consideration of the services and premium CAPK staff and Bolton recommend renewing with Berkshire Hathaway. The policy ending July 31, 2022, has a total premium of \$734,972 and the proposed renewal with Berkshire Hathaway is \$696,442 which is a 5% decrease. The decrease for the 22/23 policy year is attributed to the major reduction in the experience modification from 110% to 91%. An experience modification of 91% is difficult to obtain for an agency the size and complexity of CAPK and risk management staff along with all of CAPK should be commended for this achievement.

Recommendation:

Staff recommends the Board of Directors approve a renewal with Berkshire Hathaway and grant authority to the Chief Executive Officer to bind coverage for the 2022-2023 policy year.

Attachment

2022-2023 Workers Compensation Proposal

A Proposal for

Community Action Partnership of Kern County

Effective: July 31, 2022
August 1, 2022

Jonathan Schreter CIC, MBA
Executive Vice President

Bolton Insurance Services, LLC
License # 6004772

Prepared: June 23, 2022

Community Action Partnership of Kern County

Service Team		
Broker	Jonathan Schreter, Executive Vice President	Direct: (626) 535-1408 Fax: (626) 583-4609
	E-mail: jschreter@boltonco.com	
Service Team	Debra Rosas, Associate Vice President	Direct: (626) 535-1829
	E-mail: drosas@boltonco.com	
	Julio Lopez, Client Executive	Direct: (626) 535-1441
	E-mail: jlopez@boltonco.com	
	Abigail Dankwah, Associate Client Manager	Direct: (626) 535-1443
	E-mail: adankwah@boltonco.com	
	Victor Morales, Client Analyst	Direct: (626) 507-1034
	E-mail: vmorales@boltonco.com	
	Service Team Fax:	(626) 583-2117
Property & Casualty Resources		
Certificates/ Evidences	Standard - Receipt in 24 Hours	Rush - Receipt in 3 Hours
	Email: certrequest@boltonco.com Fax: (626) 583-2117	Email: rushcertrequest@boltonco.com
Property & Casualty Claims	Carly Alba, Esq., Vice President of Claims and Risk Management	
	Direct: (626) 535-1466 E-mail: calba@boltonco.com	Fax: (626) 583-2117
Workers' Comp Claims	Lorenda Edmundson, Sr. Workers' Comp Consultant	
	Direct: (626) 535-1815 E-mail: ledmundson@boltonco.com	Fax: (626) 583-2117
Risk Control	Stefanie Nobriga, Associate Vice President of Risk Control	
	Direct: (626) 535-1436 E-mail: snobriga@boltonco.com	Fax: (626) 583-2117
Bonds	Mary Smith, Associate Producer Surety	
	Direct: (626) 535-1473 E-mail: msmith@boltonco.com	Fax: (626) 583-2124
Department Leads		
Property & Casualty	Erin Powell, Vice President, Property & Casualty	
	Direct: (626) 535-1439 E-mail: epowell@boltonco.com	Fax: (626) 583-2117
Employee Benefits	Jacqueline Roth, Director of Employee Benefits	
	Direct: (626) 535-1968 E-mail: jroth@boltonco.com	Fax: (626) 583-2119
Personal Risk Management	Jessica Gunnar, Vice President	
	Direct: (626) 535-1817 E-mail: jgunnar@boltonco.com	Fax: (626) 583-2116



Premium Comparison

Community Action Partnership of Kern County

	2021-2022	2022-2023	\$	%
	Expiring Premium	Renewal Premium	Difference	Difference
Student Accident – Base	\$ 7,000	\$ 6,793	\$ (207)	-3%
Workers' Compensation	\$ 706,983	\$ 657,443	\$ (49,540)	-7%
State Taxes	\$ 27,989	\$ 38,999	\$ 11,010	39%
TOTAL	\$ 741,972	\$ 703,235	\$ (38,737)	-5%

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request.

The issued policy will supersede this proposal.

Higher Limits May be Available for All Coverages

Renewal Proposal of Insurance 2022-2023

Community Action Partnership of Kern County

	2021-2022 Expiring	2022-2023 Renewal	Remarks
Student Accident	National Union Fire A XV Admitted	QBE Insurance Corp. A XV Admitted	
Basic Medical Expense Limit	\$50,000	\$50,000	
Deductible	\$0	\$0	
Benefit Period	104 Weeks	104 Weeks	
Accidental Death/Accidental Dismemberment	\$10,000/\$10,000	\$25,000/\$50,000	
Coma	N/A	\$10,000	
Paralysis	N/A	\$25,000	
Bereavement and Trauma Counseling	N/A	N/A	
Dental - Per Accident	\$250/Tooth	Included	
Catastrophic Cash Benefit	\$50,000	\$500,000	
CONDITIONS : This policy is excess over primary health insurance if available. Includes Volunteers and Daycare. Incurred Period is 180 Days for Medical Expenses and 365 days for AD&D. Emergency Sickness Benefit is for overnight activities and field trips. Worldwide Coverage. EXCLUSIONS: Please see the policy for a full list of exclusions.			
Workers' Compensation	Cypress Ins Co A++ XV Admitted	Cypress Ins Co A++ XV Admitted	
Employers Liability Limits	\$1,000,000	\$1,000,000	
Annual Payroll	\$34,642,552	\$34,642,552	
Ex-Mod	110%	91%	
Quote is contingent upon the insured's participation in the Medical Provider Network (MPN); Subject to Final Audit; Volunteer Coverage Not Included. USL&H Not Included.			

Workers' Compensation Comparison

Community Action Partnership of Kern County

Coverage Description	2021-2022 Premium	2022-2023 Premium	\$ Difference	% Difference
Workers' Compensation	\$ 706,983	\$ 657,443	\$ (49,540)	-7%
Taxes & Fees	\$ 27,989	\$ 38,999	\$ 11,010	39%
Total Premium	\$ 734,972	\$ 696,442	\$ (38,530)	-5%

Deposit:	\$137,615.45 (15%)
Payment Plan:	11 monthly payroll reports

Classifications	2021-2022 Payroll	2022-2023 Payroll	\$ Difference	% Difference
5140 - Electrical Wiring	\$ 84,652	\$ 84,652	\$ -	0%
5146 - Cabinet Fixtures	\$ 232,040	\$ 232,040	\$ -	0%
5479 - Insulation Work	\$ 175,276	\$ 175,276	\$ -	0%
8018 - Stores Wholesale	\$ 1,009,386	\$ 1,009,386	\$ -	0%
8227 - Construction/Erection Yards	\$ 39,825	\$ 39,825	\$ -	0%
8742 - Salespersons	\$ 2,389,378	\$ 2,389,378	\$ -	0%
8804 - Substance Use Recovery	\$ 707,442	\$ 707,442	\$ -	0%
8810 - Clerical	\$ 9,660,139	\$ 9,660,139	\$ -	0%
9059 - Day Care Centers	\$ 19,794,052	\$ 19,794,052	\$ -	0%
9067 - Clubs Boys & Girls	\$ 550,362	\$ 550,362	\$ -	0%
Total Payroll	\$ 34,642,552	\$ 34,642,552	\$ -	0%

Classifications	2021-2022 Net Rate	2022-2023 Net Rate	# Difference	% Difference
5140 - Electrical Wiring	1.86	1.75	-0.11	-6%
5146 - Cabinet Fixtures	5.69	5.30	-0.39	-7%
5479 - Insulation Work	6.77	6.50	-0.27	-4%
8018 - Stores Wholesale	6.47	6.29	-0.18	-3%
8227 - Construction/Erection Yards	4.96	4.36	-0.6	-12%
8742 - Salespersons	0.41	0.40	-0.01	-2%
8804 - Substance Use Recovery	3.38	3.33	-0.05	-1%
8810 - Clerical	0.26	0.26	0.00	0%
9059 - Day Care Centers	2.74	2.52	-0.22	-8%
9067 - Clubs Boys & Girls	2.10	1.83	-0.27	-13%
Experience Modification	110%	91%	-0.19	-17%
Net Rates do not include Expense Constant, Terrorism, or CA Assessments & Fees.				

Insurance Coverage Checklist

Below is a list of usually available, but not all inclusive, coverages. Those items checked represent the coverages proposed. If the item is not checked, the coverage is not included. If you are interested in an explanation of and/or quotation for any of these coverages, please let us know.

☐ Property (Building and Contents, Including Property of Others)	☐ Crime/ERISA
☐ Building Ordinance	☐ Employee Dishonesty
☐ Equipment Breakdown	☐ Money and Securities
☐ Business Income	☐ Forgery and Alteration
☐ Extra Expense	☐ Computer Fraud
☐ Loss of Rents	☐ General Liability
☐ Flood	☐ Employee Benefits Liability
☐ Earthquake	☐ Aircraft Liability/Drone
☐ Earthquake Sprinkler Leakage	☐ Automobile
☐ Electronic Data Processing	☐ Foreign Property/Liability/WC
☐ Signs	☒ Umbrella/Excess Liability
☐ Motor Truck Cargo Liability	☒ Workers' Compensation Employers Liability
☐ Transportation	☐ Directors and Officers Liability
☐ Ocean Cargo	☐ Employment Practices Liability
☐ Employee's Tool Floater	☐ Fiduciary Liability
☐ Equipment Floater	☐ Kidnap & Ransom
☐ Installation Floater	☐ Cyber/Privacy Liability/Internet Exposure
☐ Valuable Papers (On & Off Premises)	☐ Educators Legal Liability
☐ Accounts Receivable	☐ Pollution Liability
☐ Mold	☐ Miscellaneous Professional Liability
☐ Terrorism	☐ Law Enforcement Liability
☐ Funds Transfer Fraud	☒ Student Accident
	☐ Active Assailant/Workplace Violence
	☒ Volunteer Accident

Proposal Acceptance

Community Action Partnership of Kern County

<u>Yes</u>	<u>No</u>	<u>Quote Option</u>
		Workers Compensation Renewal - Cypress Insurance
		Student Accident Renewal - QBE Insurance Corporation
		Insurance Coverage Checklist – Would you like a quote for any of the coverages listed on the insurance coverage checklist section of our proposal?

(NOTES:)

This proposal is a summary of terms and conditions proposed by the insurers based on information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Higher limits may be available for all coverages.

I have reviewed and accept the coverages and disclosures as summarized in this proposal with any changes indicated above.

Signature

Date

Title

BEST FINANCIAL STRENGTH RATING GUIDE - (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A+	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.

Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an impaired insurer.
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by forced liquidation; an impaired insurer.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies of insurance companies that have never been rated by A.M. Best

Rating Disclosure - Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AM Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of AM Best.

BCRs are distributed via the AM Best website at www.ambest.com. For additional information regarding the development of a BCR and other rating-related information and definitions, including outlooks, modifiers, identifiers and affiliation codes, please refer to the report titled "Understanding Best's Credit Ratings" available at no charge on the AM Best website. BCRs are proprietary and may not be reproduced without permission.

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Version 010219



Types of Insurance Carriers

Non-Admitted

This is an insurance carrier that is not licensed by the State of California, but is domiciled and admitted in other states and approved for use in California by the Department of Insurance. It is published on the List of Approved Surplus Lines Insurers (LASLI).

Carriers are strictly regulated by their state of domicile and must meet strict surplus lines laws and regulations in order to provide insurance in California.

These carriers are not backed by the California Insurance Guarantee Association (CIGA). They are used when coverage is not available from an admitted company either because domestic carriers feel it is too risky or because broader coverage may be available from a non-admitted carrier.

Admitted

This is an insurance carrier that is licensed to do business in California and regulated by the Department of Insurance. Carriers are strictly regulated. Rates and policy forms must be filed with the Department of Insurance and approved before they can be offered to the insurance consumer.

The carrier is backed by the Insurance Guarantee Association (CIGA), which provides insurance against carriers which become insolvent. It assumes limited responsibility for all claims up to \$500,000, with the exception of Worker's Compensation, which has no limitation. Ocean Cargo and Crime coverages are not insured through the Association.

CERTIFIED TERRORISM Terrorism Risk Insurance Act – “TRIA” and Terrorism Risk Insurance Program Reauthorization Act of 2015 – “TRIPRA”)

"Certified Terrorism" is coverage offered by insurance carriers that have the financial backing of the U. S. government under the Terrorism Act of 2002, the Terrorism Risk Insurance Extension Act of 2005, the Reauthorization Act of 2007 and the Reauthorization Act of 2015. The Act is known as “TRIA.”

"Certified Terrorism" is defined under the act as: Any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism. Criteria include:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property of infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States

Missions or certain air carriers or vessels.

- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.

- e. The act must cause at least \$5,000,000 in overall insured losses attributable to all types of insurance subject to the Act.

- f. The Federal Government will pay based on formula established by law; 85% through 2015, 84% 2016; 83% 2017; 82% 2018; 81% 2019 and 80% 2020, but no more than 100 billion dollars. The carrier's maximum payment is 100 billion dollars in total for all losses.

No act may be certified as an act of terrorism if the act is committed as part of the course of a war declared by Congress (except for Workers' Compensation) or if losses resulting from the act, in the aggregate for insurance subject to TRIA, do not exceed \$5,000,000.

IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

This document and the information contained herein is designed in a format that is easy to understand and compare against previous insurance programs. As such, it is necessary to use generalized terminology. This document does not in any way confirm that coverage is, or will be, in effect. Coverage can only commence after your request for coverage is accepted by the insurance company, and a deposit premium has been received. This proposal does not in any way infer or suggest that coverage as proposed will be broader than the standard forms provided by the quoted insurance company unless the broadening features are specifically mentioned in writing in this format. The presenter of this proposal has no authority to broaden or infer coverages beyond those that are stated in writing. This proposal is only valid for 30 days.

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. Therefore, you are solely responsible for the accuracy of the information furnished to the insurance carriers. We are not responsible for verifying any of this information which you have provided, nor shall we have any liability that arises from the inaccuracy of the information which you provided. All changes in your exposures to loss should be reported to us immediately so that proper coverage may be affected.

The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Upon acceptance of this proposal, it is necessary to effect insurance with proper values. Reviewing each of the coverages proposed and making changes and updates in accordance with current information and conditions is recommended. Higher limits may be available upon request.

It is important to note that any requests that you make, regarding this proposal or into the future, to change or bind your insurance coverage through email, voicemail or verbally with our staff will not take effect until written notice is received from us.

Any advice or guidance provided by any of our staff shall not be construed or relied upon as legal, accounting or actuarial advice. We encourage you to work with other professionals in those specific areas and for those specific matters.

Please also note that many insurance carriers have very strict claim reporting terms and conditions and can include wording that restricts or negates coverage should the carrier not be immediately notified of a potential claim. It is important that you refer to your actual policies for these requirements and follow them closely.

Compensation

For the placement and service of your insurance program, we will receive commission-based compensation from selected insurance companies and/or wholesale intermediaries. The compensation received by us may differ depending on the product and the insurance company. We may receive additional contingent compensation from these insurance companies based upon other aggregate factors, such as claims experience, growth in new business, retention of the business, total premium volume placed, etc. We may also be reimbursed for services rendered under contract with selected premium finance companies that agree to finance your insurance premiums. Any additional fees in lieu of commissions or for services such as claims, loss control and general risk management, will be outlined in the proposal.

Data Protection and Use

We are committed to protecting the privacy of your personal data. In our role as an insurance broker, we may use the data you provided us in the process of securing quotes or coverage, claims management, typical policy servicing, etc. and that data may be provided to various insurance carriers or intermediaries. If you have any specific questions about the use or access to this data, please let us know and we would be happy to discuss it with you.



IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

With respect to your logo(s) and unless otherwise instructed by you, we may, without notice or consent, use your logo(s) and other publicly available information in our marketing efforts and materials with the intent of adding additional clients and growing our business.

Insurance Carrier Rating

If we have provided information in the proposal as to the current rating of an insurance carrier through the AM Best Company, which is an independent rating company, please understand that to the best of our ability we are providing their current rating as of the date of the proposal. However, these ratings are subject to change at any time. Therefore, if the rating of the carrier is important to you or your business, we advise that you check the current rating by accessing their website directly at ambest.com for the most current status and rating of your insurance carrier.



MEMORANDUM

To: Board of Directors

From: Emilio Wagner, Director of Operations

Date: June 29, 2022

Subject: *Agenda Item VI(d)*: Selection of Design / Build Contractor for EHS Property Located at 347 Poplar Ave. in Stockton, CA – **Action Item**

Background

Located at 347 Poplar Avenue (Barnett House) in Stockton California, CAPK owns a building with Federal interest for the purposes of supporting the Early Head Start program. The building has been used for storage, Home Base Services, and other functions since the building required substantial improvements before it could be used for in-person classroom services. The cost for improvements to meet licensing requirements and ensure an efficient configuration for adequate supervision and maximizing the footprint of the building could not be absorbed within the program budget, until state funds were successfully awarded to supplement the program.

Operations and Program staff worked together to develop a basis of design to be used for an RFP to find a qualified design-build contractor in the San Joaquin County area. Since the cost was expected to exceed \$250,000 an approval procedure through the Office of Head Start must be followed. Criteria such as construction documents, project cost, environmental assessments, appraisals, and searching the real estate market for comparable buildings, must be gathered to support the Code of Federal Regulations part 1303.

To ensure a successful response to the criteria found in CFR part 1303 CAPK must have a design and cost estimate from a registered architect. To achieve this requirement a design-build requires the contractor to work with an Architect to fully develop plans and specifications ready for building department review. The results would be used in the submission to the Office of Head Start for approval to conduct major renovations to the Barnett House. Upon approval from the Office of Head Start, a notice to proceed will be issued to the selected contractor to begin construction.

Current Events

A design Build RFP was released on three different occasions utilizing the California builders exchange, and Stockton builders exchange, with non-responsive proposals received for the first two releases. In the third release, a fully responsive proposal was received from Diede Construction, Inc. for a total project cost of \$427,000.

Staff asked Diede Construction to break down the proposal to identify the design portion of the project, to ensure the contract may be drafted to contain two phases. Phase I – Design \$32,400 and Phase II – Construction \$394,600. The attached contract will only allow the contractor to complete up through the design phase and only until CAPK receives a letter of award and issues a notice to proceed, may Diede move to Phase II.

The San Joaquin EHS budget currently has a carryover request in the amount of \$791,997 which contains a line item for the major renovation project in the amount of \$427,000. Please see the attached carryover budget.

Recommendation:

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute a contract with Diede Construction Inc. and any subsequent amendments.

Attachments:

Diede Construction Inc. Proposal

Diede Construction Inc Breakdown

Design Build Contract

San Joaquin Early Head Start Carryover Budget



DIEDE CONSTRUCTION, INC.

RFP FOR DESIGN BUILD TENANT IMPROVEMENTS

347 POPLAR ST, STOCKTON, CA

PROPOSAL #EHS 2021-003

FEBRUARY 24, 2022





COMMERCIAL INDUSTRIAL DESIGN BUILD

CALIFORNIA
P.O. Box 1007
Woodbridge, CA. 95258
p: (209) 369-8255
f: (209) 368-0600

HAWAII
517 Ahui Street
Honolulu, HI. 96813
p: (808) 777-6290
f: (808) 777-6295



Community Action Partnership of Kern
5005 Business Park North
Bakersfield, California 93309

February 24, 2022

RE: Request For Proposal for Design-Build Tenant Improvements

Dear Business Services Team,

Founded in 1978 as a family-owned and operated business, Diede Construction Inc. has grown into one of the leading general contractors in California and Hawaii. With over 40 years of experience working on projects of various scopes, we are confident that we can provide CAPK with an exceptional product. The quality of our work speaks to our ability to perform the scope of work outlined within this request for proposals. Currently, we have a bonding capacity of \$75 million, with capacity for any single project up to \$30 million. We are fully capable, willing, and eager to perform the services requested for the Design-Build Tenant Improvements Project.

At Diede Construction, we strive to build strong relationships between each client and our team. This mindset is what has made us a leading name in the construction industry for over forty years with various return clients that trust our process and integrity. We, at Diede, strive to be more than "just another vendor" by working vigorously during pre-construction to understand the Client's full needs and expectations. Throughout the construction process we continue to work alongside you, to meet these needs and exceed these expectations. Our work is not finished until the Client is completely satisfied with the final result.

The experience of our team is displayed in each project we complete, as we hand select the team best suited for each unique project. Below we have listed a few key team members that will work alongside you from procurement to final walk through.

- Steven Diede, Chief Estimator
- Brett Diede, Director of Pre-Construction
- Jake Diede, General Superintendent
- Stephen Depierro, Corporate Safety Manager

In addition to the team members listed above, we will assign a full project management team. We employ a full team that can handle the entirety of a Project this size, including, submittals specialists, contract and labor compliance coordinators, and accounts payable personnel. This strategy cuts outsourcing costs significantly ensuring that we are utilizing CAPK's budget in the most efficient way.

I give you my personal assurance that your project will be constructed with integrity.

Sincerely,

Steven L. Diede
President

FIRSTLY

THANK YOU

FOR CONSIDERING US!



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TAB 1

COMPANY ORGANIZATION



[SERVICES TO BE PROVIDED]

ESTIMATING & PRE-CONSTRUCTION

With a full in-house Estimating Team, we are able to provide an accurate, cost-effective budget for each and every client. Our Pre-Construction Team's primary goal is to facilitate a smooth transition from procurement stage to the Project Management Team. They are responsible for carefully evaluating and determining, based off of the project objectives, the budget, constructability, schedule, and procurement strategy of the project. The driving factor in our Pre-Construction Team's project procurement strategy is selecting subcontractors and vendors who can deliver the best value for each scope of work while meeting project goals.

DESIGN

In determining a design team, we choose individuals who best suit the scope of work involved for each project. We find it essential to create a team who has shown capability in providing the highest quality management, safety, products, and delivery available on the market to achieve the highest value for our clients. Our design process is extremely conducive to owner involvement as we welcome feedback and work alongside all parties involved to create a functional space that serves your needs fully. During the design portion of pre-construction, we evaluate potential obstacles and provide viable solutions. This helps to eliminate design-based disturbances during the construction process.

CONSTRUCTION

Construction of any facility may be daunting at times, however, choosing a contractor you can trust can help facilitate the process by eliminating guesswork and confusion. Once your project arrives to the construction phase of development, we have a strategic delivery plan laid out that we follow week by week until closeout. We stick to strict schedules to ensure the project is delivered on-time and within budget and inform the Owner of adjustments immediately so that everyone knows the status of the project at all times. Additionally, we employ a full-time in-house project management team that is capable of handling the entirety of a project. Each project team includes submittal specialists, labor and compliance coordinators, legal, accounting and administrative staff. Our in-house method helps to ensure paperwork is submitted on-time and correctly but also eliminates costly outsourcing fees.

CLOSEOUT

At this point, your project has been completed and it is time to see the final result! Diede Construction makes the closeout process simple yet effective by performing a final walk through of the facility, providing detailed explanations of how everything works, warranties, and handbooks for future reference. Our closeout method makes it so that once the keys to the facility are turned over, you can confidently begin use with a full understanding of both the inner and outer workings of the building. We want you to feel confident throughout every aspect of the process and will do whatever necessary to ensure this is the case.

[GETTING TO KNOW DIEDER]

HISTORY STATEMENT

From a very small beginning, Dieder Construction, Inc. has grown into one of the leading contractors in Central and Northern California. Steven Dieder founded Dieder Construction Company as a sole proprietorship, in 1978. On December 4, 1991, Steve, alongside his wife Lillian and his two brothers, Wayne, and Bruce, merged to form Dieder Construction Inc. A proud family operation, Dieder Construction is headquartered in Lodi, California, with a regional office in Honolulu, Hawaii. Dieder has practiced general building construction since 1978. Today, we serve as a general contractor, and design-builder whose name has commanded respect, solidity, and success in construction.

VOLUME OF CONSTRUCTION

Dieder Construction, Inc. has become a multimillion-dollar company through hard-work and dedication to both the craft and community. Over the last forty years in the industry, Steven Dieder alongside his family, has watched this company surpass projected goals year after year. We have experienced exponential growth over the last four years, despite the COVID-19 Pandemic, we were still able to exceed our goals making 2020 one of our most successful years thus far. With revenues of over \$80 million dollars annually, we have the financial capacity to take on the Design Build Tenant Improvement Project.

AVAILABILITY & RESOURCES

Dieder Construction recognizes that CAPK is making a significant investment in the community's future with this Project. We have availability and room for this project in our schedule, if selected, we would dedicate ourselves to that same goal: to deliver a high-quality, lasting facility that will serve the children of the Stockton community for years to come. The only way to successfully attain this goal is through transparency, honesty, and frequent communication, all of which are hallmarks of our approach to every job. From start to finish, the Community Action Partnership of Kern and Dieder Construction will work together as a team to create an outstanding fully functional classroom environment that will exceed expectations and standards. Together - and with our chosen subcontractors - we will implement our three C's: communication, collaboration, and cooperation.

OUR TEAM

Dieder Construction employs a team of 72 full time employees between our two offices, this includes a full estimating department, safety manager, two general superintendents, administrative staff, and multiple project management teams. Each project management team includes a project manager, assistant project manager, bookkeeper, superintendent, submittals specialist, labor and compliance coordinators, and legal assistants. We believe in performing as much in house as possible to avoid costly outsourcing costs. Additionally, this allows our team to keep a close eye on all aspects of the project and ensure timely submission of required documents, avoiding unnecessary delays.



Zurich Surety, Credit & Political Risk
525 Market St, Suite 2900
San Francisco, CA. 94105
Phone: (415) 538-7328

September 30, 2021

Re: Letter of Bonding Ability - Diede Construction, Inc.

To Whom It May Concern:

Zurich American Insurance Company (Zurich) and/or its subsidiary, Fidelity and Deposit Company of Maryland (F&D), have provided surety credit to Diede Construction, Inc. for single projects of \$30,000,000 and an aggregate uncompleted backlog of \$75,000,000. Zurich/F&D is rated "A+" (Superior) with a financial size category of **XV** (\$2 billion +) by AM Best and has a US Treasury Limit exceeding \$600 million.

If Diede Construction, Inc. is awarded a contract for projects falling within the identified ranges and requests that we provide the necessary Performance and/or Payment Bonds, we will be prepared to execute the bonds subject to our acceptable review of the contract terms and conditions, bond forms, appropriate contract funding and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between Diede Construction, Inc. and ourselves, and we assume no liability to third parties or to you by the issuance of this letter.

We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me (800) 444-4134.

Sincerely,

Zurich American Insurance Company


Elizabeth Collodi, Attorney-In-Fact

cc: Diede Construction, Inc.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Butte)

On September 30, 2021 before me, Sara Walliser, Notary Public
(insert name and title of the officer)

personally appeared Elizabeth Collodi,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~
subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in
~~his~~/her/~~their~~ authorized capacity(ies), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)



**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
Management Technique & Pro
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray**, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint, **Renee Ramsey, John Hopkins, John J. Weber, Joseph H. Weber, Marissa Robinson, Matthew Foster, Mary Collins, Sara Walliser, Jessica Monlux, Elizabeth Collodi, K. Corey Ward, Deanna Quintero, Samantha Watkins, Steven L. Williams, Phil Watkins, Jennifer Lakmann, Brad Espinosa, Paula Senna and Pam Sey**, of **Chico, California**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York, the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland, and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland, in their own proper persons. The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 13th day of July A.D. 2021.



ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*

Secretary

**State of Maryland
County of Baltimore**

On this 13th day of July 2021, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 30th day of September, 2021.



Brian M. Hodges, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577

January 31, 2022

RE: Diede Construction, Inc.

To Whom It May Concern,

Diede Construction, Inc. is a valued customer of F&M Bank with the relationship dating back to 2003. The purpose of this letter is to confirm the existence of the line of credit for Diede Construction, Inc. with Farmers and Merchants Bank of Central California (the Bank). The unsecured line of credit for Diede Construction, Inc. has a maximum commitment amount of \$10,000,000. The Line of credit was opened December 28, 2020 and matures December 10, 2022 with a loan fee of \$5,000.00 charged at the time of opening. As of January 31, 2022 the outstanding balance is zero.

Their aggregate deposit account balances year-to-date average in the low seven figure range. The company has and continues to handle their accounts in an excellent manner.

Please contact me at the number or email below if any questions arise.

Sincerely,



Jehna Steinwert

Vice President, Relationship Manager

F&M Bank

209-339-2568

jsteinwert@fmbonline.com

Management Techniquea

TAB 2

REQUIRED ATTACHMENTS





COMMERCIAL INDUSTRIAL DESIGN BUILD

CALIFORNIA
P.O. Box 1007
Woodbridge, CA. 95258
p: (209) 369-8255
f: (209) 368-0600

HAWAII
517 Ahui Street
Honolulu, HI. 96813
p: (808) 777-6290
f: (808) 777-6295

CA License No. 632669
HI License No. 30496



February 24, 2022

Conflict of Interest Statement

Diede Construction, Inc. ("DDC") acknowledges and confirms that to our current knowledge there are no conflicts of interest that will prohibit our firm from providing the services to CAPK requested in the Request for Proposal Design Build Tenant Improvements.

Sincerely,

Steven L. Diede
President
Diede Construction, Inc.

VENDOR INFORMATION SHEET

Date: 02/24/2022 Prepared By: Steven L. Diede

Official Business Name: Diede Construction, Inc.

DBA: Diede Construction, Inc.

Location Address: 12393 N. Highway 99, Lodi, CA 95240
Street City State Zip

Remit Address: P.O. Box 1007, Woodbridge, CA 95258
Street City State Zip

Contact Person: Brett Diede Title: Director of Pre-Construction

Phone #: 209.369.8255 Accts. Receivable Phone #: 209.369.8852

Fax #: 209.368.0600 Customer Service Phone #: 209.369.8255

CAPK Vendor #: N/A E-mail Address: estimating@diedeconstruction.com

Federal ID # or SS#: 68-0257126 Type of Business: Corporation

Contractor Lic #: 632667 Business Lic #: C1801825 City Issued: Lodi, CA

General Liability Insurance Carrier & Policy #: Zurich American Insurance Company | GLO021343705

Auto Liability Insurance Carrier & Policy #: Zurich American Insurance Company | BAP021343805

Workers Compensation Insurance Carrier & Policy #: Zurich American Insurance Company | WC581799208

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☒ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: 40 Accept Purchase Orders: ☒ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____ Print Name: Steven L. Diede

Title: President Date: 02/24/2022

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Diele Construction, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 1007	Requester's name and address (optional)
6 City, state, and ZIP code Woodbridge, CA 95258	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-			-			
or										
Employer identification number										
6	8		-	0	2	5	7	1	2	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Laura J. Valdez</i>	Date ► 02/17/2022
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

APPENDIX C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action

Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY VENDOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
 - a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - c. Does not have a proposed debarment pending; and
 - d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action. Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION:** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. INSURANCE REQUIREMENTS: Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be

performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

19. **DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds \$2,000.00.
- a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
 - b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
 - c. If there is a difference, the bidder shall pay not less than the higher wage rate.
 - d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
 - i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites:
<http://www.wdol.gov/> (Federal);
<http://www.dir.ca.gov/OPRL/PWD/index.htm> (State).
 - e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

2/24/22

SIGNATURE

DATE

Steven L. Diede | President

PRINT NAME

Diede Construction, Inc.

COMPANY NAME

TAB 3

QUALIFICATIONS & EXPERIENCE



OUR APPROACH TO

PROJECT MANAGEMENT

Diede Construction works hard to build and maintain positive relationships with project owners by focusing on clear communication, close collaboration, and transparency. We work with honesty and integrity, which project owners see and appreciate. The high quality of our work speaks for itself. We strive to create and maintain positive working relationships through our performance at every step of the way. Ultimately, we have the same goal as the project owner, to finish a quality project that will last for years to come.

The team at Diede Construction will work hand-in-hand to construct a facility that you can feel confident and proud of for years to come. We have attached resumes of the management team that will be responsible for your project from estimating through closeout.



We think INNOVATIVELY

Our system has been refined and perfected over the last forty years which is why it is proven to work. We use industry leading methodology and programs to better serve our clients. Throughout construction, we continuously reevaluate our construction strategy to implement value engineering strategies that lower expenses.



We stand for QUALITY

Since our founding, we have understood that we could be most efficient by doing more work internally and limiting outsourcing. To accomplish this, we have assembled a team that can handle the full scope of projects from start to finish including pre-construction, labor and compliance coordinators, submittal specialists and accounting clerks.



We deliver amazing PROJECTS

Our dedication to excellence has earned us a place on the preferred bidding list of multiple cities, counties, state, and federal agencies. We have designed a client friendly construction process that takes the guess work out and leaves you feeling confident that your facility will be remarkable.



And we do it ON TIME

At times, unforeseeable circumstances cause delays in the construction process. This is why we account for potential delays, such as weather, throughout the entire construction process to avoid surprises. We also make sure to keep the client informed of any delays along with our plan of response.

RESUME

STEVEN L. DIEDE

Founder | President



OVER 40 YEARS
OF CONSTRUCTION

FOUNDED DDC
IN 1978

INCORPORATED DDC
IN 1991

BOARD MEMBER OF
LMH SINCE 2002

BOARD MEMBER OF
GOT KIDS SINCE 2012

BOARD MEMBER OF
LODI CHAMBER OF COMMERCE
SINCE 2020



Steven Diede founded Diede Construction Company as a sole proprietorship, in 1978. On December 4, 1991, Steve, alongside his wife Lillian and his two brothers, Wayne, and Bruce, merged to form Diede Construction, Inc., commonly referred to as DDC. Since that time, Steve has successfully led the company's growth, expanding not just in project size, but also in scope and variety. Understanding early on the importance of core company values, Steve designed a team within the company that reflects those same principles and that strive daily to achieve them. For over four decades, Steve and his team have focused on a firm commitment to excellence, integrity and most importantly, client satisfaction. It is this commitment that has forged lasting relationships which have resulted in both positive referrals and returning clients. Since its inception, Steve ensured that the DDC and its team, could tailor their services to a variety of clients by continuously expanding their repertoire of projects. Over time the company has been able to successfully build projects such as schools, restaurants, offices, parks, and shopping centers, along with many more.

In addition to being the President of DDC, Steve is also an avid philanthropist who has contributed to various organizations throughout his community. Steve joined the Lodi Memorial Hospital Foundation in 2002 after witnessing firsthand the crucial role this organization performs within the local community. "We are a tight-knit family that understands that we must give back to our community to allow it to thrive. Lodi Memorial Hospital generates numerous jobs for residents and has multiple community programs that help aid people that otherwise may not have medical accessibility."

Steve is also a founding member and sits on the board of the Giving Opportunities To Kids Foundation, a non-profit whose mission is to fund academic and extracurricular programs for the children of the Lodi Unified School District. Since its start in 2012, the "GOT Kids" Foundation has raised an excess of \$50,000 for programs such as anti-bullying assemblies, science camps and athletic programs throughout the District.

During their spare time, Steve & Lillian Diede enjoy spending time with their four children and seven grandchildren. Steve is also a former World Hydro Drag Boat champion and four-time World Record holder. Steve is also the founder of Diede Racing, a professional kart racing team that participates in events throughout the nation. Steve's keen sense of leadership speaks for itself in the way he is continuously searching for new and challenging opportunities both personally and professionally.

RESUME

BRETT DIEDE

Director of Pre-Construction

Brett Diede, as the name might imply, was exposed to the construction industry at an early age. As a child, he spent time roaming the offices at his father, Steve Diede's side which sparked a deep passion for the trade. While Brett attended high school, he would spend his summers working vigorously to learn every facet of the company. His work at the office continued throughout his time attending California State University at Chico where he successfully attained a Bachelor of Science degree in Construction Management.

After working in various positions at Diede Construction, Inc., from file clerk to assistant project manager, Brett was ready for a new challenge after attaining his degree from CSU Chico. After graduation, Brett accepted a job offer from CW Driver Construction in Irvine, California, learning the construction industry from an unfamiliar perspective.

Brett returned home to Diede Construction, Inc. as our Director of Pre-Construction, bringing with him over a decade of diverse construction experience. He is a highly dedicated team player with a meticulous eye for detail who is LEED Certified and supersedes in estimating, scheduling, pre-construction, and value engineering. Brett is well versed in all aspects of the construction industry and instills the legacy of the Diede name into every project he participates in.

REFERENCES

LDA Partners, LLP
Eric Wohle
(209) 943-0405

Lodi Unified School District
Steve Miller
(209) 331-7228

WMB Architects, Inc.
Doug Davis
(209) 944-9110

Woodland Lodging, LLC
Rohit Ranchhod
(916) 761-5602

PROJECTS

(*) Design-Build Projects

City of Lodi

- Lodi Fire Station No. 2
- Lodi City Annex Remodel
- Lodi Public Library

City of Manteca

- Manteca Animal Shelter*
- Manteca Vehicle Maintenance Center*
- Moffatt Community Center*
- Manteca Fire Station No. 4*
- Manteca Transit Center*

City of Modesto

- Modesto Corp Yard*

Lodi Hospitality, LLC

- Lodi Fairfield Inn & Suites, Lodi, CA.*



RESUME

EDUCATION

California State University of
Chico, California
Bachelors of Science
Construction Management

TRAINING

- OSHA Certified
- LEED Accredited



BRETT DIEDE [CONTINUED]

Director of Pre-Construction

PROJECTS

(*) Design-Build Projects

Woodland Lodging, LLC

- Marriott Fairfield Inn & Suites, Woodland, CA.*

Livingston Hospitality, LLC

- Motel 6, Livingston, CA. *

Chevron Corporation

- Chevron & Extra Mile Convenient Store, Galt, CA.*

Mr. Pickles, Inc.

- Mr Pickles Sandwich Shop, Galt, CA.*

Lodi Cherokee Memorial

- Cherokee Memorial Park Chapel

Lawrence Livermore National Laboratory

- Armory Building 275*
- Advanced Manufacturing Laboratory*
- Fitness Center*

CA. Department of Corrections & Rehabilitation

- Tracy Deuel Vocational Institute Health Care Facility Improvements

City of Livermore

- Livermore Airport Administration Building

City of Lathrop

- Lathrop Generations Center

City of Napa

- Napa Fire Station No. 5

City of Santa Rosa

- Bayer Neighborhood Park

RESUME

BRETT DIEDE [CONTINUED]

Director of Pre-Construction

PROJECTS

(*) Design-Build Projects

City of Stockton

- Port of Stockton Emergency Response Center

City of Tracy

- Tracy Fire Station No. 92
- Tracy Fire Station No. 96
- Joe Wilson Pool Reconstruction

The Walt Disney Company

- Disney Toy Story Midway Mania
- Disney Grand Californian Hotel

School District

- Atwater Elementary School District
- Ceres Unified School District
- Dublin Unified School District
- Elk Grove Unified School District
- Irvine Unified School District
- Livermore Valley Joint Unified School District
- Lodi Unified School District
- Los Rios Community College District
- Manteca Unified School District
- Merced Unified School District
- Oakdale Joint Unified School District
- Oakdale Union Elementary School District
- Sacramento City College District
- San Joaquin Office of Education
- Stanislaus Office of Education
- Stockton Unified School District
- Tracy Unified School District
- Turlock Unified School District
- University of California, Davis



RESUME



JAKE DIEDE

General Superintendent

Jake Diede, son of Wayne Diede and nephew to Steve, both founders of Diede Construction, Inc. was introduced to the construction industry in his early youth. From cleaning up job sites on weekends to later working side by side with experienced tradesman, Jake learned early on the skills and values that later proved to be an invaluable asset to the company.

Jake has worked through the ranks as a tradesman gaining extensive concrete and carpentry knowledge. He naturally began running crews as a foreman, gaining a broader understanding of what is required to complete a quality project.

As a superintendent, Jake has taken on many of our most challenging jobs; here are a few of the jobs he has successfully completed:

REFERENCES

Lodi Unified School District

Steve Miller

(209) 331-7228

LDA Partners, LLP.

Eric Wohle

(209) 943-0405

City of Lodi

Gary Wiman

(209) 333-6706

- Kemble / Sloat Elementary
- Sequoia / Erlewine & Bancroft Elementary Schools
- Ripon High School Modernization
- Lodi Middle School
- Lockeford Elementary School

Jake has taken the trade, scheduling, troubleshooting, organizational and other necessary skills learned in the day-to-day jobsite operations and now applies these skills as General Superintendent.

In his current position as General Superintendent, Jake is able to monitor alongside each site superintendent to ensure each job meets Diede's Quality Management Plan. Jake has successfully overseen the following jobs with special circumstances:

- Tulloch Dam project
- Tokay High Renovation/Mold Remediation
- Sac Valley Depot Phase 1 Structural retrofit
- LLNL - Armory Building 275
- Marriott Fairfield Inn & Suites, Woodland, CA.
- Pardee Recreation Area RV Park Improvements

CERTIFICATIONS / TRAINING

- Safety
- CPR
- Fall Protection
- Forklift
- Bobcat





STEPHEN DEPIERRO, CHST

Corporate Safety Manager

Stephen Depierro has spent 13 years in the Construction Industry specializing in safety management. Stephen began his professional career with the United States Air Force in 2002 as an Aircraft Weapons Specialist where safety was of utmost importance. Stephen learned early on in his career what is required to manage working conditions for complete job site safety. His plethora of knowledge within the field of construction safety and management allows him to efficiently direct construction safety requirements. His responsibilities include conducting safety meetings, trainings, and inspections to ensure compliance. He frequently evaluates team performance and implements corrective action when necessary to lead a successful safety program. In recent years, Stephen was awarded the Cal OSHA Golden Gate Award for projects completed with other contractors demonstrating his commitment, knowledge, and ability to successfully lead safety management systems.

REFERENCES

Los Angeles Airport
Alfredo Valdez
909-728-3270

Ikea Commercial
Andrew Kirby
805-538-3563

Sustainable Power Group, LLC.
Terry Barnhill
(661) 371-6019

PROJECTS

(*) Design-Build Projects

Los Angeles International Airport

- Los Angeles International Airport Rail Extension
- Los Angeles International Airport Runway Addition

Ikea Commercial

- Solar Installation, 35 sites*

Marriott International

- Marriot Hotel | San Jose, CA*

Apple Inc.

- Apple Headquarters | San Jose, CA
- Apple R&D | San Jose, CA

CERTIFICATIONS / TRAINING

- CHST- BCSP certified Construction Health and Safety Professional
- OSHA 500, 510, 511
- CSST - NCCER certified Construction Site Safety Technician
- Medic First Aid/CPR Instructor



RESUME



REFERENCES

Inspection Services

Dwayne Burns

(559) 479-0465

Atwater Unified School District

Melida Hennes

(209) 845-3600

Housing Authority Stanislaus Co.

Don Borgwardt

(209) 357-6100

Lawrence Livermore

National Laboratory

Paul Abdallah

(925) 424-2906



MIKE AZEVEDO

Project Manager

Mike Azevedo initially joined the Diede Construction family in 1998 as a carpenter. As the management team witnessed firsthand his hard work and keen eye for detail, Mike was quickly promoted to superintendent. After working a few years as superintendent, Mike was again promoted but this time to project manager. Now with almost 25 years of construction experience in his grasp, Mike still exceeds expectations with every project he oversees. His background as a tradesman gives him a firm understanding of quality control, and he ensures every aspect of a project is completed to the highest standards.

Mike's strong leadership skills, extensive knowledge of construction practices, and detailed understanding of the industry, are only a few reasons why he is an asset to our company and more than capable in his position of project manager. His expertise lies in delivering a timely, within-budget project that is sure to surpass your standards. Mike is an asset to our management team, and we are confident that he will provide a final structure that you will admire for years to come.

PROJECTS

(*) Design-Build Projects

Lawrence Livermore National Laboratory

- Armory Building 275*
- Advanced Manufacturing Laboratory*
- Fitness Center*
- B801 Control Room Expansion*

CA. Department of Corrections & Rehabilitation

- Tracy Deuel Vocational Institute Health Care Facility Improvements

State of CA Military Department

- Sharpe Army Depot

Atwater Elementary School District

- Bellevue Elementary School Gym
- Mitchell Elementary School Gym

Stanislaus Union Elementary School District

- Prescott Senior Elementary

Stanislaus Housing Authority

- Patterson Farm Labor Metal Building
- Modesto Farm Labor Renovation
- Meadow Glen Apartments

RESUME

MIKE AZEVEDO [CONTINUED]

Project Manager

PROJECTS

(*) Design-Build Projects

Stockton Unified School District

- Hoover Elementary School HVAC

Oakdale Joint Unified School District

- Oakdale Junior High School Modernization
- Oakdale High School Aquatics Center



RESUME

REVAE MARTINEZ

Assistant Project Manager

Revae Martinez initially joined the Diede family as an administrative assistant for various departments within the company. Her ability to cross train, multi-task, and problem solve resulted in her swift promotion to assistant project manager. Revae has assisted in nearly every department within our corporate office and is truly our jack of all trades. She is a vital part of our management team serving as an impressive source of knowledge who can handle any task thrown her way.

As assistant project manager, Revae specializes in reviewing prime contracts, specifications, plans, budgets, and bid day packages. Additionally, she assists project managers in daily management and job site coordination as well as providing departments with any information they may need regarding past projects. Revae’s ability to quickly shift focus from one task to the next makes her a driving force throughout every aspect of the construction process.

REFERENCES

- Monterey-Salinas Transit District
Sandra Amorim
(831) 264-5884
- Nautilus Data Technologies
Gabe Andrews
(508) 397-6133
- Lodi Hospitality
Rohit Ranchhod
(916) 761-5602

PROJECTS

(*) Design-Build Projects

- City of Lathrop
 - Lathrop Manteca Fire Station

- Monterey-Salinas Transit District
 - Monterey-Salinas Transit South County Operations and Maintenance Facility*

- Nautilus Data Technologies
 - Nautilus Network Command Center*

- Lodi Hospitality
 - Lodi Fairfield Inn and Suites*

- Cal Waste
 - Cal Waste Recovery Systems*

- Livingston Hospitality, LLC
 - Livingston Motel 6*

- Lodi Unified School District
 - Delta Sierra Middle School



RESUME

STEVE WAGNER

Superintendent

Steve Wagner has been a part of the Diede family since March of 1984 when he was hired as a tradesman. Steve began by working on rough framing for various job sites and quickly advanced to finish carpentry. After three years of firsthand work experience, Steve was promoted to jobsite superintendent in 1987. Having been with the company for most of its existence, Steve has worked closely with the Diede family throughout every phase of their endeavors and has proven himself to be an asset to the team.

Steve has been an outstanding superintendent on projects ranging from one hundred thousand to over three million dollars. He has extensive experience with all phases of construction and an ability to start, stay on schedule, and complete a job on time as per all contractual requirements. In addition to his impeccable work ethic on the job, Steve has attended several project management and superintendent courses to continuously grow his skill set. These trainings include safety and CPR, and the US Army Corps of Engineers' Contractor Quality Control course for superintendent skills and scheduling.

REFERENCES

Lodi Unified School District

Steve Miller

(209) 331-7228

County of San Joaquin

Jeff Smith

(209) 953-8800

Oakdale Junior Unified School District

Susan Dyke

(209) 848-4884

PROJECTS

City of Lodi

- Fire Station No. 2

Los Rios Community College District

- CRC Elk Grove Center
- SCC South Campus Utility Improvements

Dignity Health

- Mark Twain OSHPD 3 Clinic*

University of California, Davis

- Regan Hall Renewal

San Joaquin County

- Micke Grove East End Expansion

Oakdale Unified School District

- Oakdale Junior High School Classroom Addition
- Oakdale Junior High School Mechanical Project

(*) Design-Build Projects



RESUME

EDUCATION

US Army Corp
Engineers Construction
Quality Management,
Contractors Certificate

TRAINING

- Fall Protection
 - First Aid
- OSHA 30-Hour
- OSHA 10-Hour
- Excavation/Trenching &
Shoring
 - Fire Extinguisher
- Heat Illness Prevention
- Reasonable Suspicion &
Substance Abuse
 - Sexual Harassment
Prevention

STEVE WAGNER [CONTINUED] Superintendent

PROJECTS

(*) Design-Build Projects

Lodi Unified School District

- Lockeford Elementary School Increment #1 & #3
- Lockeford Elementary School Increment #2

St. Basil's Greek Orthodox Church

- Remodel Project

Pietro's Italian Restaurant

- Kitchen Remodel
- Kitchen Ceiling Project
- Kitchen Equipment
- New Bar Project
- Outdoor Patio & Garden Project
- New Parking Lot





OUR EXPERIENCE

Over our 40 years in the construction industry, Diede Construction has worked on projects for various public and community agencies. Today, we design, build and manage properties throughout Northern California and have the ability to handle even the largest and most complex projects due to our comprehensive services and signature creativity.

Attached, you will find three project sheets detailing the work we completed for Folsom Cordova Unified School District, Lodi Public Library, and Elk Grove Unified School District. These three projects host similarities to work requested in the Request for Proposals for Design Build Tenant Improvements. The attached project sheets also list references for each project listed. We hope these serve as an adequate representation of our capabilities and ability to perform the work CAPK has requested. If selected, we ensure you that your facility will be designed and constructed with the highest integrity our firm has to offer.

Renovation | Design-Bid-Build

FOLSOM CORDOVA USD CARL SUNDAHL ELEMENTARY MOD

Folsom, CA.

PROJECT DATA

CLIENT

Folsom Cordova Unified School

District

Mike Hammond

(916) 294-9010

ARCHITECT

Rainforth Grau

Dwayne Trevelen

(916) 368-7990

CONSTRUCTION COST

\$4,133,000

START DATE

October, 2016

COMPLETION DATE

October, 2018

RELEVANCE

Aggressive Schedule



Diède Construction was contracted for just the civil portion of this large project, including site demo, landscaping, concrete, grading and paving, underground utilities and installation of site furnishings. The full Project summary consists of multiple phases through August 2018 which includes construction of new kindergarten building, 6-plex classroom building, library/media center building, kindergarten/student care hardcourt and play apparatus. Additionally, demolition of remaining classroom buildings, temporary classrooms, and admin portables, construction of new 8-plex classroom building, new lower hardcourt and play apparatus, new/revised student drop-off parking lot and re-moval of Construction Office & laydown yard with restored ball fields.



Renovation | Design-Bid-Build

LODI PUBLIC LIBRARY TEEN SCENE

Lodi, CA

PROJECT DATA

CLIENT

City of Lodi
Gary Wiman
(209) 333-6706
gwiman@lodi.gov

ARCHITECT

WMB Architects, Inc.
Sam Harper
(209) 944-9110
sh@wmbarchitects.com

FACILITY SIZE

Sq. Ft.

CONSTRUCTION COST

\$830,000

START DATE

September, 2017

COMPLETION DATE

January, 2018



The Teen Scene Project, located inside the Lodi Public Library, was an additional section to the library to cater to teenagers for reading. The project spans approximately 2,000 square feet behind the existing circulation desk, which includes a teen lounge, media room, and two group study rooms.

Unique features of the project include floor-to-ceiling glass walls, that divides the Teen Scene and Library, bookshelves with built in benches, along with a variety of custom-made tables and stools.

Additionally, a 950 square foot fully enclosed outdoor courtyard was built where concrete walls hold inset benches covered by mesh awnings to provide shade as well as decorative screens on the walls facing the alleyway behind the library.

Prior to the start of construction, Diede Construction performed value engineering for the City of Lodi to ensure the city received the most out of their budget. The overall savings from the valued engineering saved the city over five percent (5%) with simple and small design changes that made little to no effect to the aesthetics and sustainability of the original design itself.

Diiede was tasked with performing construction services while the library was still in use by the public, which meant careful scheduling of activities to ensure there were absolutely no noise disturbance during business hours. Diiede also had to properly secure the surrounding areas from possible dust contamination.

Additionally, Diiede was asked by the library to create a temporary window, so visitors may safely view the projects progress throughout construction.



Renovation | Design-Bid-Build

UNION HOUSE ELEMENTARY SCHOOL

Elk Grove, CA

PROJECT DATA

CLIENT

Michael C. Bean

Senior Construction Manager

Elk Grove Unified School District

9510 Elk Grove Florin Road, Elk Grove

(916) 686-7711

mbean@egusd.net

ARCHITECT

ATI Architects

Owen Jones

(916) 772-1800

ojones@atie.com

CONSTRUCTION COST

\$6,609,000

START DATE

June, 2019

COMPLETION DATE

December, 2019



Phase 3 consists of a new campus entry plaza, alterations to Building A, Building B entry areas, and Building C interior door addition and exterior door swing and storefront changes; restroom renovation at Building B; exterior paint at Buildings A, B, C, D, E, F, and G to include all existing painted surfaces, raised seam metal siding, doors and windows and any other trim, accessory or equipment previously painted; exterior lighting replacement at Buildings A, B, C, D, E, F, and G; exterior tile banding to be painted at Buildings A, B, C, D, E, F, and G; shade structure at main courtyard; existing gate G-1 to have panic hardware installed; chain link fence and gates between existing field and Building H; alterations to gate and fence south of Building D; replacement of exterior drinking fountains at Buildings D & E; parking lot expansion; exterior canopies at Building B and C; trash clean out at existing service yard; new exterior signage campus wide including standoff metal lettering at Building A and B, 36" high and 30" high pin mounted signage at entry canopy and room signage at Buildings A, B, C, D, E, F, G, and H.

Phase 4 consists of the modernization of interior finishes for Buildings A, B, C, D, E, F; upgrades to sink(s) and adjacent counters in classrooms and designated staff areas; accessibility upgrades to staff restrooms in Buildings A and C, student restrooms in Buildings D and E; demolition of movable partitions and construction of new wood frame partition walls with matching finishes and door with sidelite and door hardware in Buildings E and F; update fire alarm campus wide; new audio-visual equipment in classrooms.



APPROACH & SCHEDULE

If selected for this project, we will immediately get to work! First, in the pre-construction process, we begin by ensuring all necessary documentation is in place in terms of contracts, insurance, subcontractors, etc. Next, we host a series of meetings with the Owner and the Design Team to walk through the design process, during this design phase we work alongside you to design a facility that meets your needs and budget. Once the design portion is complete, we move forward to construction. During construction, we continue to work alongside the Owner to ensure they are fully involved and informed of every aspect of the project. Finally, your project is complete and after our walk throughs, we hand you the keys to your facility!

Attached, we have provided a tentative schedule of what this process will look like on a larger scale. This schedule lays out every aspect of the pre-construction, design, construction, and closeout phases to give you an overall idea of what to expect. Keep in mind this schedule is merely tentative and is subject to change.



02/18/22

Work Description

02/18/22

Work Description

02/18/22

Work Description

TAB 4

PRICE PROPOSAL





COMMERCIAL INDUSTRIAL DESIGN BUILD

CALIFORNIA
P.O. Box 1007
Woodbridge, CA. 95258
p: (209) 369-8255
f: (209) 368-0600

HAWAII
517 Ahui Street
Honolulu, HI. 96813
p: (808) 777-6290
f: (808) 777-6295

CA License No. 632669
HI License No. 30496



Accredited Quality
Contractor

February 24, 2022

DDC Bid # 911

To: **Community Action Partnership of Kern (CAPK)**
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309
(661) 336-5236

RE: RFP EHS 2021-003
Design Build
Tenant Improvements
Due: 2:00 p.m. | February 24, 2022
Via: procurement@capk.org

Diede Construction is pleased to provide the following proposal for the project located at 347 Poplar Street, Stockton, CA 95202. The project includes the demolition, carpentry, plumbing, electrical, mechanical, and finishes that will provide a fully functional classroom environment for children ages 0 – 5. Diede Construction is an equal opportunity employer. We understand that this is a Federally Funded Project and agree to abide by all Federal Requirements. The appropriate Davis Bacon Wages are reflected in our price.

At this time, taxes can not be broken out of the price, however, if selected for this project, we can work with the Client to provide appropriate tax information. Additionally, due to your 501c3 status we have reflected our pricing adjustments in the final price.

Cost Plus Fee with GMP: \$ 427,000.00

Contractor Fee: \$ 50,000.00

The above stated price will remain valid for 90 days.

Inclusions: Prevailing wage rates

Exclusions: Utility connections, permit fees

Duration: 90 days construction*

****Please note that since the timing of the permitting process is out of our control, the timeline set forth seems to be unrealistic and may need to be adjusted to properly account for the full scope of services being requested***

Should you have any questions, please do not hesitate to call our office at 209.369.8255.

Sincerely,

Steven L. Diede, President

Diede Construction Inc
CAPK Tenant Improvement
Breakdown

4/8/2022

Division	\$
Division 1-General Conditions	\$ 124,000.00
Division 1-Design	\$ 32,400.00
Division 2-Demolition	\$ 16,600.00
Division 6-Wood and Plastics	\$ 51,700.00
Division 8-Doors and Windows	\$ 16,200.00
Division 9-Finishes	\$ 90,000.00
Division 10-Specialties	\$ 3,100.00
Division 15-Plumbing	\$ 39,900.00
Division 15-HVAC	\$ 19,900.00
Division 16-Electrical	\$ 33,200.00
TOTAL	\$ 427,000.00



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the “Agreement”) is made and entered into as of this 1st day of June 2022 by and between Diede Construction, Inc (“Vendor”) and Community Action Partnership of Kern (“CAPK”). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. SERVICES.

- a. **SCOPE.** Vendor shall provide CAPK with the Design-Build Services in two phases. Phase I – Design and Phase II – Construction. Phase I will commence upon execution of this agreement whereas Phase II will commence once the Office of Head Start awards approval of the project and a notice to proceed is issued. Vendor shall provide a complete design using the scope of work and schematics as provided in **Attachment A** (the “Services”) which is incorporated herein by reference set forth fully herein. The specific details including the scope of the Services, timing and location of performance shall be as set forth in RFP EHS 2021-003 Design Build Barnett House and the response to RFP for Design-Build Tenant Improvements which is incorporated herein by reference. Vendor shall also update the construction cost and construction schedule as part of Phase I.
- b. **VENDOR QUALIFICATIONS AND COMPLIANCE WITH LAWS.** Vendor and all persons engaged by Vendor to perform the Services shall possess all necessary licensing, training, permits and experience to perform the Services, safely, in a workmanlike and professional manner according to best practices. Vendor shall comply with all laws and regulations bearing on the Services. If any portions of the Services will involve work requiring governmental permission or approval, including but not limited to a permit, Vendor shall secure such permission or approval as required to perform the Services, before commencing such Services.
- c. **VENDOR PROJECT MANAGEMENT.** Vendor shall perform the Services in a timely manner and shall keep CAPK informed of progress and any developments that may affect the timeline for the completion of the Services or cause any variance to the Services as described in **Attachment A**. CAPK shall provide on a timely basis all information and documents requested by Vendor necessary for Vendor’s effective representation of CAPK’s interests in performing the Services.
- d. **CHANGES IN WORK.** During the course of providing the Service, CAPK may require changes in their scope. Such changes, including any increase or decrease in the amount of the Vendor’s fees for such changes shall be agreed to by the parties in writing, through an addendum to this Agreement, at which time the scope of work shall be changed in accordance therewith. Vendor shall not deviate from the Services identified in **Attachment A** without such written amendment. Vendor shall not be entitled to any change in compensation for performing work that deviates from the Services identified in Exhibit A, that is not approved by CAPK in writing, prior to the performance of such Services.
- e. While performing the Services, Vendor shall abide by all instructions provided by CAPK and shall ensure that Vendor and all persons engaged by Vendor to perform the Services conduct themselves in a professional manner.

2. TERM.

- a. This agreement shall be effective, and all Services shall be provided for that period of time from June 7th, 2022, through January 6th, 2023.

3. TERMINATION.

- a. **TERMINATION BY CAPK.** CAPK may discharge Vendor at any time, for any reason, by written notice provide according to this agreement, which shall be effective immediately if hand-delivered to Vendor, or upon forty-eight (48) hours of mailing such written notice. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK’s behalf upon receipt of the notice. Vendor shall be entitled to compensation for satisfactory work completed by Vendor, and all unfinished work in any form shall, at the option of CAPK, become CAPK’s property.
- b. **TERMINATION BY VENDOR.** Vendor may terminate this Agreement for a material breach by CAPK that is not cured

within sixty (60) days' notice of such breach to CAPK.

- c. **TERMINATION BY MUTUAL AGREEMENT.** The parties may mutually terminate this Agreement at any time by mutual agreement in writing.

4. PAYMENT FOR SERVICES.

a. **INVOICES.** Services for Phase I - Design shall be billed according to Attachment B. Phase II fees are to be determined upon approval from the Office of Head Start. Any change in fees in excess of Attachment B are to be substantiated. Vendor shall only proceed with Phase II upon issuance of a notice to proceed. Vendor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of Vendor providing the Services iii) the hours spent by each such person in providing the Services, and any additional costs incurred in providing the services, as provided in Attachment A. Final payment will be released once certified payroll and Davis bacon has been reviewed and found to be accurate.

Vendor shall mail all invoices, with required detail, to:

Community Action Partnership of Kern,
Attn: Accounts Payable,
5005 Business Park North,
Bakersfield, CA 93309.

- b. **PAYMENT OF INVOICES/DISPUTES.** CAPK shall make payment of undisputed portion of a Vendor invoice within forty-five (45) days from the date the original invoice is received at CAPK's Finance Department. CAPK shall identify any dispute as to invoicing within thirty (30) of receipt of the invoice containing a disputed charge. Notwithstanding any provision in this Agreement, non-payment of a portion of any portion of a disputed invoice of Vendor shall not be grounds for Vendor to terminate this Agreement.
- c. **BILLING LIMITATION.** Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed \$32,400.00 identified in Attachment B.

5. RELATIONSHIP OF PARTIES.

- a. **INDEPENDENT CONTRACTOR.** The relationship established with Vendor through this Agreement is that of independent contractor. This agreement shall not be construed to create a relationship of employment, or principal and agent between Vendor and CAPK, nor shall this Agreement be deemed to create any business relationship, such a partnership or joint venture. Vendor operates an independent business through which Vendor provides services similar to the Services to third parties.
- b. **TAXES.** Vendor and solely Vendor shall be responsible for paying all taxes related to the fees that Vendor receives from CAPK pursuant to this Agreement and withholding any monies from such fee that Vendor may be required to withhold, whether on behalf of Vendor, or any employee, independent contractor or agent engaged by Vendor.
- c. **WAIVER OF EMPLOYMENT RIGHTS.** Vendor hereby waives any right to any and all compensation or benefits of any kind that Vendor would be entitled to as an employee of CAPK.
- d. **VENDOR'S CONTROL.** Vendor shall have full control over the performance of the Services, including the tools, personnel and materials used and the manner in which the Services are performed.
- e. **NO EXCLUSIVITY.** No provision of this Agreement shall be construed to require Vendor to provide the Services exclusively to CAPK during the term of this Agreement.

6. REPRESENTATIONS OF THE PARTIES

a. **VENDOR REPRESENTATIONS. VENDOR REPRESENTS AND WARRANTS:**

- i. The party executing this Agreement on behalf of the Vendor is duly authorized by Vendor to contract with CAPK.
- ii. Vendor operates an independent business through which Vendor customarily provides services similar to the Services, and Vendor is experienced and qualified to provide the Services.
- iii. Vendor possesses all licensing, permitting or other requirements by federal, state and local law required to provide the Services.

- iv. Neither Vendor, nor any person associated with Vendor as an owner, partner, director, officer, member, principal or manager of Vendor:
 - 1. Is under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, nor or any of the foregoing actions pending against such person.
 - 2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
 - 3. Has been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- v. Neither Vendor nor any owner, partner, director, officer, member, principal, manager, employee or independent contractor engaged by Vendor is an officer or employee of CAPK, or a relative of any officer or employee of CAPK, and no individual who was an officer or employee of CAPK within the 12 months prior to the bid, is an employee, owner, partner, director, officer, member, principal, manager or independent contractor of Vendor.
- vi. Vendor has no agreement, whether written or oral, with any officer or employee of CAPK, or a relative of any officer or employee of CAPK that would give such person a financial interest in this Agreement.
- vii. Vendor has not offered or provided any gratuity to any CAPK employee or officer to influence CAPK's decision to engage Vendor to provide the Services.

b. CAPK REPRESENTATIONS. CAPK REPRESENTS AND WARRANTS:

- i. The Services consist of work that is outside the usual course of CAPK's business.
- ii. CAPK does not possess the skills or expertise to provide the Services.
- iii. To the best of CAPK's knowledge, no employee or officer of CAPK has solicited any gratuity or any financial benefit whatsoever from Vendor, to influence CAPK's decision to retain Vendor to provide the Services.

7. INSURANCE. Vendor shall procure, furnish, and maintain at all times for the duration of this Agreement the types and limits of insurance specified hereinbelow, and comply with the requirements hereunder.

a. COMMERCIAL GENERAL LIABILITY. Commercial General Liability insurance coverage (ISO form CG 00 01 11 85 or 88) with limits of no less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall:

- i. State that Vendor is an independent contractor in relation to CAPK and will include a statement that the Vendor is insured for the Services required under this Agreement and which provides contractual liability coverage for the terms of this Agreement.
- ii. Contain an additional insured endorsement in favor in favor of CAPK, its board, officers, agents, employees and volunteers.

b. AUTOMOBILE LIABILITY INSURANCE. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:

- i. Provide coverage for owned, non-owned and hired autos.
- ii. Contain an additional insured endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.

c. WORKERS' COMPENSATION INSURANCE. Vendor shall at all times during the performance of the Services, maintain Workers' compensation insurance in accordance with applicable law, and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence.

d. REQUIREMENTS APPLICABLE TO ALL INSURANCE POLICIES. All policies required of Vendor in this Agreement:

- i. Shall contain a waiver of subrogation endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.
- ii. Shall be primary insurance as to CAPK, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by CAPK, its board, officers, agents employees and designated volunteers shall be in addition to the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).
- iii. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this

Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of this Agreement and approved by CAPK in writing.

- iv. All policies shall contain an endorsement providing CAPK with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.
- v. Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

8. RESTRICTIVE COVENANTS.

- a. **CONFIDENTIAL INFORMATION.** Vendor acknowledges and agrees that this Agreement creates a relationship of confidence and trust on the part of Vendor, and that during the term of this Agreement, Vendor may acquire or have access to, certain Confidential Information (as hereinafter defined) of CAPK. During the term of this Agreement and at all times thereafter, Vendor shall preserve as confidential all Confidential Information that it may acquire or have access to during the term of this Agreement. Without the CAPK's prior written consent, which may be given or withheld in CAPK's sole and absolute discretion, Vendor shall not (i) disclose any Confidential Information to any third party nor give any third party access thereto, (ii) use any Confidential Information except to perform the Services hereunder, nor (iii) disclose the terms and conditions of this Agreement; provided, however, that the foregoing will not apply to the extent Vendor, in the opinion of counsel, is required to disclose any Confidential Information by applicable law or legal process as long as Vendor promptly notifies CAPK of such pending disclosure and consults with CAPK prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information. In the event that Vendor is required by applicable law or legal process to disclose any Confidential Information, Vendor agrees to use reasonable efforts to obtain assurances that the information so disclosed will continue to be accorded confidential treatment.

- b. **VENDOR'S INTELLECTUAL PROPERTY.** If, during the course of providing Services, Vendor:

- i. utilizes or discloses existing, writings, products, inventions, discoveries, developments, improvements, ideas, technical notes, programs, specifications, computer or other apparatus programs and related documentation, and other works of authorship, tangible and intangible property, whether or not patentable, copyrightable or subject to other forms of protection, made, created, developed, discovered, written or conceived by Vendor, (the "Vendor's Intellectual Property") in whole or in part, to CAPK; or
- ii. develops any of the foregoing which constitute Vendor's Intellectual Property,

Then Vendor shall identify such intellectual property in writing, and Vendor shall provide CAPK a limited license to use Vendor's Intellectual Property for so long as it is needed by CAPK, in CAPK's sole discretion, without further cost, expense, royalty or other fee.

- c. **REMEDIES.** Any breach by Vendor of the restrictive covenants contained herein at Section 8 shall be a material breach of this Agreement by Vendor. If Vendor breaches any covenants restricting Vendor's use or disclosure of Confidential Information set forth herein, CAPK shall have the rights and may resort to all of the remedies available to it under existing law or in equity, by statute or otherwise. Vendor hereby acknowledges and agrees that the restrictive covenants described in herein are of a special and unique character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages or in an action at law. Vendor therefore expressly agrees that CAPK shall be entitled to seek and obtain injunctive or other equitable relief, without the necessity of proving actual damages or posting a bond, to prevent or remedy a breach by Vendor of any of said covenants.

- d. **DEFINITIONS:**

- i. "Confidential Information" shall mean (i) information owned by CAPK, that gives or could give CAPK some competitive advantage or the disclosure of which could be detrimental to such owner's interests, (ii) information or material which is owned by CAPK, or in which CAPK has an interest, (iii) all information (in writing or otherwise) concerning CAPK (including, without limitation, information concerning such party's business, assets, liabilities, operations, affairs, financial condition, projections, contracts, customers, products, future plans or prospects) which is not generally known by the public, (iv) all analyses, compilations, studies, reports, records or other documents or materials which contain, or are prepared on the basis of any information or material which either CAPK furnishes to Vendor, or which are prepared by

CAPK for Vendor, for the purpose of providing the Services, and (v) information regarding CAPK's future engagements and operations that may require the future services of Vendor. Vendor acknowledges that each of the foregoing items of Confidential Information constitute valuable trade secrets that are not owned by Vendor and that the use of such Confidential Information in contravention of this Agreement would constitute the misappropriation of trade secrets under California law. Notwithstanding the above, "Confidential Information" does not include any information or material that (a) is or becomes public knowledge otherwise than by act or omission of Vendor; or (b) is or becomes available to Vendor without obligation of confidence from a source having the legal right to disclose such information; or (c) is already in the Vendor's knowledge and/or possession and was not received by the non-owner as a result of a prior relationship with the other party to this Agreement.

- ii. "CAPK" shall also include any and all employees, independent contractors (other than Vendor) and affiliates of CAPK.
- iii. "Vendor" shall include any and all shareholders, employees, assistants, agents, advisors, independent contractors and affiliates of Vendor.

9. RELEASE OF PAPERS AND PROPERTY. Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Vendor on behalf of CAPK during the term of this Agreement, regardless of whether such information constitutes Confidential Information. In the event that CAPK requests that Vendor relinquish CAPK's original documents in its file, CAPK agrees to give Vendor at least ten (10) working days written notice of CAPK's request in order to provide Vendor sufficient time to make a copy for Vendor's records.

10. NOTICES. Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:
Diede Construction, Inc
ATTN: Steven L. Diede
12393 N. Highway 99
Lodi, CA 95240
Phone: (209)369-8255

CAPK:
Community Action Partnership of Kern
ATTN: Emilio Wagner
5005 Business Park North
Bakersfield, CA 93309
Phone: (661) 336-5236

11. INDEMNIFICATION. Vendor agrees to protect, defend, indemnify and hold CAPK and each of its officers, employees, independent Vendors, volunteers and agents, free and harmless from and against any and all losses, claims, liens, demands, and causes of action of every kind and character including the amount of judgment, penalties, interest, court costs, and legal fees incurred by CAPK in defense of same, arising in favor of any party, including governmental agencies or bodies on account of taxes, liens, claims, debts, personal injuries, death (including, but not limited to, CAPK, its employees, independent contractors or volunteers, and third parties), or damages to property (including, but not limited to, property of CAPK, its employees, independent contractors, volunteers or agents, and third parties), and without limitation by enumeration all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, (i) the Services to be performed by Vendor hereunder; (ii) a breach by Vendor of any representation (meaning such representation shall not be true during the term of this Agreement), covenant, or agreement contained in this Agreement which is otherwise required to be performed or observed by Vendor; (iii) the intentional, reckless or negligent act or omission by Vendor, its employees or independent contractors while performing Services; (iv) any taxes owed by Vendor generally, or due to a determination that Vendor is something other than an independent contractor of CAPK; or (v) any violation(s) of applicable law bearing on Vendor's performance of Services. Vendor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its expense (with counsel selected and directed by CAPK and reasonably acceptable to both parties) and agrees to bear all other costs and expenses related thereto, even if said claim, demand or suit is groundless, false or fraudulent.

12. INCORPORATION OF ADDENDUMS BY REFERENCE. Signature below indicates acceptance of all CAPK addendums that are attached hereto and incorporated by reference as if set forth fully herein:

- a. Addendum A: Federal Assurances.
- b. Addendum B: Certification Regarding Lobbying.
- c. Addendum C: Debarment and Suspension Certification.

- d. Addendum D: Non-collusion Affidavit.
- e. Addendum E: Equal Opportunity.
- f. Addendum F: Utilization of Women & Minority Business Enterprises.
- g. Addendum G: Equal Opportunity for Special Disabled Veterans.
- h. Addendum H: Certification of Workmen's Compensation.
- i. Addendum I: Insurance Requirements.
- j. Addendum J: Prevailing Wage Compliance Certification (if required);
- k. Addendum K: Material and Workmanship Warranty (if required).
- l. Addendum L: Additional Terms and Conditions

13. MISCELLANEOUS PROVISIONS.

- a. **CONFLICT OF INTEREST.** The parties hereto shall at all times comply with California Public Contract Code 10410 prohibiting conflicts of interest as defined therein and CAPK's policy against any employee of CAPK personally soliciting, demanding or receiving any gratuity of any kind from a Vendor in connection with any decision affecting this Agreement.
- b. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
- c. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
- d. **ENTIRE AGREEMENT; MODIFICATION.** This Agreement sets forth the final and entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and representations, whether oral or written, with respect thereto. This Agreement may only be modified by a written instrument duly executed by the parties.
- e. **WAIVER.** The failure of either party hereto at any time to enforce performance by the other party of any provision of this Agreement shall in no way affect such party's rights thereafter to enforce the same, nor shall the waiver by either party of any breach of any provision hereof be deemed to be a waiver by such party of any other breach of the same or any other provision hereof.
- f. **ASSIGNMENT.** Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as such.
- g. **FURTHER ASSURANCES.** The parties agree to execute and deliver such additional documents or instruments as may be necessary or appropriate to carry out the terms of this Agreement.
- h. **SEVERABILITY.** All sections, clauses and covenants contained in this Agreement are severable, and in the event any of them shall be held to be invalid by any court, this Agreement shall be interpreted as if such invalid sections, clauses or covenants were not contained herein.
- i. **ATTORNEY'S FEES.** In the event of any dispute concerning the enforcement or interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and expenses (including expert witness fees), in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.
- j. **CONSTRUCTION.** The provisions of this Agreement shall be construed as to their fair meaning, and not for or against any party based upon any attribution to such party as the source of the language in question. Headings used in this Agreement are for convenience of reference only and shall not be used in construing this Agreement. The parties further agree that they both have been represented by independent counsel, and have freely negotiated the terms of this Agreement, such that it shall be construed neutrally and not in favor of or against any party who drafted the Agreement.
- k. **AUTHORITY.** The parties hereto represent and warrant that they are authorized to enter into this agreement and have heretofore taken all acts necessary to authorize them to so act and establish the rights and obligations between the parties hereto.
- l. **COUNTERPARTS.** This Agreement may be executed and delivered, including by facsimile, in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

- m. **APPLICABLE LAW.** The laws of the State of California shall govern this Agreement. The sole and exclusive venue for any action filed to interpret or enforce this Agreement shall be the Superior Court of Kern County, California or the U.S. District Court for the Eastern District of California, Fresno Division, and each party hereby consents to any motion filed by the other to move to one of those venues any action filed in any other venue or jurisdiction.
- n. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR : DIEDE CONSTRUCTION, INC

Signature : _____

Date : _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature : _____

Date: _____

Printed Name: _____

Title: _____

ATTACHMENT A
SCOPE OF WORK



Community Action Partnership of Kern
Design Build - Tenant Improvements
437 Poplar St, Stockton, CA

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Project Summary

This project includes but not limited to demolition, carpentry, plumbing, electrical, mechanical, and finishes that will provide a fully functional classroom environment for children ages 0 – 5.

- A. Permits and Fees: Apply for, obtain, and pay for permits and fees required to perform the work. Submit copies to owner.
- B. Building is located in the Magnolia historic district and was built in 1869. Any exterior work must be approved by the district to ensure that the finishes meet the time period of original construction.
- C. The provided plans are not a complete set of construction documents. Architectural or engineering: Contractor will be responsible for any necessary engineered and architectural drawings required for the submittal of plans to the local building department.
- D. Codes: Comply with applicable codes and regulations of authorities having jurisdiction. Submit copies of inspection reports, notices and similar communications to owner.
- E. Dimensions: Note that the dimensions herein are to provide bidders with an approximate scope of work for the project and it is the bidder's sole responsibility to accurately and completely determine the amount of material and labor necessary to complete the work; no additional costs or time delays will be considered by the owner for bidder's inaccurate determinations.
- F. Existing Conditions: Notify owner of existing conditions differing from those indicated on the drawings. Do not remove or alter structural components without prior approval.
- G. Contractor will be responsible for any asbestos testing of any suspect materials. If any materials are found cost for abatement will be supplied to CAPK as a change order.
- H. All existing items not to be removed shall be protected from damage and if damaged contractor will be required to return the items to its original condition.
- I. Contractor is responsible for the design of all components mentioned in this scope and must meet local code requirements.
- J. Awarding contractor shall provide any applicable color samples.

Interior Renovations

0201 Demolition

- A. Remove and dispose of the existing items to be replaced according to all legal requirements.
- B. Do not stockpile material, remove and dispose of in a refuse container or remove from site continuously.
- C. Coordinate with the owner regarding any refuse containers that may be required; any related costs are at the Contractor's sole expense.
- D. Do not reuse any removed material unless owner so authorizes.
- E. Remove all items described on the provided demolition plan.

0202 Doors and Frames

- A. Utilize Premium 'A' grade veneer per NWWDA/WDMA Standards and ANSI/HPVA grading rules.
- B. Minimum 1/50-inch-thick veneer at 12 percent moisture content veneer.
 - a. Veneer shall be plain sliced of natural White Birch.
 - i. Face Veneer Match shall be Book Match.
 - ii. Face Veneer Balance shall be Center-Balanced match.
 - b. Door Core:
 - i. Structural Composite Wood Core complying with the following: 1) ANSI-A208-1, Grade 1-LD-2.
 - c. Thickness:
 - i. 1-3/4 inches thick, unless indicated otherwise on door schedule.

- a. Pre-finish all wood doors at factory.
 - i. Pre-finish all wood doors to NWWDA/WDMA Premium Finishing Systems per NWWDA/WDMA Section G-17.
 - ii. Pre-finish system shall meet or exceed the performance characteristics of NWWDA/WDMA 'System 5'.
 - iii. Finish shall be water-based stain complying with EPA Title 5 guidelines for Volatile Organic Compound (VOC) emissions limitations.
 - iv. Finish doors using three (3) coats of manufacturer's standard water-clear urethane complying with EPA Title 5 guidelines for Volatile Organic Compound (VOC) emissions limitations, cured immediately with ultraviolet light.
 - v. Factory seal all doors on all six (6) sides using Manufacturer's Standard meeting these specifications.
- b. Light Openings:
 - i. Openings shall be factory cut. a. Coordinate openings with hardware cutouts.
 - ii. Factory-supplied, through-bolted metal stop assemblies shall be used.
 - iii. Glazing stop assemblies shall be 18-gauge steel, complete with factory-applied primer finish.
 - 1. Quality Standard:
 - a. Visionlite #VLT by Air Louver Inc.;
 - b. Or equal.
 - 2. Glazing for doors shall be provided per Section 08 80 00 – Glass and Glazing.
 - 3. Interior door: Tempered Polished Plate Glass.
- c. Install work in this Section in accordance with manufacturer's written instructions, and as specified in the North American Architectural Woodwork Standards.
 - i. Provide a WI Certified Compliance Certificate for Installation at the completion of project installation.

Q. Steel Frames:

- a. Construction:
 - i. 16-gauge cold rolled steel.
 - ii. Exterior frames shall be galvanized.
 - 1. Minimum zinc coating of 0.60 oz. / square foot (A60) per ASTM A-653.
 - iii. Corner Construction:
 - 1. Weld full depth and face, grind smooth, and re-prime.
 - iv. Provide temporary shipping spreaders to help protect frames from damage during transit and handling. Remove spreaders prior to setting frame.

0203 Door Hardware

- A. Install all new extra heavy duty lever hardware sets on all doors.
 - a. Office - Keyed entry
 - b. Classroom – Keyed entry
 - c. Exterior doors – Keyed entry
 - d. Restroom – Keyed entry
- B. All locks to have a Schlage c-1 keyway and to be keyed as follows.
 - a. Level 1 Master: Keyed to CAPK Master key
 - b. Level 2: Standalone key. Key cut by locksmith.

0204 Gypsum Board

- A. Prepare all new construction for the installation of gypsum board.
- B. Install new gypsum board thickness as required by code in all areas of required.
- C. Provide smooth sanded tape joints.
- D. Apply texture to match existing adjacent surfaces.
- E. Apply primer to all unpainted surfaces and two coats of semi-gloss paint.

0205 Tackable Wall Panels

- A. The tackboard should be installed over 3/8 in. plywood or a minimum of 1/2 in. gypsum wallboard.
- B. Panels to be acclimated to room temperature for a minimum of 24 hours.
- C. Panels should be matched for color orientation before applying adhesive.
- D. Use a good construction adhesive. If using a notched trowel, do four stripes. One down each side and two in equal distances on the board. If using tubes, we suggest a figure eight, or double X pattern. A bead of adhesive needs to go down both sides near edges.
- E. If board wants to lift, use 3 in. by 3 in. by 1/8 in. squares of plywood squares with a dual head nail to hold panels in place until adhesive cures. (Note: Drive nail through the plywood squares first so the nail may be worked into the joint without going through the vinyl facing).
- F. Adhesive should be tested before use. Adhesive manufacturer's installation instruction supersedes the manufacturer of the wall panels.
- G. Industry Recommended Adhesive: Henry's 317 Adhesive.
- H. All infill and new walls may be constructed with either metal studs or dimensional lumber. Gauge of metal studs must be determined by Contractor and meet any engineering requirements and building code.
- I. Gypsum board to meet code requirements and/or match wall being infilled.
- J. Tape and mud all walls according to code and match texture of adjacent walls.
- K. Paint walls with same sheen and color as adjacent walls.

0206 FRP

- A. Fiberglass reinforced thermosetting polyester resin panel with pebble texture sheets complying with ASTM D 5319, shall be installed on all walls of each restroom from floor to ceiling and behind any sinks extending to the top of the half wall or 2' above backsplash.
 - a. Dimensions:
 - i. Thickness – 0.090" nominal
 - ii. Width – 4'-0"
 - iii. Length – 10'-0"/8'-0" As indicated on the drawings.
 - b. Tolerances:
 - i. Length and Width: +/- 1/8"
 - ii. Square: Not to exceed 1/8" for 8-foot panels or 5/32" for 10 foot panels.
- B. Surface/Textures:
 - a. Back Surface:
 - i. Smooth. Imperfections which do not affect functional properties are not cause for rejections.
 - b. Front Surface:
 - i. Smooth
 - ii. Pebbled
- C. Moldings:
 - a. Manufacturer's standard moldings as required.
 - i. Aluminum trim
 - 1. Heavy duty extruded aluminum (6063-T5) alloy prefinished at the factory.
 - 2. Color: Clear satin anodized.
 - ii. PVC Trim
 - 1. Thin-wall semi-rigid extruded PVC.
 - 2. Color: As selected by Architect from manufacturer's standard range.
 - b. Fasteners:
 - i. Non-staining nylon drive rivets.
 - ii. Match panel colors.
 - iii. Length to suit project conditions.
 - c. Adhesive- Complying with ASTM C557:
 - i. Manufacturer's recommended adhesive shall be used.
 - d. Sealants:
 - i. Silicone Sealant- refer to Section 07 92 00 "Joint Sealants".
 - ii. Color: As selected by Architect from manufacturer's standard range.

- D. Materials shall be installed in strict accordance with manufacturer's directions.
- E. All moldings must provide for a minimum 1/8" expansion joint to insure proper installation.

0207 Flooring

- A. Materials
 - a. Armstrong Connection Corlon or equal.
 - b. 4" Rubber Wall Base Burke or equal
- B. Removing and Disposing of Existing Flooring
 - a. Remove any existing flooring as necessary to accomplish the necessary work. All flooring in building is to be replaced with sheet vinyl.
 - b. Ensure that excess materials on the substrate, that would prevent the proper installation of the new flooring, are removed and disposed of properly.
 - c. Do not stockpile material, remove and dispose of in a refuse container or remove from site continuously.
 - d. Coordinate with the owner regarding any refuse containers that may be required; any related costs are at the Contractor's sole expense.
 - e. Do not reuse any removed material unless owner so authorizes.
- C. Preparing Substrate
 - a) Examine substrates thoroughly to determine its suitability for flooring installation.
 - b) Notify the owner immediately, upon discovery of any suspect condition that could potentially cause a faulty installation. Do not proceed with installation unless the owner has granted written permission to proceed regarding the suspect conditions. Remedy any faulty installation failing Contractor's adherence to the aforementioned.
 - c) Ensure that, prior to flooring installation, the substrate is: properly prepared for the flooring material.
 - d) The surface shall be free of inherent defects such as ridges, bumps, rises, dips, low spots, cracks, holes, joints and the like that could cause a faulty installation, be unsightly, or cause any hazards.
- E. Installing New Flooring.
 - a. Always ensure proper ventilation and that no potential or known fire hazards exist.
 - b. Protect all areas not receiving new flooring at all times.
 - c. Prepare floors by filling in any dips or holes using appropriate self-leveling material for concrete.
 - d. Utilize only the adhesives that are the appropriate type, amount, spread and meet the environmental conditions according to the manufacturer's specifications.
 - e. Cut flooring according to manufacturer's specifications.
 - f. Install the flooring material according to the manufacturer's specifications.
 - g. Ensure that any patterns of the flooring are aligned and positioned properly; that there is uniformity and conformity of direction.
 - h. Install flooring material in all designated areas including under any open-bottom items, removable flanges and furnishings, in alcoves and closets and to the edge of all walls columns, permanently mounted articles and the like.
 - i. Install protective edge guards or overlapping flanges to conceal edges.
 - j. Provide tightly fitting cut-outs as appropriate.
 - k. Ensure that all joints and edges are properly butted so that there are no gaps or distortions in the flooring.
 - l. All seams shall be welded.
 - m. Ensure that the installed flooring does not interfere or restrict any existing cabling or wiring for any devices including without limitation: computers, fax machines, telephones, copiers, electrical boxes and the like.
 - n. Do not bridge building expansion joints with continuous flooring.
 - o. Remove, immediately, all excess adhesive from all areas and ensure that its removal causes no damage to new flooring or adjacent surfaces.
 - p. Clean and vacuum, as appropriate, the new installed flooring prior to replacing furniture and after replacing furniture as may be necessary.

0208 Laminated Plastic Casework

- A. Perform work in accordance with WI Manual of Millwork, Custom quality, unless other quality is indicated for specific items.
- B. Perform cabinet construction in accordance with WI Manual of Millwork, Premium Grade, unless other grade is indicated for specific items.
- C. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.
- D. Manufacturer Qualifications: Member in good standing of the Woodwork Institute (WI) or the Architectural Woodwork Manufacturers Association of Canada (AWMAC) and familiar with the AWI/AWMAC QSI.
- E. Quality Certification: Provide inspection and quality certification of completed custom cabinets in accordance with WI Certified Compliance Program.
- F. Panel Materials
 - a. Particle Board:
 - i. Exceed AWS minimum standards as follows:
 - ii. Douglas Fir or Larch only;
 - 1. ANSI A208.1 Grade M-3
 - a. Modulus of Rupture = 2,393 psi minimum
 - b. Modulus of Elasticity = 398,900 psi minimum
 - c. Internal Bond = 80 psi minimum
 - d. Hardness = 500 pounds
 - e. Linear Expansion = 0.35% maximum
 - f. Screw Holding:
 - i. Face: 270 lb. minimum
 - ii. Edge: 225 lb. minimum
 - b. Hardboard: AHA A135.4; Pressed wood fiber with resin binder, Class 1 - Tempered, 1/4 inch thick, smooth two sides (S2S); use for drawer bottoms, dust panels, and other components indicated on drawings.
- G. Countertops
 - a. General:
 - i. All countertops unless noted otherwise:
 - ii. Laminated plastic countertop grade per AWS Section 11.
 - 1. AWS Custom.
 - 2. Countertops with sinks installed shall have Integral Coved Splash.
 - iii. Grade: Custom
 - iv. Color: Standard range of colors
 - v. Tops and Splashes: Cove splash joint at back edge and waterfall front edge.
 - vi. Height of Splash: As shown on Drawings.
 - 1. Location: As noted on Construction Documents and unless noted otherwise.
- H. Accessories
 - a. Adhesive: Type recommended by fabricator to suit application.
 - b. Plastic Edge Banding: Extruded PVC, convex shaped; smooth finish; self-locking serrated tongue; of width to match component thickness, color as selected from manufacturer's standards.
 - i. Use at all exposed plywood or particle board edges.
 - ii. Use at all exposed shelf edges.
 - c. Fasteners: Size and type to suit application.
 - d. Bolts, Nuts, Washers, Lags, Pins, and Screws: Of size and type to suit application; galvanized or chrome-plated finish in concealed locations and stainless steel, or chrome-plated finish in exposed locations.
 - e. Concealed Joint Fasteners: Threaded steel.
 - f. Grommets: Standard plastic, painted metal, or rubber grommets for cut-outs, in color to match adjacent surface.
- I. Hardware
 - a. Hardware: BHMA A156.9, types as recommended by fabricator for quality grade specified.

- b. Adjustable Shelf Supports: Standard side-mounted system using recessed metal shelf standards or multiple holes for pin supports and coordinated self-rests, polished chrome finish, for nominal 1 inch spacing adjustments.
- c. Drawer and Door Pulls: "U" shaped wire pulls, steel with chrome finish, 4 inch centers.
- d. Cabinet Locks: Keyed cylinder, two keys per lock, master keyed, steel with chrome finish.
- e. Catches: Magnetic.
- f. Drawer Slides:
 - i. Type: Full extension.
 - ii. Static Load Capacity: Commercial grade.
 - iii. Mounting: Side-mounted.
 - iv. Stops: Integral type.
 - v. Features: Provide self-closing/stay closed type.
 - vi. 100 lb. rated ball bearing.
 - vii. Manufacturers:
 - 1. Accuride International, Inc.
 - 2. Knappe & Vogt Manufacturing Company
 - 3. or equal
 - viii. Hinges:
 - 1. Wrap around hinges, steel with polished finish. WI Approved 120-degree minimum opening.
 - a. Stanley #1592
 - b. Rockwell
 - c. or equal

J. Fabrication

- a. Cabinet Style: Flush overlay.
- b. Cabinet Doors and Drawer Fronts Flush style.
- c. Drawer Construction Technique: Dovetail joints.
- d. Assembly: Shop assemble cabinets for delivery to site in units easily handled and to permit passage through building openings.
- e. Edging: Fit shelves, doors, and exposed edges with specified edging. Do not use more than one piece for any single length.
- f. Fitting: When necessary to cut and fit onsite, provide materials with ample allowance for cutting. Provide matching trim for scribing and site cutting.
- g. Matching Wood Grain: Comply with requirements of quality standard for specified Grade and as follows:
 - i. Provide center matched panels at each elevation.
 - ii. Provide sequence matching across each elevation.
 - iii. Carry figure of cabinet fronts to toe kicks.
- h. Mechanically fasten back splash to countertops with steel brackets at 16 inches on center.
- i. Provide cutouts for plumbing fixtures. Verify locations of cutouts from onsite dimensions. Prime paint cut edges.

K. Installation

- a. Installation shall be WI certified per the Certified Compliance Program.
 - i. Provide Certified Compliance Certificate to Architect upon completion.
- b. Set and secure custom cabinets in place, assuring that they are rigid, plumb, and level.
- c. Use fixture attachments in concealed locations for wall-mounted components.
- d. Use concealed joint fasteners to align and secure adjoining cabinet units.
- e. Carefully scribe casework abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim for this purpose.
- f. Secure cabinets to floor using appropriate angles and anchorages.
- g. Countersink anchorage devices at exposed locations. Conceal with solid wood plugs of species to match surrounding wood; finish flush with surrounding surfaces.

L. Adjusting

- a. Adjust installed work.
 - b. Adjust moving or operating parts to function smoothly and correctly.
- M. Cleaning
- a. Clean casework, counters, shelves, hardware, fittings, and fixtures.

0209 Electrical

- A. Add, delete or redirect circuits as necessary at walls to be demolished.
- B. Install electrical outlets as required by building code.
- C. Ensure that the lighting for each space is grouped together. Half of the light for a single classroom should be capable of turning on or off independently. Relocate switches for lighting as necessary to be near point of entry.
- D. All light fixtures of the classrooms shall be replaced with LED fixtures.
- E. All electrical shall be completed to code.

0210 Plumbing

- A. Classroom Sinks
 - a. To be provided with cold water only.
 - b. Elkay Celebrity Stainless Steel 25" x 17" x 6-1/2" Single bowl drop-in ADA sink or equal
 - i. Zurn Laboratory Faucet – Single or equal
 - ii. Haws model 5054LF drinking faucet or equal
- B. Adult Sinks
 - a. To be provided with hot and cold water.
 - b. Elkay Lustertone Classic Stainless Steel 22" x 19-1/2" x 6-1/2" Single bowl drop-in ADA sink or equal
 - i. Zurn Z831B4-XL Widespread Gooseneck Faucet or equal.
- C. Lavatory – Children's Restroom
 - a. American Standard Lucerne Wall Hung Lavatory or equal
 - b. Zurn Z6950-XL-SW1 Aqua-FIT Serio Connected Faucet or equal. Cold water only
- D. Lavatory – Adult Restroom
 - a. American Standard Lucerne Wall Hung Lavatory or equal
 - b. Zurn Z6950-XL-IM-S Aqua FIT Battery Powered Faucet with integral mixer, or equal. Hot and cold water required.
- E. Toilet Children
 - a. American Standard Baby DeVoro FloWise Flushmeter Toilet, or equal.
- F. Toilet Adult
 - a. American Standard Cadet Pro Right Height elongated toilet or equal.
- G. Waste and water
 - a. All waste and water lines to be ran in accordance with building code.
 - b. Building is on elevated wood foundation with crawl space for access.

0211 Mechanical

- A. Due to removal and construction of new walls the ducts and vents will need to be re-zoned to ensure adequate airflow. Adjust the supply and return air vents as necessary to provide a balanced system.
- B. Re-locate thermostats as necessary to ensure a reasonable measurement of temperature for its zone.
- C. All air balancing and testing is the responsibility of the contractor.

0212 Toilet Accessories

- A. CAPK will provide and install all toilet accessories.

0213 Toilet Partitions

- A. Panel construction: solid, high density polyethylene panel material, not less than 1" thick, seamless, with eased edges, and with homogenous color and pattern throughout thickness of material.
- B. Wall brackets shall be continuous anodized aluminum channel brackets the full length of the of the panel.
- C. Fasteners: "the clean look" 3/4" #14 screws.
- D. All panels shall be free of saw marks and edges machined to a .25" radius.

0214 Painting

A. Ceiling & Walls

- A. Prepare all surface to provide a consistent texture.
- B. Prime all new gypsum board surfaces.
- C. Application of two coats of a semi-gloss latex paint.

B. Door frames

- A. Doors frames shall be prepared to provide a smooth surface.
- B. A primer shall be applied to the surface.
- C. Apply two coats of semi-gloss paint to match existing doors and frames.

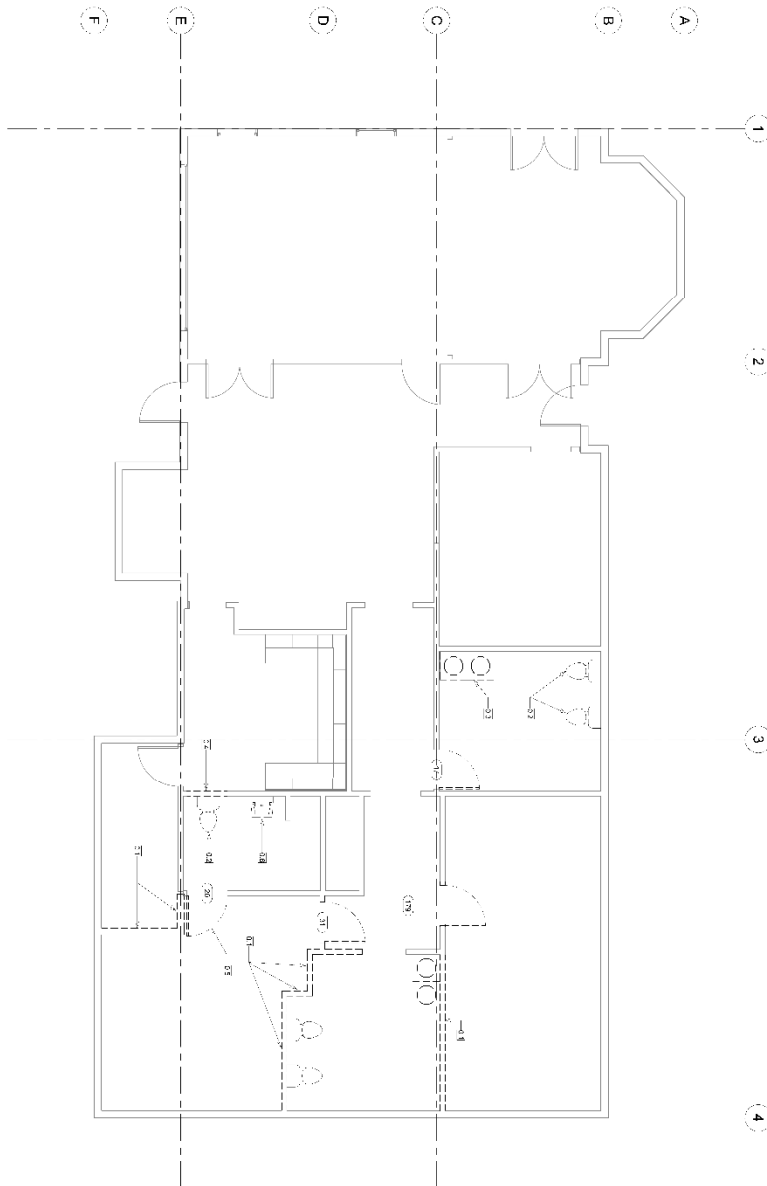
0301 Warranties

- A. Provide everything necessary including without limitation: labor, material and equipment to replace or repair any defective installation and or manufacturer's defect for a period of one year from completion at no additional cost to the Owner.
- B. OEM manufacturer's warranty on all products used.

***Note**

All work to be quoted for Davis Bacon Prevailing wage rates

1/4" = 1'-0"



KEYNOTES

- 0.1 Remove wall from floor to ceiling
- 0.2 Remove wall from floor to ceiling according to building code
- 0.3 Remove casework and fixtures, cap lines according to building code
- 0.4 Remove wall from floor to ceiling, remove door and door schedule
- 0.5 Remove door and plate matching adjacent materials, see construction plan
- 0.6 Remove wall from floor to ceiling and plate matching adjacent finishes

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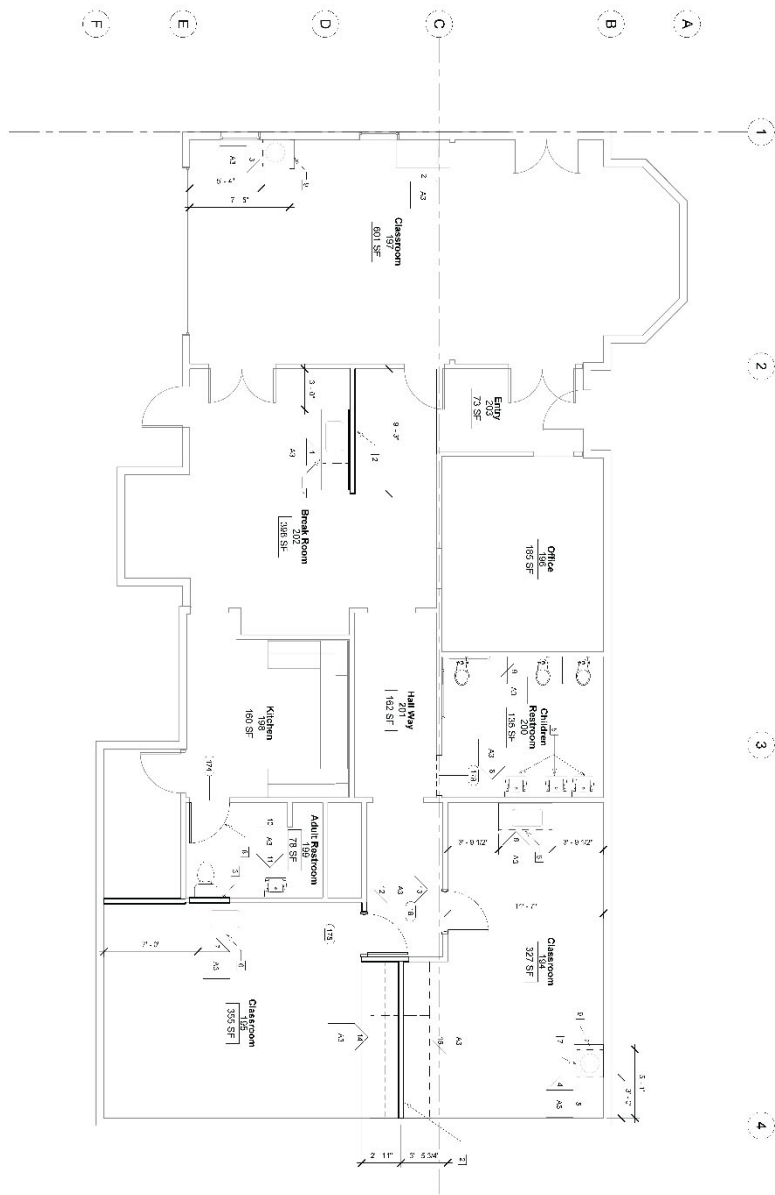
A1



Project:
Barnett Improvements
Project Address:
347 Poplar St
Stockton, CA 95202

Sheet Name:
Demolition
Scale:
1/4" = 1'-0"
Revision Date:
Date/Time Stamp:
11/4/2021 9:08:03 AM
Drawn By:
EGW

1. T/FNO - Construction
1/4" = 1'-0"



- KEYNOTES**
1. New ceiling, see elevation plan.
 2. New 2x4 wall with insulation.
 3. Wall door opening and insulate matching adjacent materials. Finish to match.
 4. New wall mount sink, see elevation for height.
 5. New classroom sink, see elevation.
 6. New 2x4 wall with insulation.
 7. New 2x4 wall with insulation and elevation.
 8. New 2x4 wall.
 9. New 2x4 wall.

Sheet:
A2



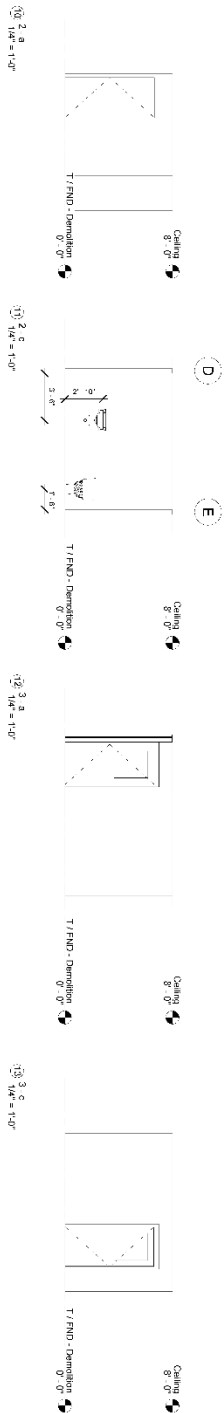
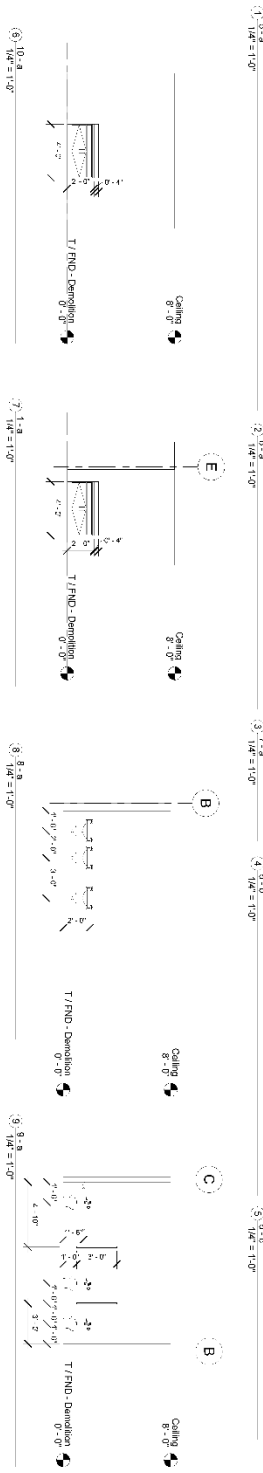
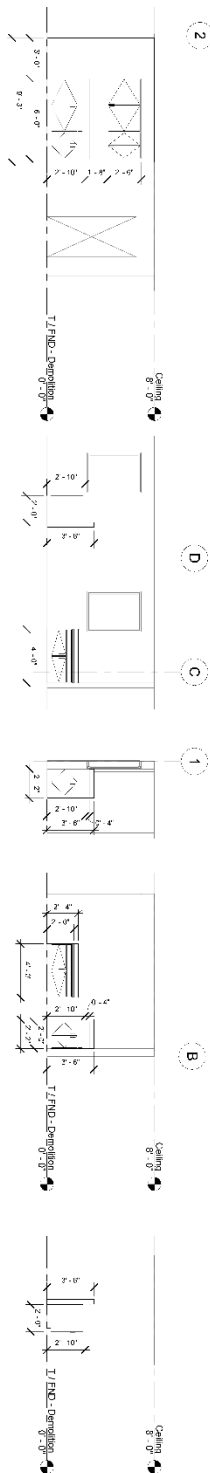
Project:
Barnett Improvements

Project Address:
347 Poplar St
Stockton, CA 95202

Sheet Name: Construction	
Scale: 1/4" = 1'-0"	Revision Date:
Date/Time Stamp: 11/4/2021 9:08:03 AM	Drawn By: EGW

KEYNOTES

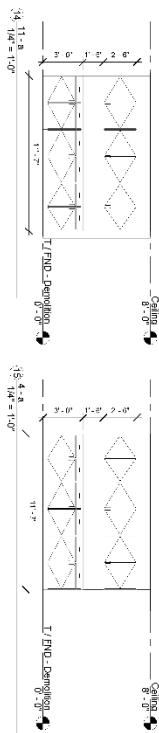
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A3



Mark	Width	Height	Thickness	Finish	Construction Type	Phase	Comments
18	3'-0"	6'-8"	0'-1.34"	PAINT	NEW CONSTRUCTION WITH VISIONITE	None	1/4" TEMPERED GLASS
174	3'-0"	6'-8"	0'-1.34"	PAINT	NEW CONSTRUCTION	None	1/4" TEMPERED GLASS
175	3'-0"	6'-8"	0'-1.34"	PAINT	NEW CONSTRUCTION	None	1/4" TEMPERED GLASS
178	3'-0"	6'-8"	0'-1.34"	PAINT	NEW CONSTRUCTION	None	1/4" TEMPERED GLASS

DEMOLITION DOOR SCHEDULE

Mark	Width	Height	Thickness	Construction Type	Phase	Comments
17	3'-0"	6'-8"	0'-1.34"	NEW CONSTRUCTION	None	1/4" TEMPERED GLASS
20	3'-0"	6'-8"	0'-1.34"	NEW CONSTRUCTION	None	1/4" TEMPERED GLASS
31	3'-0"	6'-8"	0'-1.34"	NEW CONSTRUCTION	None	1/4" TEMPERED GLASS
179	3'-0"	6'-8"	0'-1.34"	NEW CONSTRUCTION	None	1/4" TEMPERED GLASS



Number	Name	Wall Finish	Ceiling Finish	Floor Finish	Base Finish
194	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
195	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
196	Office	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
197	Office	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
198	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
199	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
200	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
201	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
202	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base
203	Classroom	Seamless wall board	Seamless Glass Part	Armstrong Connection Ceiling Vinyl or Equal	4" Rubber Topset Base



Project:
Barnett Improvements
Project Address:
347 Poplar St
Stockton, CA 95202

Sheet Name: Elevations	Revision Date:
Scale: 1/4" = 1'-0"	Drawn By: EGW
Date/Time Stamp: 11/4/2021 9:08:04 AM	

ATTACHMENT B
Diede Construction Inc
CAPK Tenant
Improvement Breakdown

4/8/2022

Division		\$
Division 1-General Conditions	\$	124,000.00
Division 1-Design	\$	32,400.00
Division 2-Demolition	\$	16,600.00
Division 6-Wood and Plastics	\$	51,700.00
Division 8-Doors and Windows	\$	16,200.00
Division 9-Finishes	\$	90,000.00
Division 10-Specialties	\$	3,100.00
Division 15-Plumbing	\$	39,900.00
Division 15-HVAC	\$	19,900.00
Division 16-Electrical	\$	33,200.00
TOTAL	\$	427,000.00

ADDENDUM "A"
FEDERAL ASSURANCES

The Vendor:

- A. Will give the awarding agency (Grantee), the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- B. Will provide and maintain competent and adequate supervision to ensure that the completed work conforms to approved specifications and will furnish progress reports and such other information as may be required by the awarding agency or State.
- C. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title Vi of the Civil Rights Act of 1964 (P.O. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; © Section 504 of the rehabilitation acts of discrimination on the basis of handicaps; (d) the U.S.C. 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to not-discrimination in the sale, rental or financing of housing; (I) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements on any other non-discrimination Statue(s) which may apply to the application.
- D. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- E. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874)
- F. The Contact Work Hours and Safety Standards Act (40 U.S. 327-333), regarding labor standards for federally assisted construction sub agreements (if applicable).
- G. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- H. Will comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16U.S.C. , 1271 et Seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- I. Will assist, as applicable, with the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)
- J. Will comply, as applicable, with P.L. 93-348 regarding the protection of human subjects Involved in research, development, and related activities supported by this award of assistance.
- K. Will comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.
- L. Will comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- M. Will comply with all applicable requirements of all other Federal laws, executive Orders, regulations, and policies governing this program.
- N. Will comply, as applicable, with environmental standards which may be prescribed pursuant to the following : (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State Clean Air Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the

Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered Species Act of 1973, as amended (P.L. 93-205)

ADDENDUM “B”

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Signature of Vendor

Date

ADDENDUM "C"

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION**

VENDOR, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Signature of Vendor

Date

ADDENDUM "D"

NONCOLLUSION AFFIDAVIT
(Public Contract Code Section 7106)

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106, _____

Name of Vendor

deposes and says that he or she is _____ of _____

Title

Company Name

party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Under penalty of perjury, the Vendor declares that neither the Vendor nor any subcontractor to be engaged by the Vendor for this project has been convicted of any offense referred to in the California Public Contract Code.

X

Signature of Vendor

Date

X

Address

ADDENDUM "E"
EQUAL OPPORTUNITY

(48CFR 52.22-26)

- A. If, during any 12-month period (including the 12 months preceding the award of this Agreement), the Vendor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of \$10,000, the Vendor shall comply with subparagraphs (B)(1) through (11) below. Upon request, the Vendor shall provide information necessary to determine the applicability of this clause.
- B. During performing this Agreement, the Vendor agrees as follows:
1. The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
 2. The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. This shall include, but not be limited to (i) employment, (ii) upgrading, (iii) demotion, (iv) transfer, (v) recruitment or recruitment advertising, (vi) layoff compensation, and (viii) selection for training, including apprenticeship.
 3. The Vendor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
 4. The Vendor shall, in all solicitations or advertisement for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 5. The Vendor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Vendor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
 6. The Vendor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
 7. The Vendor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. Standard Form 100 (EEO-1), or any successor form, is the prescribed form to be filed within 30 days following the award, unless filed within 12 months preceding the date of award.
 8. The Vendor shall permit access to its books, records, and accounts by the contracting agency of the Office of Federal Contract Compliance Programs (OFCCP) for the purposed of investigation to ascertain the Vendor's compliance with the applicable rules regulations, and orders.
 9. If the OFCCP determines that the Vendor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Vendor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
 10. The Vendor shall include the terms and conditions of subparagraph (b)(1) through (11) of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive order 11246, as amended, so that these items and conditions will be binding upon each subcontractor or vendor.
 11. The Vendor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the Vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Vendor may request the United States to enter into the litigation to protect the interests of the United States.

Signature of Vendor

Date

ADDENDUM "F"

UTILIZATION OF WOMEN AND MINORITY BUSINESS ENTERPRISES

- A. It is the policy of the Government that women and minority owned business enterprises shall have the maximum practicable opportunity to participate in the performance of Government contracts.
- B. The Vendor agrees to use his/her best efforts to carry out this policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Agreement. As used in this Agreement, the term "minority business enterprise" means a business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by women or minority group members. For the purposes of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Oriental, American Indians, American-Eskimos, and American Aleuts. Vendors may rely on written representations by subcontractors regarding their status as minority business enterprises in lieu of an independent investigation.

Signature of Vendor

Date

ADDENDUM "G"

EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (52.222-35)(DEC 2001)

(a) Definitions. As used in this clause--

"All employment openings" means all positions except executive and top management, those positions that will be filled from within the Vendor's organization, and positions lasting 3 days or less. This term includes full-time employment, temporary employment of more than 3 days duration, and part-time employment.

"Executive and top management" means any employee--

(1) Whose primary duty consists of the management of the enterprise in which the individual is employed or of a customarily recognized department or subdivision thereof;

(2) Who customarily and regularly directs the work of two or more other employees;

(3) Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight;

(4) Who customarily and regularly exercises discretionary powers; and

(5) Who does not devote more than 20 percent or, in the case of an employee of a retail or service establishment, who does not devote more than 40 percent of total hours of work in the work week to activities that are not directly and closely related to the performance of the work described in paragraphs (1) through (4) of this definition. This paragraph (5) does not apply in the case of an employee who is in sole charge of an establishment or a physically separated branch establishment, or who owns at least a 20 percent interest in the enterprise in which the individual is employed.

"Other eligible veteran" means any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

"Positions that will be filled from within the Vendor's organization" means employment openings for which the Vendor will give no consideration to persons outside the Vendor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings the Vendor proposes to fill from regularly established "recall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of its organization.

"Qualified special disabled veteran" means a special disabled veteran who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Special disabled veteran" means--

(1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability--

(i) Rated at 30 percent or more; or

(ii) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap (i.e., a significant impairment of the veteran's ability to prepare for, obtain, or retain employment consistent with the veteran's abilities, aptitudes, and interests); or

(2) A person who was discharged or released from active duty because of a service-connected disability.

"Veteran of the Vietnam era" means a person who--

(1) Served on active duty for a period of more than 180 days and was discharged or released from active duty with other than a dishonorable discharge, if any part of such active duty occurred--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases; or

(2) Was discharged or released from active duty for a service-connected disability if any part of the active duty was performed--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases.

(b) General. (1) The Vendor shall not discriminate against the individual because the individual is a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, regarding any position for which the employee or applicant for employment is qualified. The Vendor shall take affirmative action to employ, advance in employment, and

otherwise treat qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans without discrimination based upon their disability or veterans' status in all employment practices such as--

- (i) Recruitment, advertising, and job application procedures;
- (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- (iii) Rate of pay or any other form of compensation and changes in compensation;
- (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- (v) Leaves of absence, sick leave, or any other leave;
- (vi) Fringe benefits available by virtue of employment, whether or not administered by the Vendor;
- (vii) Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- (viii) Activities sponsored by the Vendor including social or recreational programs; and
- (ix) Any other term, condition, or privilege of employment.

(2) The Vendor shall comply with the rules, regulations, and relevant orders of the Secretary of Labor issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended (38 U.S.C. 4211 and 4212).

(c) Listing openings. (1) The Vendor shall immediately list all employment openings that exist at the time of the execution of this Agreement and those which occur during the performance of this Agreement, including those not generated by this Agreement, and including those occurring at an establishment of the Vendor other than the one where the Agreement is being performed, but excluding those of independently operated corporate affiliates, at an appropriate local public employment service office of the State wherein the opening occurs. Listing employment openings with the U.S. Department of Labor's America's Job Bank shall satisfy the requirement to list jobs with the local employment service office.

(2) The Vendor shall make the listing of employment openings with the local employment service office at least concurrently with using any other recruitment source or effort and shall involve the normal obligations of placing a bona fide job order, including accepting referrals of veterans and nonveterans. This listing of employment openings does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Vendor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(3) Whenever the Vendor becomes contractually bound to the listing terms of this clause, it shall advise the State public employment agency in each State where it has establishments of the name and location of each hiring location in the State. As long as the Vendor is contractually bound to these terms and has so advised the State agency, it need not advise the State agency of subsequent contracts. The Vendor may advise the State agency when it is no longer bound by this Agreement clause.

(d) Applicability. This clause does not apply to the listing of employment openings that occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Virgin Islands of the United States, and Wake Island.

(e) Postings. (1) The Vendor shall post employment notices in conspicuous places that are available to employees and applicants for employment.

(2) The employment notices shall--

- (i) State the rights of applicants and employees as well as the Vendor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are special disabled veterans, veterans of the Vietnam era, and other eligible veterans; and
- (ii) Be in a form prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, Department of Labor (Deputy Assistant Secretary of Labor), and provided by or through the Contracting Officer.

(3) The Vendor shall ensure that applicants or employees who are special disabled veterans are informed of the contents of the notice (e.g., the Vendor may have the notice read to a visually disabled veteran, or may lower the posted notice so that it can be read by a person in a wheelchair).

(4) The Vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement, or other contract understanding, that the Vendor is bound by the terms of the Act and is committed to take affirmative action to employ, and advance in employment, qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

(f) Noncompliance. If the Vendor does not comply with the requirements of this clause, the Government may take appropriate actions under the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(g) Subcontracts. The Vendor shall insert the terms of this clause in all subcontracts or purchase orders of \$25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Vendor shall act as specified by the Deputy Assistant Secretary of Labor to enforce the terms, including action for noncompliance.

Signature of Vendor

Date

ADDENDUM "H"

VENDOR'S CERTIFICATE REGARDING WORKER'S COMPENSATION

Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with those provisions before commencing the performance of the work of this Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under this Agreement.)

ADDENDUM "I"

INSURANCE REQUIREMENTS

Insurance: Vendor shall procure, furnish and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements") herein:

1. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
 - a. Provide coverage for owned, non-owned and hired autos.
 - b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
2. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
 - a. Provide Contractual Liability coverage for the terms of this Agreement.
 - b. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
3. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Bests' rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Bests' A:VII, must be declared prior to execution of this Agreement and approved by the City of Bakersfield in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

ADDENDUM "J"
PREVAILING WAGE REQUIREMENTS AND COMPLIANCE CERTIFICATION

The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the Agreement work. The Secretary of Labor (SOL) determines the Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications. If there is a difference, the Vendor shall pay not less than the higher wage rate.

Concerning Classification of Labor and Wage Rate Determinations:

1. Vendor must use the classification that most accurately describes the work to be performed.
2. Vendor must reclassify workers to conform to changes in duties, if any.
3. Vendor must maintain an accurate payroll record of the time spent in each classification.

Occasionally, a wage rate may not be provided in the Secretary of Labor's, or the Department of Industrial Relations', wage determination for a particular labor classification. When this occurs, the workers should be reclassified, if possible, to a comparable classification.

I hereby certify that if awarded a Agreement with the Community Action Partnership of Kern (the "CAPK"), I will conform to the requirements as stipulated above and as set forth in the California Labor Code, Sections 1770, 1773.1 – 1773.9, and all other California Labor Code Sections regarding General Prevailing Wage Rates and workers benefits.

I also hereby certify that if awarded a Agreement with CAPK I will comply with the State of California Public Works Contract Requirements and will allow CAPK to perform on-site audits, with 48-hour notice, of all payroll records and apprentice and trainee employment requirements records for the duration of the Agreement.

Vendor's Name (type or print)

Name of Vendor's Company

Vendor's Signature

Dated

ADDENDUM "K"
MATERIAL AND WORKMANSHIP WARRANTY

Vendor hereby unconditionally guarantees that the Work performed will be done in accordance with the requirements of the Agreement therefore and further guarantees the Work of the Agreement to be and remain free of defects in workmanship and materials for a period of two (2) years from and after the completion of all Agreement obligations by the Vendor. The Vendor specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 3086. The Vendor specifically acknowledges and agrees that completion shall mean the Vendor's complete performance of all Work required by the Agreement, amendments, change orders, construction change directives and punch lists, and CAPK's formal acceptance of the Project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Vendor hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the Agreement or that may be defective in its workmanship or materials within the guarantee period specified, without any expense whatsoever to CAPK, ordinary wear and tear and unusual abuse and neglect only excepted.

The Vendor further agrees that within ten (10) calendar days after being notified in writing by CAPK of any Work not in accordance with the requirements of the Agreement or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event it fails to so comply, Vendor does hereby authorize CAPK to proceed to have such Work done at the Vendor's expense and it will pay the cost thereof upon demand. CAPK shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Vendor's refusal to pay the above costs.

The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of CAPK's clients, or its property, CAPK may undertake at the Vendor's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Vendor not being in accordance with the requirements of this Agreement, or being defective, and to charge the same to the Vendor as specified in the preceding paragraph. The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing CAPK's rights to enforce all terms of the Agreement referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, CAPK's rights on such Agreement.

"ADDENDUM L"
ADDITIONAL TERMS AND CONDITIONS

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **INSURANCE.** Vendor shall procure, furnish and maintain for the duration of this Agreement all insurances listed in Addendums G & H.
3. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as so.
4. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate this Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under this Agreement except as set forth in this section in the event of such termination.
5. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Vendor be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
6. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under this Agreement may not be assigned to a bank, trust company, or other financial institution without such approval. Notice, or requests, of any such assignment or transfer shall be furnished promptly in writing to CAPK.
7. **NOTICE.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
8. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
9. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
10. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
11. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of this agreement.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign this Agreement on behalf of the corporation are jointly responsible for performance of this Agreement.
14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal Agency.

Also, no relative of an employee of CAPK may enter into or bid on a Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on a Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily.

It is contrary to Policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."

Community Action Partnership of Kern

San Joaquin Early Head Start

Carryover Budget

PO #	NEW CODING	VENDOR	DESCRIPTION	LOCATION	AMOUNT
2021-3424	6210-117-004-120-000-16-1-1	GREAT WESTERN	PLAYGROUND	LODI UCCC	\$ 84,195.78
2021-3196	6210-117-004-120-000-16-1-1	GREAT WESTERN	PLAYGROUND	BARNETT HOUSE	\$ 93,917.97
2021-3219	6210-117-004-120-000-16-1-1	DIABLO FENCE	FENCE	BARNETT HOUSE	\$ 62,669.00
2021-3224	6210-117-004-120-000-16-1-1	DIABLO FENCE	FENCE	GIANONE	\$ 27,855.00
2021-3209	6210-117-004-120-000-11-1-1	BRANNON CANVAS	CANVAS PANELS	ST MARY'S	\$ 3,163.18
2022	6210-117-004-120-000-11-1-1	GREAT WESTERN	Playground	Lathrop	\$ 93,197.05
2022	6210-117-004-120-000-11-1-2	DD Constructions	Construction	BARNETT HOUSE	\$ 427,000.00
					\$ 791,997.98

Carry over amou \$ 791,997.98



MEMORANDUM

To: Board of Directors

A handwritten signature in blue ink, appearing to read "Pritika Ram", is written over the "To:" line.

From: Pritika Ram, Director of Administration

Date: June 29, 2022

Subject: *Agenda Item VI(e)*: Agency Bylaws – Category III: Private Sector/Community Representatives Term Schedule – **Action Item**

During the May 25, 2022, Board of Directors meeting, the members approved the updated agency Bylaws, which included establishing a term period for Category III. Private Sector/Community Representatives, specifically under Article IV. Membership and Composition of Board of Directors.

Section 3. Procedure. Category III - (Five Seats).

2. Upon appointment, a Category III representative shall serve a consecutive five (5) year term. After serving this consecutive five (5) year term, the Category III representative shall reapply and be considered for reappointment in a manner determined by the Board. There shall be no limit set on the number of terms a person may serve as a Category III representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following appointment.

The following is a current list of members as part of Category III: Private Sector/Community Representatives and the proposed term date beginning in January 2023 on a five (5) year cycle.

PRIVATE SECTOR			
NAME	EFFECTIVE DATE	INDUSTRY	PROPOSED TERM DATE
Craig Henderson	01/01/00	The Henderson Group	01/31/23
Curtis Floyd	09/01/10	Law / Lawyer	01/31/24
Jimmie Childress	05/01/17	Retired Teacher / Contractor	01/31/25
Jonathan Mullings	03/01/18	Faith-based Entity	01/31/26
Michelle Jara-Rangel	04/01/20	Tribal Organization	01/31/27

Additionally, the board member composition as part of Category III is the following:

1. *Pursuant to section 676B(a)(2)(C) of Public Law 105-285, the remainder of the Board shall consist of members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community.*
2. *To provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.*

Recommendation:

Staff recommends the Board of Directors approve the five-year term schedule for the Category III: Private Sector/Community Representatives effective January 2023.

Attachment:

Community Action Partnership of Kern (CAPK) Bylaws (approved 5/25/2022)

**BYLAWS
OF THE
COMMUNITY ACTION PARTNERSHIP OF KERN**

**Adopted by
The Board of Directors on
May 12, 1965**

Amended August 23, 2017, with Resolution #2017-05
Board Review August 17, 2019
Amended May 25, 2022, with Resolution #2022-19

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ARTICLE I

NAME AND LOCATION

This corporation shall be named the Community Action Partnership of Kern (CAPK). It is a California nonprofit public benefit corporation with its principal place of business located at 5005 Business Park North, Bakersfield, California.

ARTICLE II

PURPOSE

CAPK shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (the Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant Act (CSBG), and State and Federal statutes regulating private nonprofit corporations. CAPK shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the CAPK Board of Directors (Board). For the purposes of being a Community Housing Development Organization (CHDO), CAPK considers its primary service area, Kern County, as a “community,” as set forth under the federal HOME Program contained in Title 24 of the Code of Federal Regulations section 92.2(8)(i).

ARTICLE III

FUNCTIONS

The functions of CAPK shall include, but not be limited to, the following actions:

1. Identifying and diagnosing areas and causes of poverty in Kern County and/or other areas.
2. Developing a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.
3. Developing, conducting, and administering anti-poverty programs or overseeing the conduct and administration of anti-poverty programs, as established under provisions of the Economic Opportunity Act of 1964 (which was subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act).
4. Encouraging, stimulating, and assisting in the development of anti-poverty projects by public and private nonprofit entities, voluntary organizations, and Indigenous low-income groups to meet the needs of the low-income population in and around Kern County.
5. Providing quality housing that is affordable to low-income and moderate-income individuals, pursuant to its charter, articles of incorporation, resolutions, or bylaws.

ARTICLE IV

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

Section 1. Number of Directors. The number of authorized Directors on the Board shall be fifteen (15) unless amended by a simple majority of a quorum of the Board.

Section 2. Tripartite Board. Board seats shall be allotted on a tripartite basis and shall include (i) at least one member who shall have a background and expertise in fiscal management or accounting; (ii) at least one member who shall have a background and expertise in early childhood education and development; and (iii) at least one member who shall be a licensed attorney familiar with the issues that come before the Board. If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

Category I: Public Official Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, one-third of the Board shall consist of elected public officials, currently holding office, or their appointed representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the Board of appointive public officials may be counted in satisfying the requirements set forth under this paragraph.
2. Pursuant to section 92.2.(5) of Title 24 of the Code of Federal Regulations "the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization."
3. As a CDHO under the HOME Program, no more than one-third of the Board shall be elected or appointed public officials or persons appointed by a public official.

Category II: Low-Income Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, at least one-third of the Board shall consist of individuals elected pursuant to democratic selection procedures adequate to assure that such individuals are representative of the low-income populations in the area elected to serve. A Low-income representative shall reside in the area he or she is elected to represent.
2. Pursuant to section 676B of Public Law 105-285 and section 92.2 of Title 24 of the Code of Federal Regulations, the Board shall maintain at least one-third of its membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations (e.g.,

block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations).

3. Low-income residents shall be defined as: (i) those individuals living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income; or (ii) are an elected representative of a low-income neighborhood organization. Low-income representatives must not be elected or appointed public officials, or persons appointed by a public official.

Category III: Private Sector/Community Representatives.

1. Pursuant to section 676B(a)(2)(C) of Public Law 105-285, the remainder of the Board shall consist of members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community.
2. To provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

Section 3. Procedure. Members of the Board shall be selected pursuant to the following procedure:

Category I - (Five Seats).

1. The Board shall determine and appoint the public officials who shall serve on the Board. The five elected public officials are:
 - i. One Kern County representative from a U.S. Congressional district covering Kern County;
 - ii. One representative from the State of California Senate district covering Kern County;
 - iii. One representative from the State of California Assembly district covering Kern County;
 - iv. One representative from the Kern County Board of Supervisors; and
 - v. One representative appointed by the Mayor of the City of Bakersfield.
2. Each public official selected may choose one (1) representative to serve on the Board in his or her place. A representative of a public official may not select an alternate to serve on the Board in her or her place.
3. There shall be no tenure restrictions of public officials so designated by the Board. However, the term of a public official or his or her representative shall be simultaneous with the public official's term of office. The U.S. Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the Board. The Mayor of Bakersfield shall designate the representative to the Board.

Category II - (Five Seats).

1. Low-Income representatives shall be elected pursuant to the democratic process. CAPK shall hold elections in four (4) areas of Kern County as defined by the Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, the Head Start Policy Council (PC) shall select one representative to serve as a member of the Board as the Kern County PC Representative for one (1) year.

A Low-Income representative must reside in the area he or she is elected to represent. Voting shall be limited to residents of such area who are 18 years of age, or older. A Low-Income Representative elected need not themselves be low-income but must be elected in a manner that will ensure that he or she truly represent the low-income populations in such area.

2. CAPK shall follow and conform to Federal and State regulations in conducting Category II elections. CAPK shall require each Category II candidate to sign a certificate that certifying that he or she meets all eligibility requirements and pledges to represent the low-income community. CAPK shall provide each Category II candidate with a copy of the CAPK Election Rules and Procedures, and an official petition form. CAPK shall hold elections on weekdays that do not occur on a Federal, State, or local holiday.
3. Low-income residents are those individuals identified by the Federal Poverty Guidelines as meeting low-income requirements. To confirm low-income status, a candidate shall sign a self-certification proclaiming themselves to be low-income or pledging to represent the low-income community.
4. If fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the right to waive the election and appoint a representative for the area consistent with eligibility criteria.
5. If a duly elected representative under Category II fails to complete his or her term of office, the Board may appoint a successor to complete the term. The successor shall be from the same area as the Low-Income Representative being replaced and shall meet the requirements for a Low-Income Representative as set forth above.
6. A Low-Income Representative shall serve a consecutive five (5) year term. After serving five (5) consecutive years, the Low-Income Representative's seat shall be opened for election. If the Low-Income Representative wishes to remain on the Board, he or she must run for re-election and meet all requirements as set forth in the CAPK Election Rules and Procedures. There shall be no limit set on the number of terms a person may serve as a Low-Income Representative under Category II. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

Category III - (Five Seats).

1. At the direction of the Board Chairperson, CAPK staff shall invite appropriate community organizations and private businesses to select one (1) representative from their respective entity to apply for membership to the Board to CAPK.

Once all applications have been submitted to CAPK, such applications shall be reviewed and considered for appointment in a manner determined by the Board.

2. Upon appointment, a Category III representative shall serve a consecutive five (5) year term. After serving this consecutive five (5) year term, the Category III representative shall reapply and be considered for reappointment in a manner determined by the Board. There shall be no limit set on the number of terms a person may serve as a Category III representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following appointment.
3. If an invited and appointed representative of a community organization or private business resigns from the Board or is otherwise unable to complete his or her term, then an entity of the same "type" may replace the resigning entity on the Board upon receipt of the entity's interest in serving on the Board, and after the entity is determined to be a duly representative organization by the Board. If there is no entity of the same "type" to replace the resigning entity, another "type" of entity may be appointed. When there are more entities willing to serve than there are seats available, then priority shall be given to those entities that can provide a balance to the community and best meet the criteria established by the Board for Category III membership. The Board shall make final determination as to the entity that shall serve.

No person may serve as a member of the Board who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 5. Vacancies.

1. Definition. A vacancy on the Board shall occur when:
 - A. The Board removes a member of the Board for cause and notifies such member of his or her removal pursuant to Article IV, Section 6 below.
 - B. A member of the Board notifies the Board of his or her resignation.
 - C. A public official who serves as a member of the Board under Category I no longer holds elected office.
 - D. A low-income representative who serves on the Board under Category II moves out of the area of which he or she was elected to represent.
2. Filling Vacant Seats of Category I Member of the Board. The Board shall select another public official to fill the vacancy or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Category II Member of the Board. The Board shall hold an election pursuant to CAPK Election Rules and Procedures.
4. Filling Vacant Seats of Category III Member of the Board. The Board may request the organization to name a new representative or refer to process in Article IV, Section 3 to fill the vacancy.

Section 6. Removal.

1. Grounds. The following shall constitute grounds for removal:
 - A. Conviction of a crime involving moral turpitude. As used herein, the term “moral turpitude” shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.
 - B. Absences from three (3) consecutive regularly scheduled Board meetings.
 - C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.
 - D. Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when deciding or consideration of removal.
 - E. A low-income representative moves out of the area of which he or she was elected to represent.
 - F. A member of the Board engages in conduct that is unlawful, unethical, or in any way brings CAPK into disrepute.
2. Procedure. A member of the Board may be removed by a two-thirds (2/3) majority of a quorum of the Board for any ground listed in Article IV, Section 6, Subsections A – F, above.

Prior to removal, the member of the Board shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization or public official (if any) shall also be notified of the grounds for removal.

Said member of the Board shall be entitled to a due process hearing before a simple majority of a quorum of the Board, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of a quorum of the Board, a member of the Board may be removed.

Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or the public official he or she represents, if the member of the Board no longer commands the support and/or confidence of the agency, organization, group, or individual represented.

Section 7. Petitions for Category III Representation. This provision is hereby made for a fair hearing for any community, private sector firm, or representative group that may feel inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article IV, Section 3, shall provide a seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These Bylaws shall be amended to reflect such change.

ARTICLE V

CONFLICT OF INTEREST

Section 1. Conflict of Interest. No member of the Board shall be employed by CAPK, nor shall a member of the Board have a financial conflict of interest with CAPK. The responsibilities of the Board and its committees shall be independent of CAPK staff. An individual leaving the Board who wishes to apply for a CAPK staff position may do so after a waiting period of six (6) months from the time he or she leaves his or her position on the Board. No individual may sit on the Board who is an officer or an employee of or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No individual shall be employed with CAPK while a member of his or her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of CAPK.

For purposes of this section, a member of the immediate family shall include any of the following:

Spouse	Stepsister	Sister-in-law
Parents	Brother	Daughter-in-law
Stepparents	Stepbrother	Son-in-law
Children	Father-in-law	Grandparents
Stepchildren	Mother-in-law	Common-law spouse (as
Sister	Brother-in-law	defined by the State of California)

The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 2. Policy for Receiving Agency Services. Members of the Board who meet all eligibility requirements may access CAPK services. CAPK shall not under any circumstances give members of the Board preferential treatment. In addition, members of the Board must provide all required documentation and follow contract guidelines before CAPK may provide assistance or allow access to programs. If qualified for services, a member of the Board shall

not participate in processing his or her own application for services or provide direction to staff on personal application processing.

ARTICLE VI

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. General. Members of the Board shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is responsible for determining overall plans and priorities of CAPK, as well as for evaluating the progress against performance.

Section 2. Powers. The Board shall have the power to:

1. Enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services;
2. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation (at least every five years), and termination of the Chief Executive Officer, Head Start/State Child Development Services Director, Human Resources Director, Chief Finance Officer, and any other person in an equivalent position with CAPK;
3. Appoint, evaluate (each calendar year), discipline, and/or remove the Chief Executive Officer of CAPK;
4. Approve personnel, organization, fiscal and program policies, including job descriptions at least every five years;
5. Determine overall program plans and priorities for CAPK including evaluating progress against performance by reviewing and analyzing results each calendar year;
6. Approve all program proposals and budgets, including the creation of an annual agency wide budget. Ensure the annual audit is completed and presented by a CPA and formally accepted by the Board. Ensure any prior year findings are assessed and addressed by the agency;
7. Enforce compliance with all conditions of grants;
8. Oversee the extent and the quality of the participation of the low-income in programs of CAPK through a systematic approach for collecting, analyzing, and reporting customer satisfaction; and,
9. Elect the officers of the Board.

Section 3. Head Start Duties and Responsibilities. Pursuant to the Head Start Act, the Board shall have the following duties and responsibilities with regard to the Head Start programs operated by CAPK:

1. Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of Federal funds;
2. Approve practices that assure active, independent, and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;
3. Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;
4. Approve procedures and criteria for recruitment, selection, and enrollment of children in the Head Start programs;
5. Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;
6. Approve procedures guidelines for accessing and collecting information regarding programs planning, policies and Head Start program operations as defined in the Head Start Act;
7. Approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in conducting the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination, and compensation of the agency employees;
8. Approve procedures for the selection of members of the policy councils and policy committees;
9. Approve all financial management, accounting, reporting policies, and legal and regulatory compliance regarding financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;
10. Review results from program monitoring, including appropriate follow-up activities;
11. Establish, adopt, and periodically update written standards of conduct and procedure for disclosing, addressing, and resolving: (a) any conflict of interest, and any appearance of a conflict of interest, by members of the Board, officers, and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and (b) complaints, including investigations, when appropriate;
12. As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of Head Start programs.

ARTICLE VII

MEETINGS

Section 1. The Brown Act. The Board and all Standing Committees shall act in accordance with the Brown Act.

Section 2. Regular Meetings. The Board shall schedule at least ten (10) monthly Board meetings in a calendar year period for the purpose of transacting CAPK business.

Section 3. Special Meetings. The Chairperson or a group of five (5) or more Directors may call a special meeting pursuant to the procedure and requirements set forth under the Brown Act.

Section 4. Minutes. The Board shall keep, or cause to be kept, minutes for each open session Board and Standing Committee meeting. CAPK staff shall distribute, or cause to be distributed, minutes of the previous Board and Standing Committee meetings to all members of the Board before the next regular meeting. Additionally, such minutes shall be made available to the public, upon request. CAPK shall provide written translations of the minutes upon request by a member of the public in areas where a significant portion of the poverty population does not speak English.

Section 6. Quorum. A quorum of the Board shall consist of at least fifty percent (50%) of the non-vacant seats on the Board.

ARTICLE VIII

OFFICERS

Section 1. Officers. The Board shall annually elect the following officers:

1. Chairperson.
2. Vice-Chairperson.
3. Secretary.
4. Treasurer.

Section 2. Term of Office. The term of office for each officer position shall be one (1) year.

Section 3. Election of Officers. The Board shall elect its Officers at the first Board meeting of each calendar year. Only members of the Board present at the meeting may vote in Officer elections. The Officer-nominee that receives a majority vote of a quorum of the Board shall be appointed to the nominated Officer position.

Section 5. Limitations. No member of the Board may hold two or more offices concurrently.

Section 6. Duties of the Chairperson. The Board Chairperson shall preside over the Board meetings as Chairperson, serve as the supervisor of the Chief Executive Officer, and perform those duties customarily performed by the Chairperson of the Board of a nonprofit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IX below.

Section 7. Limitations of the Chairperson. No Board Chairperson shall serve as Chairperson for more than three (3) consecutive one (1) year terms during his or her overall Board term.

Section 8. Duties of the Vice Chairperson. The Vice Chairperson shall fulfill the duties of the Board Chairperson in his or her absence, and other duties as required or otherwise determined by the Board.

Section 9. Duties of the Secretary. The Secretary shall keep, or cause to be kept, in the office of CAPK, the official records and minutes of the Board meetings.

Section 10. Duties of the Treasurer. The Treasurer shall keep, or cause to be kept, the records of the receipt, care, and disbursement of funds of CAPK. In conducting these functions, the Treasurer shall collaborate with the Chief Financial Officer and his or her assistants who shall perform the day-to-day accounting functions for CAPK.

Section 11. Chain of Command. In the absence of the Board Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer; 4) Senior Board Member by years served on the Board.

Section 12. Interim Officers. If an Officer position becomes vacant, the Board shall hold an interim Officer election at the next regular Board meeting following the notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A simple majority vote of a quorum of the Board shall be necessary to fill the vacant officer position.

ARTICLE IX

COMMITTEES

Section 1. Membership. All Standing Committees shall include at least one (1) member of the Board from each category and shall generally reflect the composition of the full Board. The quorum requirements for Standing Committees shall be a simple majority (3 of 5) of the total membership of the committee. All committee meetings shall be conducted pursuant to the open meeting requirements of the Brown Act. The number of Directors on any Committee may not constitute a quorum of the Board.

Section 2. Standing Committees. The Board shall establish and maintain the following Standing Committees:

1. The Executive Committee.

- A. The Executive Committee shall consist of the Officers, as listed in Article VIII, Section 1, and up to two (2) Directors appointed annually by the Board Chairperson.
- B. The Executive Committee shall act on behalf of the Board between regular Board meetings. The Executive Committee shall report to the Board any actions it takes in the interim between regular Board meetings.

C. If the Executive Committee cannot convene within the timeframe required for action to be taken, the Board Chairperson may act on behalf of the Board. The Board Chairperson shall report any action taken pursuant to this paragraph to the full Board at the next regular Board meeting for consideration and ratification by the Board.

D. The Executive Committee shall determine its own meeting schedule.

2. The Personnel Committee.

A. The Personnel Committee shall consist of the Vice Chairperson, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Personnel Committee shall function as arbitrator in any labor or personnel disputes not resolved by the Chief Executive Officer.

C. The Personnel Committee shall review, monitor, and recommend for approval the CAPK Personnel Policies.

D. The Personnel Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board apprised as to significant trends and make recommendations regarding future policy changes.

E. The Personnel Committee shall determine its own meeting schedule.

3. The Budget and Finance Committee.

A. The Budget and Finance Committee shall consist of the Treasurer, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Budget and Finance Committee shall cause to have made (in accordance with scheduled Board meetings) a review of the financial position of all component programs and report their findings to the Board. This committee will also review and comment upon each new budget before its submission to the respective funding sources.

C. The Budget and Finance Committee shall determine its own meeting schedule.

4. The Program Review and Evaluation Committee.

A. The Program Review and Evaluation Committee shall consist of the Secretary, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Program Review and Evaluation Committee shall review all program ideas, project proposals, and report their reactions and recommendations to the Board.

- C. The Program Review and Evaluation Committee shall also be responsible for recommending overall plans and priorities for CAPK and for making periodic examinations of projects underway and reporting to the Board where, in its judgment, each project is achieving its stated goals.
- D. The Program Review and Evaluation Committee shall determine its own meeting schedule.

5. The Audit and Pension Committee.

- A. The Audit and Pension Committee shall consist of a chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors appointed annually by the Board Chairperson. The chairperson of the Audit and Pension Committee shall not be a member of the Budget and Finance Committee, nor shall Budget and Finance Committee members constitute more than 49% of the total membership of the Audit and Pension Committee.
- B. The Audit and Pension Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board. Further, this committee shall confer with the auditor to satisfy the committee members that the financial affairs of CAPK are in order, shall review and determine whether to accept the audit and shall approve performance of any non-audit services to be provided by the auditing firm.
- C. The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. It shall do so by meeting on a regular and ad-hoc basis and will receive regular presentations from the CAPK retirement plan provider(s).
- D. The Audit and Pension Committee shall determine its own meeting schedule.

Section 3. Non-Director Committee Members. In establishing Standing Committees and appointing members thereof, the Board Chairperson may draw upon citizens who utilize the services of CAPK and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which CAPK is organized.

Section 4. Ad-Hoc Committees. The Board Chairperson may establish Special Ad-Hoc Committees to investigate, review, and/or make recommendations in areas, matters, or problems not covered by Standing Committees. Members of a Special Ad-Hoc Committee shall only consist of members of the Board.

ARTICLE XI

CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

Section 1. Chief Executive Officer. The Board shall appoint the Chief Executive Officer who shall serve at the discretion of the Board as the Administrative Officer of CAPK.

Section 2. Responsibilities to CAPK. The Chief Executive Officer shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of CAPK.

Section 3. Responsibilities to the Board. The Chief Executive Officer shall be responsible to the Board for:

1. Implementing and enforcing all employment policies and procedures and guidelines established by CSD and the CAPK Board.
2. Ensuring compliance with the open meeting requirements of the Brown Act.

ARTICLE XII

OPERATING PROCEDURES

Section 1. Proxy. Members of the Board shall not vote by proxy at any meeting of the Board or committee meeting.

Section 2. Compensation. Members of the Board shall not receive regular compensation.

Section 3. Reimbursement. CAPK shall reimburse expenses incurred by members of the Board as follows:

1. Mileage reimbursement for all members of the Board.
2. CAPK-related business expense reimbursement for all members of the Board.
3. Childcare reimbursement for all member of the Board.
4. Accommodation and meal costs for the East Kern low-income representative to attend meetings in person when teleconferencing is not available or personal attendance is required.

Such reimbursements shall be made pursuant to CAPK Policies and Procedures.

Section 4. Teleconferencing. The low-income representative elected to represent East Kern may use teleconferencing to attend Board meetings. The Board shall establish the location for the teleconference meeting. Such teleconference location shall be a CAPK owned physical location or a privately rented facility. Whether a CAPK owned physical location or privately rented facility, the teleconference location shall be fully accessible to the public to address the Board during times allotted for public comment. The Brown Act shall apply to such teleconference meetings. If teleconferencing is used in East Kern County, CAPK staff shall post, or cause to be posted, the meeting agenda and allow public comment pursuant to the Brown Act.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended by a majority vote of the total membership of the Board at any properly noticed meeting of the Board. CAPK staff shall provide written or electronic copies of the proposed amendments to all members of the Board or cause such copies to be provided to all members of the Board, at least ten (10) days prior to the consideration of the amendment(s).

CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern and that the foregoing Bylaws were amended as the Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on May 25, 2022, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of May.

Ana Vigil, Secretary



CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern, and that the foregoing Bylaws were amended as Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on May 25, 2022, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of May, 2022.

Ana Vigil, Secretary



RESOLUTION # 2022-19

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Bylaws of the Agency

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on virtually, with an option for in-person on May 25, 2022, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Agency Bylaws are required to be updated, reviewed by an attorney and approved by the Governing Board at least once every five years, as indicated by US Health and Human Services Informational Memorandum 138 dated January 26, 2015, for CSBG Eligible Entities under 678B of the CSBG Act, 42 U.S.C. § 9914; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for updated Bylaws that are reviewed by an attorney at least once every five years; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby approves and adopts the CAPK Agency Bylaws as presented on May 25, 2022.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 25th day of May 2022.

Fred Plane, Chair
CAPK Board of Directors

May 25, 2022

Date



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: June 29, 2022

Subject: *Agenda Item VI(h):* 2021–22 California Community Schools Partnership Program (CCSP): Implementation Grant – Bakersfield City School District Contract - **Action Item**

Summary. This is a follow-up item from the May 11, 2022, Program Review and Evaluation (PRE) Committee report. Since the last report, the agency has received notice from the Bakersfield City School District (BCSD) of their award for the 2021-22 California Schools Partnership Program (CCSP). This is considered a pilot program (Cohort 1) under an implementation phase for a 5-year period.

The intent of the School Partnership Program is for Local Education Agencies (LEAs) and schools to collaborate closely with teachers, students, and families to align community resources to improve student outcomes through the integration of academics, health and social services, youth and community development, and community engagement. The community school model includes evidence-informed programmatic strategies as an effective approach to mitigate the academic and social impacts of emergencies that affect local communities, improve school responsiveness to student and family needs, and to organize school and community resources to address barriers to learning. Programs and services are modeled after the Four Pillars of a successful Community School and include: Integrated Support Services; Family and Community Engagement; Collaborative Leadership and Shared Decision-making; and Extended/Expanded Learning Time and Opportunities. The BCSD has identified four (4) schools: Stella Hills elementary, Emerson middle school, McKinley elementary, and Dr. Martin Luther King Jr. Elementary as part of cohort 1.

Scope of Service. BCSD is the lead agency and CAPK is a sub-awardee. Through the BCSD Family and Community Engagement (FACE) staff and its multi-tiered system of supports (MTSS) model, CAPK will co-locate case managers at each of the four school sites to provide: a) wraparound case management and link school families and students to key community-based services addressing food insecurity, housing stability, and other related basic services; b) serve as a community bridge between disengaged families and the school; and c) serve to coordinate community based services for their respective school sites.

Term and Contract Amount. As part of the Executive Division, this new service line will include 1.0 FTE Program Supervisor and 4.0 FTE Case Managers serving an estimated 500 to 1,000 students and families annually. Under a sub-awardee agreement, the contract term begins on August 1, 2022, to July 31, 2027, at \$500,000 per year, totaling \$2,500,000.00. Services are anticipated to begin by October 2022.

Recommendation:

Staff recommend the Board of Directors approve the 2021–22 California Community Schools Partnership Program (CCSP) Implementation Grant with the Bakersfield City School District, including the enclosed attachments, and authorize the Chief Executive Officer to execute the contract and future amendments on behalf of the agency.

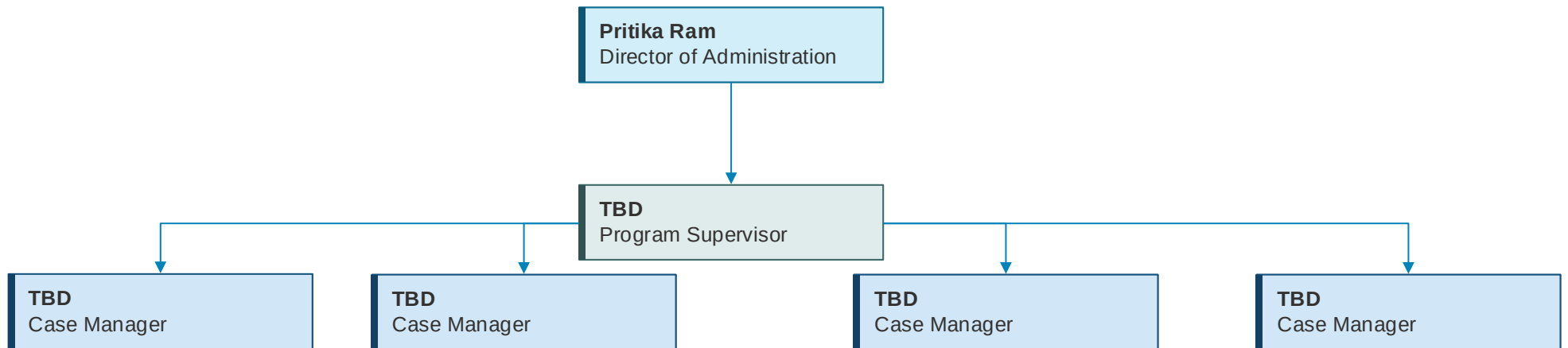
Attachments:

Organizational Chart

Job Description: Program Supervisor and Case Manager

Summary Budget

Community Schools Partnership Program - Bakersfield City School District



COMMUNITY ACTION PARTNERSHIP OF KERN
Community School Partnership Program Supervisor

*Disclaimer: Job descriptions are written as a representative list
of the ADA essential duties performed by a job class. They cannot include nor are they
intended to include all duties performed by all positions occupying a class.*

Salary Range: Grade 09 FLSA Status: Exempt Date Approved: June 29, 2022

SUMMARY:

The intent of the Community School Partnership Program is to align community resources to improve student and family outcomes through the integration of academics, health and social services, youth and community development, and community engagement. The community school model includes evidence-informed programmatic strategies as an effective approach to mitigate the academic and social impacts of emergencies that affect local communities, improve school responsiveness to student and family needs, and to organize school and community resources to address barriers to learning.

The Community School Partnership Program Supervisor is responsible for the overall operation of the Community School Partnership program, including the direct supervision of staff and the implementation of the specific components of each program. The Program Supervisor monitors the case management, service coordination and plans of the clients, especially the complex, high risk cases, and provides staff with specific program requirements. Work as a member of the interdisciplinary team which delivers the components of the program.

SUPERVISION RECEIVED:

Receives supervision from the Director of Administration.

SUPERVISION EXERCISED:

Community School Partnership Case Manager.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for oversight and support for full compliance of required regulations.
- Ensures collaborative planning and evaluation systems exist between partners to foster continuous program improvement.
- Conducts regular supervision with case managers to review case records, assignment of cases, provides staff support and guidance in meeting program requirements and implementing policies and procedures.

Community School Partnership Program Supervisor

- Responsible for monitoring the case management of clients; provides direction and consultation to the staff in the case management of patients and the documentation and data input related to the program's outcomes and objectives.
- Responsible for supervision of staff and for staff meeting program requirements.
- Participates in case conferences, staff meetings and program/budget planning.
- Assists in the coordination of the client's situation with other agencies and programs
- Responsible for program reporting, documents relating to internal fiscal, procurement, and human resource requirements of programs/projects.
- Attends local, regional, and state meetings at the Director's discretion and the requirements of the funding sources.
- Assists in the orientation and training of new employees.
- Monitors staff performance and progress in meeting expectations.
- Completes performance evaluations based on measurable and objective criteria which are related to program services, school readiness and personal goals and provides and implements professional development and training plans.
- Ensures staff follows all policies, procedures, and legal mandates including HIPAA (Health Insurance Portability and Accountability), client confidentiality, and release of information.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Knowledge of community resources is desirable.
- Effective communication strategies.
- Project management and working across stakeholders.
- Supervision, evaluation, and training of staff.
- Excellent written and verbal communication skills, including public speaking.

Ability to:

- Prioritize, stay organized, and manage deadlines in a fast-paced environment
- Lead a team of staff with diverse skills and backgrounds.
- Work directly with a client and partner base of diverse skills and backgrounds.
- Establish strong working relationships with other CAPK staff and school-based partners.
- Communicate respectfully and effectively with clients, external stakeholders, media, and the public.
- Willingness to work non-regular hours as required

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- B.A., B.S. in health, social sciences, or related field.
- Minimum three years relevant work experience in related field.
- At least two (2) years' supervisory experience.
- Any equivalent combination of education and/or experience may be substituted on an annual basis.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing. This includes any school-based clearance required to work on-site and with children and families.
- Must be fingerprinted and pass pre-employment background check.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Travel required as needed
- Must have access to reliable transportation during work hours.
- The noise level is quiet to moderately quiet.
- Hazards are minimal.

Community School Partnership Program Supervisor

COMMUNITY ACTION PARTNERSHIP OF KERN Community School Partnership Case Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved:** June 29, 2022

SUMMARY:

The intent of the Community School Partnership Program is to align community resources to improve student and family outcomes through the integration of academics, health and social services, youth and community development, and community engagement. The community school model includes evidence-informed programmatic strategies as an effective approach to mitigate the academic and social impacts of emergencies that affect local communities, improve school responsiveness to student and family needs, and to organize school and community resources to address barriers to learning.

The Case Manager serves clients, consisting of the student and their family, primarily by direct intervention at the student and family, school, and community level through professional assessment, service planning, evaluation, and case management. Individual will be initiative-taking and will stay up to date on the current community resources to offer the best possible assistance to students and parents. The individual works closely with the school-based department and teams to assure case plan/client needs are identified and met. Provides direct service to assigned families that may include provide support, advocacy, role modeling, parenting skills, and referral; establish and conduct goal-oriented activities for families assigned.

SUPERVISION RECEIVED:

Receives supervision from the Community School Partnership Program Supervisor.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

- Coordinate and provide services that are safe, timely, effective, efficient, equitable, and client-centered
- Handle case assignments, draft service plans, review case progress and determine case closure.
- Develop effective working relations and cooperate with school-based teams and related partners throughout the entire case management process.

Community School Partnership Case Manager

- Reaches out to parents/families and coordinates the development of services by establishing goals and activities with assigned families.
- Schedules and participates in meetings with internal staff and representatives from the school and community with direct interest in service outcomes. Attends parent engagement activities at schools participating in the program.
- Educates clients by re-framing problems and focusing on solutions, discussing, and supporting progress towards goals.
- Facilitate multiple care aspects (case coordination, information sharing, etc.)
- Measures and summarizes progress at specified intervals, including data collection and client record keeping.
- Activity monitors progress toward plan goals by continuous evaluation of plan activities; makes recommendations for adjustment to services provided.
- Assures quality service for clients by enforcing rules, regulations, and compliance requirements; documents all contacts including hours by type of service and behavioral observations.
- Project management skills; management of multiple case and related tasks.
- Represent CAPK at key events and conferences, making speeches or presentations when required.
- Collaborate with the external and internal departments for referral and reporting purposes.

B. Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends. Be available evenings to families who cannot make daytime appointments due to work or school commitments.
- May be required to work at various sites as needed.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers. Word processing, spreadsheet, database, and related software applications.
- Effective communication strategies
- Project management and working across stakeholders

Ability to:

Community School Partnership Case Manager

- Work effectively, independently, and in a team setting with other paraprofessionals and professional staff.
- Maintain client dignity and confidentiality.
- Prioritize, stay organized, and manage deadlines in fast-paced environment.
- Work directly with a client and partner base of diverse skills and backgrounds.
- Establish strong working relationships with other CAPK staff and school-based partners.
- Communicate respectfully and effectively with clients, external stakeholders, media, and the public.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Minimum associate degree in a health, social science, early childhood development, or related field.
- Experience in working with youth 5 to 14 years of age, elementary and junior high school.
- One (1) year of case management experience.
- Two (2) years of experience working with underserved families of diverse cultures in the home or social service setting.
- Any equivalent combination of education and/or experience may be substituted on an annual basis.
- Experience working with school age children

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing. This includes any school-based clearance required to work on-site and with children and families.
- Must be fingerprinted and pass pre-employment background check.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Travel required as needed
- Must have access to reliable transportation during work hours.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

Community School Partnership Case Manager

**California Community Schools Partnership Program
Implementation Grant**

Lead: Bakersfield City School District (BCSD)

Sub-Contractor: Community Action Partnership of Kern (CAPK)

REVISED JUNE 2022	Year 1	Year 2	Year 3	Year 4	Year 5
<u>REVENUE</u>					
State Grant Revenue : Department of Education	500,000	- 500,000	500,000	500,000	500,000
	-	-	-	-	-
Total Revenue	500,000	500,000	500,000	500,000	500,000
<u>Budget Detail</u>					
Salaries	289,667	298,357	307,308	316,526	326,021
Benefits	72,417	74,590	76,828	79,133	81,507
Travel	17,500	17,500	17,500	17,500	17,500
Supplies	34,342	8,650	9,365	15,153	11,018
Other Operating Costs	40,621	55,447	43,546	26,235	18,501
Administrative Indirect	45,453	45,456	45,453	45,453	45,453
Total Expenditures	500,000	500,000	500,000	500,000	500,000



MEMORANDUM

TO: Board of Directors

FROM: Tracy Webster, Chief Financial Officer

DATE: June 29, 2022

RE: *Agenda Item VI(g): Cost of Living Adjustment (COLA) for all employee wages –*
Action Item

The recently approved federal budget includes funding for a 2.28% Cost-of-Living Adjustment (COLA) for our Head Start group of contracts. This will provide for a 2.28% wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, comprising Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County includes approximately 600 employees of the CAPK total 900 employees.

The Board of Directors previously approved the applications to receive the 2.28% COLA for Kern Head Start and San Joaquin Early Head Start. The award of these applications is standard and guaranteed to be approved by the Office of Head Start.

Historically, we have not been able to offer a regular schedule of COLA increases to our employees. We are bound by federal and state budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread a COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 2.0% increase effective March 2021, a 2.0% increase effective March 2020, a 1.77% increase effective March 2019 and a 2.6% increase effective in March 2018.

The Division Directors and Program Managers routinely work at planning and budgeting for a possible COLA. All program budgets include a wage COLA in their operational budgets for the 2022-23 budget year. The effective date of the COLA for each program or contract may vary, depending on each contract's requirements and funding levels.

Recommendation:

Staff recommends approval to implement the agency-wide COLA of 2.28%. This increase would not apply to the Chief Executive Officer. Staff recommends that the COLA be applied with the attached effective dates subject to each individual contract requirements and funding levels.

Attachments:

Resolution No. 2022-21

Attachment A

2022-23 CAPK Compensation Schedule



RESOLUTION # 2022-21

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Cost-of-Living Adjustment (COLA) For CAPK Head Start Staff And Staff Not Covered with the Head Start / Early Head Start COLA

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on June 29, 2022, with an option for the public to participate at the Administration Office located at 5005 Business Park North, Bakersfield, CA, 2022, and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start / Early Head Start programs has submitted all required paperwork to receive the approved 2.28 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start program (09CH011132); and

WHEREAS, the Executive Leadership Staff identified all employees are not covered by the Head Start / Early Head Start COLA, and recommends a similar COLA as detailed in Attachment “A”.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to initiate a wage COLA for CAPK staff covered by the Head Start funding and staff not covered by the Head Start / Early Head Start COLA, and as detailed in Attachment “A”.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 29th day of June 2022.

Freed Plane, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN
Cost of Living Adjustment (COLA)
FISCAL YEAR 2022/23

<u>Fund Description</u>	<u>% COLA</u>		<u>RETRO</u>	
	<u>Effective Date</u>	<u>Pay Date</u>	<u>Effective Day</u>	<u>Pay Date</u>
<u>Migrant Childcare Alternative Payment</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>WIC Family</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>East Kern Family</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>Senior Food Program</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>Youth Centers Family</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>Homeless Services</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>Energy Family</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>211 Family</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>CSBG Funds</u> (Includes the Food Bank, Friendship House, VITA, Shafter Youth Center, and 211)	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>Indirect Fund</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>Employee Cost Pool</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll
<u>Head Start & State Child Care Family</u>	6/29/2022	TBD by Payroll	3/1/2022	TBD by Payroll

NOTES:

- 1.) EFFECTIVE DATE: In order to be eligible for the COLA and the retroactive payment(s), employees must be employed on the effective date. Those that are not an active employee on the effective date will not receive the COLA or any retroactive payment(s).
- 2.) TBD BY PAYROLL: Payroll will determine the pay date for the retro-active payments, and will begin applying the COLA approved rates by program as identified in this document on the effective date.
- 3.) All effective and retro-active dates and increase are contingent upon the approval of the Head Start program COLA increase.
- 4.) All effective and retro-active COLA increases are subject to the individual contract provisions of each program. Some program contracts may not permit COLA salary increases and/or retro-active payments.

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2022-23

Effective March 1, 2022

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	8	X
Accountant - Finance	9	
Accountant II - Finance	10	
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Analyst	9	
Administrative Assistant - Community Development	1	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - VITA	1	
Administrative Clerk - Food Bank - Health Nutrition	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Agency Relations Coordinator - Food Bank	8	
Assessor - Energy	7	
Assistant Director of EHS - San Joaquin	13	X
Assistant Director of Head Start/ State Child Development	13	X
Assistant Director of Operations	13	X
Assistant Teacher - Head Start	2	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director	8	
Assistant to the Director Head Start / State Child Development	8	
Associate Director of Development	12	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	6	
Breastfeeding Education Coordinator/Peer Counselor Supervisor - WIC	11	
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X
Business Technician - Operations	8	
Cal Fresh Health Living Health Educator	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2022-23

Effective March 1, 2022

Job Classification/Position Title	Salary Grade	Exempt Status
Cal Fresh Health Living Program Administrator	12	X
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	16	X
Chief Program Officer	16	X
Child Care Partnership Program Manager	11	X
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Controller	14	X
Cook - Central Kitchen - Health & Nutrition	2	
Coordinated Entry Services (CES) Supervisor	9	X
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Curriculum Specialist	8	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFR - Health & Nutrition	6	
Early Head Start Teacher AA Degree - Head Start	5	
Early Head Start Teacher BA Degree - Head Start	7	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2022-23

Effective March 1, 2022

Job Classification/Position Title	Salary Grade	Exempt Status
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	6	
Eligibility Technician - Energy	3	
Enrollment and Attendance Coordinator	9	X
Enrollment and Attendance Manager	10	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	1	
Facilities Specialist - Operations	8	
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	8	
Family Service Specialist II - MCAP - Health Nutrition	8	
Family Service Worker I - Head Start	5	
Family Service Worker II - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Manager	11	X
Fingerprint Clerk	5	
Fiscal Administrator - Head Start	12	X
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	
Food Production Supervisor	7	
Food Service Administrator - Central Kitchen - Health & Nutrition	12	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	11	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcing - Food Bank - Health & Nutrition	7	
Health & Nutrition Supervisor - Head Start	9	X
Health & Safety Supervisor - HR	10	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2022-23

Effective March 1, 2022

Job Classification/Position Title	Salary Grade	Exempt Status
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Food Prep Assistant	2	
Homeless Food Prep Lead	2	
Homeless Navigator	4	
Homeless Operations Supervisor	9	X
Homeless Program Coordinator	6	
Homeless Program Manager	11	X
Homeless Program Specialist	6	
Homeless Program Supervisor	9	X
Homeless Shelter Worker	2	
Homeless Volunteer Coordinator	6	
Housing Navigator - CES	6	
Housing Services Program Manager	10	X
HR Specialist - HR San Joaquin	9	
Human Resource Technician - HR	6	
Human Resources Administrator - HR	12	X
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Inclusion and Wellness Coordinator	8	
Inclusion and Wellness Coordinator - San Joaquin	9	
Information & Referral Specialist -211/Operations	3	
Information Systems Business Analyst	11	X
Information Systems Manager	11	X
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2022-23

Effective March 1, 2022

Job Classification/Position Title	Salary Grade	Exempt Status
Mentor Coach II - Head Start	8	
Nutrition Education Supervisor - WIC	11	X
Office Assistant - EKFR - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	5	
Outreach & Public Relations Coordinator - WIC	7	
Outreach and Advocacy Coordinator	10	X
Outreach and Grant Administrator - Community Development	12	X
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll/HRIS Administrator - Finance	12	X
Professional Development Coordinator	8	X
Professional Development Technician	4	
Program Administrator - 211	12	X
Program Administrator - Energy	12	X
Program Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	8	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Educator - Housing Services	6	
Program Governance Coordinator - Head Start	8	
Program Manager - Americorps	10	X
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2022-23

Effective March 1, 2022

Job Classification/Position Title	Salary Grade	Exempt Status
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Receptionist - Administration	3	
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Rental Assistance Program Supervisor	9	X
Resource & Outreach Coordinator - Community Development	8	
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist	9	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Supervisor - WIC	11	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	8	
Teacher - AADegree - Head Start	5	
Teacher - BA Degree - Head Start	7	
Teacher Floater - AA Degree - Head Start	5	
Teacher Floater - BA Degree - Head Start	7	
Technology Services Manager - Operations	11	X
Transport Driver	2	
Utility Assistance & Outreach Manager - Energy	10	X
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	3	
Weatherization Inspector - Energy	9	
Weatherization Installer - Energy	6	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	3	
WIC Administrative Coordinator	10	
WIC Clerk - WIC	2	
WIC Degreed Nutritionist - WIC	9	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2022-23

Effective March 1, 2022

Job Classification/Position Title	Salary Grade	Exempt Status
WIC Nutrition Assistant - WIC	3	
WIC Nutrition Assistant II - WIC	2	
WIC Nutrition Assistant III - WIC	3	
WIC Nutrition Assistant IV - WIC	4	
WIC Training Coordinator	10	
WNA/Peer Counselor - WIC	2	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	2	

Community Action Partnership of Kern 2022-23 - PROPOSED 2.28% COLA

Board Approved: 6/29/2022

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
17 ***	\$145,974.40	\$182,457.60	\$203,700.00		\$70.18	\$87.72	\$97.93
16	\$126,942.40	\$158,641.60	\$190,382.40		\$61.03	\$76.27	\$91.53
15	\$110,385.60	\$137,966.40	\$165,568.00		\$53.07	\$66.33	\$79.60
14	\$95,971.20	\$119,974.40	\$143,977.60		\$46.14	\$57.68	\$69.22
13	\$83,449.60	\$104,312.00	\$125,174.40		\$40.12	\$50.15	\$60.18
12	\$72,592.00	\$90,708.80	\$108,867.20		\$34.90	\$43.61	\$52.34
11	\$63,128.00	\$78,915.20	\$94,681.60		\$30.35	\$37.94	\$45.52
10	\$54,912.00	\$68,598.40	\$82,326.40		\$26.40	\$32.98	\$39.58
9 **	\$47,694.40	\$59,675.20	\$71,614.40		\$22.93	\$28.69	\$34.43
8	\$41,537.60	\$51,875.20	\$62,254.40		\$19.97	\$24.94	\$29.93
7	\$38,334.40	\$45,094.40	\$51,875.20		\$18.43	\$21.68	\$24.94
6	\$35,651.20	\$41,974.40	\$48,256.00		\$17.14	\$20.18	\$23.20
5	\$33,176.00	\$39,041.60	\$44,865.60		\$15.95	\$18.77	\$21.57
4	\$31,200.00	\$36,358.40	\$41,787.20		\$15.00	\$17.48	\$20.09
3	\$31,200.00	\$33,779.20	\$38,875.20		\$15.00	\$16.24	\$18.69
2	\$31,200.00	\$31,408.00	\$36,129.60		\$15.00	\$15.10	\$17.37
1	\$31,200.00	\$31,200.00	\$33,592.00		\$15.00	\$15.00	\$16.15

* Based on 2,080 annual hours

** As of 1/1/2022 - Grade 9 is the minimum an exempt employee can be classified

*** Maximum of grade may not exceed Level II of the Federal Executive Schedule (EX)



MEMORANDUM

To: Board of Directors

From: Traco Matthews, Chief Program Officer

Date: June 29, 2022

Subject: *Agenda Item VI(h):* Medi-Cal Health Enrollment Navigator Project Extension
– **Action Item**

In August of 2019, CAPK Friendship House Community Center (FHCC) was awarded a Positive Youth Development Mentor Services grant by the County of Kern (County), to provide mentoring services to community youth. In March of 2020, the contract agreement was amended to include CAPK's participation in the County's Medi-Cal Health Enrollment Navigator Project, which is administered in partnership between the CAPK Friendship House, 211, and CES programs.

Per the County, the State budget is proposing additional funds for the Health Navigator Project that would be available for SFY 2022 through SFY 2026. To allow sufficient time to work out program details and avoid a gap in services, the State is offering a temporary extension of the program through September 30, 2022. This temporary three-month extension will allow the program to extend beyond the program end date of June 30, 2022 and continue current navigator efforts.

The general scope of work for the Medi-Cal Health Enrollment Navigator Project is to be facilitated by the FHCC, 211, and CES, and consists of providing Medi-Cal outreach, education, enrollment, navigation, and renewal assistance for individuals in the community. The focus of the program for the proposed three-month extension will be to assist with the unwinding of the Public Health Emergency, by proactively encouraging and assisting current Medi-Cal beneficiaries to ensure that their current contact information is on file with their local county social services agency and informing them to complete and return renewal/recertification packets, if received (something that has not been required for two years, during the Public Health Emergency).

Additional funding will not be provided for the proposed three-month extension. If CAPK is to participate in the extension the program would have to use its' FY 2021/22 budget balance of \$251,973.61 for program expenses.

The County has submitted the contract amendment request and asked that it be effective as of July 1, 2022. However, the amendment has to be signed by the Board of Supervisors, which is not expected until July 19, 2022. If CAPK proceeds with the program extension, the program would have to operate without a signed agreement from July 1, 2022 to July 19, 2022.

Recommendation:

Staff recommends approval of the three-month Medi-Cal Health Enrollment Navigator Project extension and authorize the Chief Executive Officer to sign and execute the contract amendment once received.

Attachment:

Draft Contract Agreement for the Medi-Cal Health Enrollment Navigator Project

AMENDMENT NO. 1

**TO AGREEMENT FOR
POSITIVE YOUTH DEVELOPMENT SERVICES**

Independent Contractor
(COUNTY – Community Action Partnership of Kern)

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THIS AMENDMENT NO. 1 ("**Amendment No. 1**") is made and entered into on _____ ("**Execution Date**"), by and between the COUNTY OF KERN, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and Community Action Partnership of Kern (CAPK), ("**Contractor**"), whose principal place of business is at 5005 Business Park Drive, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**".

WHEREAS:

- a. County and Contractor entered into an Agreement dated May 24, 2022 for the term of July 1, 2022 through June 30, 2023, Kern County Agreement 272-2022, for Positive Youth Development Services; and
- b. County and Contractor wish to amend the Agreement to add the Contractor's participation in the Medi-Cal Health Enrollment Navigator Project through September 30, 2022; and
- c. County and Contractor wish to increase compensation payable under the agreement by \$482,772 for Medi-Cal Health Enrollment Navigator Project services; and
- d. County and Contractor agree to certain modifications as set forth in this Amendment No. 1

NOW, THEREFORE, IT IS AGREED between the Parties as follows:

1. Paragraph 2 of the Agreement is amended to add the following Subparagraph R.as follows:

"2. RESPONSIBILITIES OF CONTRACTOR

R. Medi-Cal Health Enrollment Navigator Project Services

The Medi-Cal Health Enrollment Navigator Project will provide Outreach, Education, Enrollment Navigation, and Renewal assistance activities through September 30, 2022 for the State Medi-Cal program for individuals in the community. Contractor agrees to perform the agreed upon and authorized Work Plan activities, as presented in **Exhibit "D to Amendment No. 1"**, for the purpose of performing the Medi-Cal Health Enrollment Navigator Project and will meet the agreed upon target impact goals.

Contractor will Outreach to the community to prepare individuals for the unwinding of the Public Health Emergency by communicating with beneficiaries to encourage them to provide updated contact information about keeping their Medi-Cal coverage.

- 1) Contractor shall attend meetings and trainings as set by the Department for the Medi-Cal Health Enrollment Navigator Project.
- 2) Contractor shall provide Medi-Cal Navigator reports and invoicing consistent with the requirements listed above. Contractor shall use specific forms and systems as specified by the Department for tracking and reporting Medi-Cal Health Enrollment Navigator Project outcomes.

2. Paragraph 6 of the Agreement is amended to read in its entirety as follows:

“6. COMPENSATION

County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County in an aggregate sum not to exceed \$552,772 for the term of the Agreement as follow:

- A. \$70,000 for Fiscal Year 2022-23, for Positive Youth Development Services, as set forth in **Exhibit “A”**, Budget.
- B. \$482,772 for Fiscal Year 2022-23, for Medi-Cal Health Enrollment Navigator Project Services, as set forth in **Exhibit “A-1” to Amendment No. 1**, Medi-Cal Health Enrollment Navigator Project Services Budget.

No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq. or applicable State Law.”

3. **Exhibit “A”** is superseded by **Exhibit “A” and “A-1” to Amendment No. 1**, attached hereto and made part hereof.
4. Except as expressly amended herein, all terms and conditions of the original Agreement dated May 24, 2022 as amended, will remain in full force in and effect.

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The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____

By _____
Chairman, Board of Supervisors
"County"

GARDEN PATHWAYS, INC.

Dated: _____

By _____
Jeremy T. Tobias, CEO
"Contractor"

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APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____

By _____
Lito Morillo, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____

By _____
Bryan Walters, Deputy County Counsel

EXHIBIT "A" TO AMENENDMENT NO. 1
BUDGET

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) POSITIVE YOUTH MENTOR PROGRAM FY 22/23 	
Line Item	Budget Amount
SALARIES	\$45,823
PAYROLL TAXES & BENEFITS	\$11,264
OPERATIONAL COSTS	\$6,549
TOTAL DIRECT COSTS	\$63,636
OVERHEAD OR INDIRECT COSTS	\$6,364
TOTAL COSTS	\$70,000

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) POSITIVE YOUTH MENTOR PROGRAM FY 22/23 	
Line Items	Descriptive Narratives
SALARIES	\$45,823
Program Educator, 1 FTE	The salaries and wages include the Program Manager responsible for the program oversight; a Program Educator is responsible for the recruiting of mentors and mentees, the training of mentors and the matching of mentors and mentees. She will also over see the day to day mentor program activities that the mentros create for the students. We estimate that a cost of living increase will take place for our agency in the upcoming months.
Program Manager FHCC .10 FTE	
Estimated Increase (COLA, Merit) @ 1.7%	
PAYROLL TAXES & BENEFITS	\$11,264
Befenifts @ 25%	The benefits include employer payroll taxes and benefits @ 25% of Salaries and Wages. Benefits include retirement, medical, dental, vision, workerscomp, life and accidental insurance.
OPERATIONAL COSTS	\$6,549
Mileage	The operational expenses are porated using CAPK's allocation schedule for the occupied square footage being used for the operation of this program. The cost also include staff mileage, mentor background check fees, program supplies, cell phone stipend, outreach supplies, food for the mentees, staff development fees, incentives for the children, funding for emergency assistance supplies, and hiring expenses for new staff members.
Mentor Background Checks	
Program Supplies	
Communication (Cell Phone)	
Outreach	
Food	
Staff Development	
Incentives	
Emergency Items	
Space Cost (12 months x 348.54)	
Other/Hiring Cost	
TOTAL DIRECT COSTS	\$63,636
OVERHEAD OR INDIRECT COSTS	\$6,364
	Certified Rate 0% Fixed Rate 10%
TOTAL COSTS	\$70,000

**EXHIBIT "A-1" TO AMENDMENT NO. 1
Medical Navigator Project Budget**

Community Action Partnership of Kern (CAPK) Medi-Cal Health Navigator Project				
Description	Revised	Revised	Revised	FY 7/1/21-9/30/22
	7/1/21-9/30/22 Revised FHCC Budget #2	7/1/21-9/30/22 Revised 211 Budget #2	7/1/21-9/30/22 Revised CES Budget #2	Total Budget FHCC, 211, CES
Salaries				
Program Manager, FHCC 0.10 FTE	8,683			8,683
Program Educator 1 FTE	52,602			52,602
Program Educator 1 FTE	46,413			46,413
2-1-1- Program Specialist 1 FTE		30,000		30,000
2-1-1 Information & Referral Specialist 2 FTE		98,130		98,130
CES Navigator 2 FTE			37,440	37,440
Estimated Increase (COLA, Merit) @ 3%	3,231	3,844	1,123	8,198
Benefits @25%	26,925	32,033	9,360	68,318
Benefits @23%				
Total Personnel	137,854	164,007	47,923	349,784
Direct Costs				
Communications				
Supplies/Office Expenses	4,902			4,902
Computer & Peripheral Supplies			3,000	3,000
Computer Software			1,246	1,246
Mileage/Travel	12,275			12,275
Postage	2,183			2,183
Training				
Outreach	37,540			37,540
Printing Costs	7,700			7,700
Space Costs (211 130sqft@\$1.51 SF x 12 months) (FHCC 12 months x \$348.54 monthly usage fee) (CES 130SF x \$1.51SF/month x 12 months)	6,371	4,545	6,899	17,815
Misc Expense	1,939			1,939
Other/Hiring Costs		500		500
Total Direct Costs	72,910	5,045	11,145	89,100
Indirect Cost @ 10%	21,076	16,905	5,907	43,888
Grand Total	231,840	185,957	64,975	482,772

EXHIBIT "D" TO AMENDMENT NO. 1
WORK PLAN PLACE HOLDER



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Activity 1 – Program Planning and Startup

Activity 1: Identify major Navigators Project's planning and startup objectives, milestones, strategies, and activities. Identify target population groups¹, completion dates, and how many individuals from each group you intend to enroll.

OBJECTIVE Use the objectives indicated in the "Navigators Project Goals and Objectives" form to outline each partner's responsibility.	MILESTONE Detail of milestone in objective's strategic plan	STRATEGIES AND ACTIVITIES What strategies/activities will be used to achieve these goals and objectives?	TARGET POPULATIONS See below ¹	COMPLETION DATE	RESPONSIBILITY List organization responsible, and staff position responsible.	GOAL Indicate the number of individuals or increase by percentage each objective plans to reach. <i>(i.e. Increase the number of Medi-Cal eligible clients targeted by O&E efforts by X).</i>
1) Improve access to quality healthcare and health insurance enrollment. 2) Increase access to health insurance education by participating in outreach efforts at traditional and non-traditional locations and community events. 3) Provide enrollment assistance with new enrollments	Determine Population Groups, participating CBO's and funding requested. Complete application by deadline	Complete the application forms for submittal to DHCS for the Navigator Project. Meet with provider CBO agencies to determine best approach.	- Persons with mental health disorder needs - Persons with substance use disorder needs - Persons with other disabilities - Aged persons - Persons who are homeless - Young people of color - Persons who are in county jail, in state prison, on state parole, on county	November 15, 2019	KCDHS	Increase Medi-Cal outreach, education and enrollment to the target populations.

¹ Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal



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and renewals for the uninsured patients and potential patients.			- probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal			
Develop Plan for the Medi-Cal Navigators Project.	Kern County DHS discusses and evaluates participation in the Medi-Cal Navigators project through the Department of Health Care Services (DHCS)	Obtain approval from Kern County Board of Supervisors (KCBOS), Kern County Administrative Offices (KCAO), and internally communicate participation and readiness for county CBO collaboration, for such participation.	• Persons with mental health disorder needs • Persons with substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community	November, 2019	KCDHS	Seek and obtain CAO and BOS approval



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			- supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal			
KCDHS - submits Budget, Goals & Objectives and Work Plan	DHCS evaluates its submissions and determines Awards.	DHCS develops and provides deliverables letter and forms to Awardees.	• Persons with mental health disorder needs • Persons with substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status	November, 2019	DHCS	Determination of Funding Awarded to Counties



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			• Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal			
DHCS - provides letter of Award, and subsequent communications	KCDHS responds with signature of funding agreement.	KCDHS informs CBO's of award and negotiates with amount of funding awarded as needed.	• Persons with mental health disorder needs • Persons with substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency	November, 2019	DHCS/KCDHS	KCDHS to provide funding agreement to DHCS for project to begin



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			• Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal			
KCDHS – finalizes work plan based on funding awarded and contracts with collaborative CBOs	DHCS provides final approval of Budget, and Work Plan.	KCDHS confirms collaborative efforts with proposed CBOs through contractual agreements. Development of contract language, communications, negotiations, and agreements reached with CBOs. Internal approvals and communications continue - KCAO, KCBOS, Kern County Legal, KCDHS and Finance	• Persons with mental health disorder needs • Persons with substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or	December, 2019	KCDHS	Complete contract approvals with CBO's for project to begin



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			- dependents - Uninsured children and youth formerly enrolled in Medi-Cal			
KCDHS -develops CBO Reporting & Tracking requirements, as well as project implementation Training Modules	KCDHS reviews DHCS requirements and considers best practices for obtaining, reviewing, and evaluating data to meet needs of project and how to integrate these with the CBO data gathering and reporting requirements.	KCDHS develops Training Modules and CBO related project documents for implementation of Navigators project.	- Persons with mental health substance use disorder needs - Persons with other disabilities - Aged persons - Persons who are homeless - Young people of color - Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision - Immigrants and families of mixed immigration status - Persons with limited English proficiency - Low-wage workers and their families or dependents - Uninsured children and youth formerly enrolled in Medi-Cal	December, 2019	KCDHS	Develop reporting & tracking tool for implementation with CBO's



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KCDHS - develops project related systems internally.	Solidify internal processes	KCDHS - develops and refines internal systems for: fiscal functions, project operations oversight and reporting, project support, for project implementation through CBOs, and internal efforts.	• Persons with mental health disorder needs • Persons with substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal	December, 2019	KCDHS	Develop internal process for reporting, invoicing and oversight
In addition to our own internal and external efforts, KCDHS will	Training and support will be provided by KCDHS to CBO Offices throughout	KCDHS reviews DHCS requirements and considers best practices for obtaining,	• Persons with mental health disorder needs	December, 2019	KCDHS	Develop training and guidance for CBO partners to enhance



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support and guide the efforts of all our Navigator project CBO Partners as needed. KCDHS will provide the necessary document templates and samples to ensure a cohesive and consistent successful implementation and operation of the Navigator project. Additionally KCDHS will provide the trainings, communications, and supervision necessary to facilitate continuous review, refinement, and success to all aspects of the Navigator project.	Kern County, and at individual sites as events occur. Further details will be provided with CBO Strategies / Activities Locations.	reviewing, and evaluating data to meet the needs of the project and how to integrate these with the CBO data gathering and reporting requirements. Additionally, KCDHS develops Training Modules and CBO related project documents for implementation of the Navigator project and establishes standardized monthly communication meetings. KCDHS - develops and refines internal systems for: through CBOs' tracking systems, project communication systems.. KCDHS develops forms and Outreach materials for CBO Partners to utilize in their Outreach, Enrollment, and Retention efforts to increase positive project outcomes and maximize eligible Target Populations applicant utilization.	• Persons with substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal		reporting and outreach to target populations
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Activity 2 – Navigation Activities

Activity 2: Identify major Navigators Project's outreach and enrollment activities objectives, milestones, strategies, and activities. Identify target population groups², completion dates and how many individuals from each group you intend to enroll.

OBJECTIVE Use the objectives indicated in the "Navigators Project Goals and Objectives" form to outline each partner's responsibility.	MILESTONE Detail of milestone in objective's strategic plan	STRATEGIES AND ACTIVITIES What strategies/activities will be used to achieve these goals and objectives?	TARGET POPULATIONS See below ²	COMPLETION DATE	RESPONSIBILITY List organization responsible, and staff position responsible.	GOALS VS. ACTUALS Indicate the number of individuals or increase by percentage each objective plans to reach. (i.e. Increase the number of Medi-Cal eligible clients targeted by O&E efforts by X).
CBO Partners, with KCDHS support, will carry-out the activities related to the Navigator project in order to carry-out the mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that health coverage as long as eligibility	KCDHS reviews DHCS requirements and considers best practices for obtaining, reviewing, and evaluating data to meet needs of project and how to integrate these with the CBO data gathering and reporting requirements.	1.) All current and new incoming clients will be contacted and offered information and assistance regarding Medi-Cal Health care coverage benefits. 2.) Outreach and enrollment services will be offered at community resource fairs which have been determined to be strategically advantageous in reaching the desired Targeted Populations 3.) Door-to-Door outreach and	- Persons with mental health disorder needs - Persons with substance use disorder needs - Persons with other disabilities - Aged persons - Persons who are homeless - Young people of color - Persons who are in county jail, in state prison, on state parole, on county probation,	January, 2020 through September 30, 2022	KCDHS	To develop best practices for increasing Medi-Cal access and enrollment for those individuals in the Target populations

² Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal.



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exists and to provide navigation assistance at every step of the way for the targeted populations.		canvassing of need for Medi-Cal health coverage will be conducted in neighborhoods where the need is determined to be high. Enrollment assistance and follow up for individuals and families will be provided as necessary. 4.) The Parents of Youth enrolled in other CBO Programs will be contacted to provide information and education (Outreach services) regarding MAGI Medi-Cal and to offer assistance in the application process as needed. Incentives to Youth will be provided for interactive response to Healthcare Coverage Questionnaire when returned and/or when Parents commit probability to attend an informational meeting covering Medi-Cal	or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal			
Community Action Partnership of Kern (CAPK), will carry-out the activities related to Navigators Project, to disseminate a clear, accurate and consistent message	CAP-K with KCDHS support will carry out the Navigator Project activities related to Medi-Cal outreach, enrollment, renewal, utilization, and troubleshooting efforts in order to carry out the	Due to COVID there is limited booth; based outreach is not possible. As a result, CAPK will provide <u>expand</u> outreach to <u>include through</u> social media platforms such	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and	September 30, 2022	Community Action Partnership of Kern (CAPK) Program Educator	The number of people anticipated to be impacted through outreach activities are 4,400; with enrollment of 200.



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that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that health coverage as long as eligibility exists, and to provide navigation assistance at every step of the way for the targeted populations. Established in 1965, Community Action Partnership of Kern (CAPK) administers almost a dozen programs aimed at meeting children, families, and individuals, including the administration of the Head Start and Early Head Start Program, Food Bank, WIC and migrant childcare programs, and the 211 Kern County, which provides comprehensive information and referral services that link Kern County residents to community health and human services and support.	mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates individuals in the target population who are not currently enrolled in Medi-Cal or who may be enrolled but need assistance with renewal or with access to care, and to provide Navigator assistance at every step of each process	as Instagram, Facebook & Twitter; also chat websites such as Zoom, Skype, Microsoft Teams, Podcasts, video promos. Outreach will also include mailings, flier distributions, radio coverage, live streaming, and program advertisement.	families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal			
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Community Action Partnership of Kern (CAPK), with KCDHS support, will carry-out the activities of the Navigators Project, to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, to retain health coverage, and to provide navigation assistance for the targeted populations.	CAP-K with KCDHS support will carry out the Navigator Project activities related to Medi-Cal outreach, enrollment, renewal, utilization, and troubleshooting efforts to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates individuals in the target population who are not currently enrolled in Medi-Cal or who may be enrolled but need assistance with renewal or with access to care and to provide Navigator assistance	2. CAPK will provide Medi-Cal outreach and enrollment services at the CAPK Food Bank commodity distributions, senior food giveaways, and at CAPK WIC sites located throughout Kern County	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal.	September 30, 2022	Community Action Partnership of Kern (CAPK) Program Educator	The number of people impacted through outreach activities from Food Bank and commodity distributions are 15,000; with enrollment of 225.
CAPK will carry-out the activities related to Navigators Project, to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply for Medi-Cal benefits, and to retain health coverage if eligibility exists, and to provide navigation assistance for the targeted populations.	CAP-K will carry out the Navigator Project activities related to Medi-Cal outreach, enrollment, renewal, utilization, and troubleshooting in order to carry out the mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates individuals in the target population to enroll in Medi-Cal or who need assistance with renewal or access to care and provide Navigator assistance.	3. CAP-K CAPK will contact the parents of youth enrolled in the CAPK Friendship House & Shafter Youth Center After-School programs and CAPK Head Start programs will be contacted to provide information and assistance regarding Medi-Cal Health Care coverage/benefits.	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	September 30, 2022	CAPK Program Educator	The number of people anticipated to be impacted through outreach activities from this activity are 300; with enrollment of 25.



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Community Action Partnership of Kern (CAPK), with KCDHS support, will carry-out the activities related to Navigators Project, in order to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that health coverage as if eligibility exists, and to provide navigation assistance for the targeted populations.	CAP-K with KCDHS support will carry out the Navigator Project activities related to Medi-Cal outreach, enrollment, renewal, utilization, and troubleshooting efforts in order to carry out the mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates individuals in the target population who are not currently enrolled in Medi-Cal or who may be enrolled but need assistance with renewal or with access to care. And provide Navigator assistance.	4. CAPK 211 CES Navigators will conduct follow-up calls to the target population after the initial contact is made through 2-1-1. Three attempts will be made to reach each caller by phone. CAPK currently provides assistance to individuals applying for CalFresh through the 211 system. Enrollment and assistance to individuals applying for Medi-Cal will be offered concurrently with the support and assistance currently provided to those applying for CalFresh.	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	September 30, 2022	Community Action Partnership of Kern (CAPK) CES Navigators	Individuals served will be based on 2-1-1 call volumes for the project, with up to 3 call-backs and follow-up enrollment appointments conducted. Over 100,000 individuals contact 2-1-1 annually. The number of people anticipated to be impacted through outreach activities from this activity are 300; with enrollment of 25.
Community Action Partnership of Kern (CAPK), with KCDHS support, will carry-out the activities related to Navigators Project, in order to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that	CAP-K with KCDHS support will carry out the Navigator Project activities related to Medi-Cal outreach, enrollment, renewal, utilization, and troubleshooting efforts in order to carry out the mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates individuals in the target population who are not currently enrolled in Medi-Cal or who may be	5. CAPK/CES Navigators will follow 2-1-1 project protocol, asking a series of demographic questions to determine Medi-Cal eligibility. 2-1-1 callers will be offered an onsite appointment for Medi-Cal enrollment via the C4Yourself website portal. Medi-Cal education will be offered by CES Navigators, following 2-1-1 call/campaign information.	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	September 30, 2022	Community Action Partnership of Kern (CAPK) CES Navigators	Over 100,000 individuals contact 211 annually. All callers will be assessed for potential Medi-Cal enrollment. The number of people anticipated to be impacted through outreach activities from this activity are 300; with enrollment of 25.



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health coverage and utilization if eligibility exist, and to provide navigation assistance for the targeted populations. Community Action Partnership-Kern will Outreach to the community to prepare individuals for the unwinding of the Public Health Emergency by communicating with beneficiaries to encourage them to provide updated contact information about keeping their Medi-cal coverage.	enrolled but need assistance with renewal or with access to care and to provide Navigator assistance.	CES Navigators will offer added assistance to 2-1-1 in screening callers for Medi-Cal eligibility, and will offer Medi-Cal outreach and education to all callers. CAPK-CES navigators will also offer onsite/in person and/or phone appointments for Medi-Cal enrollments and will assist in completing enrollments using the C4Yourself online application portal.				
KCDHS, along with CBO Partners will carry-out the activities related to the Navigator Project in order to carry-out the mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that health coverage as long as eligibility	KCDHS will regularly review DHCS requirements and desired impact outcomes, and consider if aggregate associations with other non-Partner CBOs would further enhance specific target population outcomes. If KCDHS determines that the Navigator project would benefit from further associations with non-Partner CBOs or further direct KCDHS activity in community events, KCDHS will seek out and take advantage of the opportunities that arise	KCDHS, along with CBO Partners, will collaborate throughout Kern County as deemed necessary to supplement activities, and/or increase positive outcomes provided by CBO Partners, and/or to incorporate events and opportunities not otherwise captured through CBO Partners.	• Persons with mental health • substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community	January, 2020 through September 30, 2022	KCDHS	100% of served individuals eligible for Medi-Cal will be provided outreach and enrollment services.



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exists, and to provide navigation assistance for the targeted populations.	as made possible by insight and available resources.		- supervision - Immigrants and families of mixed immigration status - Persons with limited English proficiency - Low-wage workers and their families or dependents - Uninsured children and youth formerly enrolled in Medi-Cal			
KCDHS will consolidate Totals of People of Kern County Impacted, as a result of the Navigators Project - funded by DHCS and implemented through KCDHS. Specific areas of focus will include 1) # of person outreached to, 2) # persons assisted with the application process, 3) # of person enrolled in Medi-Cal, 4) # of persons retained in Med-Cal, 5) # of persons assisted with navigation services, 6) # of persons assisted with trouble-shooting with Medi-Cal services.	KCDHS will be in regular communications with CBOs and in constant review of individual CBO and full project outcomes; to assess performance and determine where increased focus is needed. This will be done through monthly 'Team' meetings, where CBOs will have the opportunity to discuss strengths and weaknesses, as well as the successes and concerns of their events and activities; and in so doing, they are provided an opportunity to build up their component of the project.	Through continuous support & guidance from KCDHS, CBOs will be strengthened, and encouraged towards maximum outcomes. Furthermore, through project reporting requirements (such as Data Systems, Enrollment follow-up requirements) CBO outcomes will be monitored and reported.	- Persons with mental health disorder needs - Persons with substance use disorder needs - Persons with other disabilities - Aged persons - Persons who are homeless - Young people of color - Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision - Immigrants and families of mixed immigration status	January, 2020 through September 30, 2022	KCDHS	Ensure data reporting is completed on a monthly basis and provided to DHCS as required.



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			- Persons with limited English proficiency - Low-wage workers and their families or dependents - Uninsured children and youth formerly enrolled			
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Activity 3 – Retention

Activity 3: Identify major Navigators Project's retention objectives, milestones, strategies, and activities. Identify target population groups³, completions dates, and how many individuals from each group you intend to enroll.

OBJECTIVE Use the objectives indicated in the "Navigators Project Goals and Objectives" form to outline each partner's responsibility.	MILESTONE Detail of milestone in objective's strategic plan	STRATEGIES AND ACTIVITIES What strategies/activities will be used to achieve these goals and objectives?	TARGET POPULATIONS See below ³	COMPLETION DATE	RESPONSIBLE ENTITY and LOCATION List responsible organization and location.	GOALS VS. ACTUALS Indicate the number of individuals or increase by percentage each objective plans to reach. <i>(i.e. Increase the number of Medi-Cal eligible clients targeted by O&E efforts by X).</i>
1) Increase the number of families retaining Medi-Cal by completing their annual re-determination 2) Assist families with their annual renewals.	KCDHS will provide the necessary re-enrollment data verification support and continue to develop Training Modules and CBO related project documents to support CBO Navigator project retention efforts. Collaboration and	KCDHS reviews enrollments and considers the best practices for obtaining, and communicating data to meet needs of project while remaining consistent with confidentiality requirements.	- Persons with mental health disorder needs - Persons with substance use disorder needs - Persons with other disabilities - Aged persons	January, 2020 through September 30, 2022	KCDHS	Increase Medi-Cal outreach, education, enrollment, and RETENTION.

³ Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal



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3) Continue with postcard campaign to remind families of their upcoming renewals. In addition to our own internal and external efforts, KCDHS will support and guide the RETENTION efforts of all our Navigator project CBO Partners as needed. KCDHS will provide the necessary data verification support, as well as the necessary document templates and samples, to ensure the maximum success of the RETENTION efforts component. Additionally KCDHS will provide the trainings, communications, and supervision necessary to facilitate continuous review, refinement, and success of all aspects of the project.	communication (Team) meetings will be held as needed to discuss and address this component in order to reinforce communications encouraging those who will be terming-out of the Medi-Cal program (annually), to continue to receive Medi-Cal Benefits if eligible.	KCDHS will develop and refine internal systems: I.E.: Information Technology systems, fiscal A/P, A/R, and monitoring systems, KCDHS applicants through CBOs' tracking systems, project communication systems. KCDHS will develop forms and materials for CBO Partners to utilize in their efforts to increase positive project outcomes and maximize eligible 'Target Populations' for RETENTION of Medi-Cal.	• Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal			
CBO Partner, with KCDHS support, will carry-out the activities related to RETENTION in order to carry-out the	All current and new incoming clients will be contacted and inquiries made as to their healthcare coverage. If client	Once eligibility is determined, and if enrolled, client will be put on a 10-month follow-up list for re-enrollment assistance	• Persons with mental health disorder needs • Persons with substance use disorder needs	January, 2020 through September 30, 2022	KCDHS	Monitor to ensure Retention services are provided and reported monthly by the CBO Partner.



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mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that health coverage as long as eligibility exists. And to provide assistance at every step of the way for the targeted populations.	indicates they are currently receiving Medi-Cal benefits, they will be placed on a follow-up schedule: at 10 months from start of service (2 months prior to current enrollment ending). If client indicates they will be applying for Medi-Cal benefits they are placed on follow-up (within 30 days) for possible assistance.	services. KCDHS will assist as able with client status confirmation, as well as with data confirmation.	• Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal			
CAPK with KCDHS support, will carry-out the activities related to RETENTION in order to carry-out the	CAPK , with KCDHS support, will carry out the Navigator activities related to RETENTION : to	1. CAPK will contact current Medi-Cal clients in Kern County to offer information and assistance	Persons who are low-wage workers and their families or dependents/ Persons who are	September 30, 2022	Community Action Partnership of Kern (CAPK) Program Educator	The number of people anticipated to be impacted through outreach activities are 200



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 Community Action Partnership - Kern



mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that health coverage as long as eligibility exists, and to provide navigation assistance for the targeted populations.	disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target population to apply and if eligible to enroll for Medi-Cal benefits, and to retain the health coverage as long as eligibility exists. And to provide Navigator assistance throughout the retention process	regarding continued coverage for Medi-Cal Health Care /benefits.	homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal			
CAPK with KCDHS support, will carry-out the activities related to RETENTION in order to carry-out the mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and if eligible to enroll for Medi-Cal benefits, and to retain that health coverage as long as eligibility exists, and to provide navigation assistance at every step of the way for the targeted populations.	CAPK , with KCDHS support, will carry out the Navigator activities related to RETENTION : to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target population to apply and if eligible to enroll for Medi-Cal benefits, and to retain the health coverage as long as eligibility exists. And to provide Navigator assistance throughout the retention process	2. CAPK CES Navigators will provide call follow-ups, screening, Medi-Cal education and enrollments. 211 will screen every caller for potential Medi-Cal eligibility and offer onsite education and retention services	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal.	September 30, 2022	Community Action Partnership of Kern (CAPK) CES Navigators	The number of callers that contact 211 annually is over 100,000. Numbers fluctuate monthly



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KCDHS, along with CBO Partners will carry-out the Navigator activities related to RETENTION in order to carry-out the mission of the project: to disseminate a clear, accurate and consistent message that eliminates barriers, increases interest, and motivates the target populations to apply and retain Medi-Cal benefits, and to retain that health coverage as long as eligibility exists, and to provide navigation assistance for the targeted populations.	KCDHS will regularly review DHCS requirements and desired impact outcomes, and consider if aggregate associations with other non-Partner CBOs would further enhance specific target population for RETENTION outcomes.	KCDHS will seek out and take advantage of the opportunities that arise as made possible by insight and available resources. Here to, KCDHS will provide support with data confirmation as able.	• Persons with mental health substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal	January, 2020 through September 30, 2022	KCDHS	Provide and ensure CBO's carry out the outcomes with data measurements and reporting of individuals who retained Medi-Cal benefits.
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KCDHS will consolidate Totals of People of Kern County Impacted as a result of the Navigators Project - funded by DHCS and implemented through KCDHS.	KCDHS will be in regular communications with CBOs and in constant review of individual CBO and full project outcomes; to assess performance and determine where increased focus is needed. This will be achieved through monthly 'Team' meetings as needed, where CBOs will have the opportunity to discuss strengths and weaknesses, as well as the successes and concerns of their events and activities; and in so doing, they are provided an opportunity to build up their component of the project.	Through continuous support & guidance from KCDHS, CBOs will be strengthened, and encouraged towards maximum outcomes. Furthermore, through project reporting requirements (Data Systems, Enrollment follow-up requirements, etc...) CBO outcomes will be monitored and reported.	• Persons with mental health substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal	January, 2020 through September 30, 2022	KCDHS	Ensure data reporting is completed on a monthly basis and provided to DHCS as required.
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DEPARTMENT OF HUMAN SERVICES (DHS)
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Activity 4 – Tracking and Reporting

Activity 4: Identify major Navigators tracking and reporting measures. Identify target population groups⁴. Identify the initial and final reporting measures and % change of each measure. Please include data source.

TRACKING and REPORTING MEASURE Include a description of each measure, and assumptions	LOCATION	TARGET POPULATION See below ⁴	INITIAL	FINAL	% CHANGE	REPORTING PERIOD	COMPLETION DATE Date reported to DHCS	RESPONSIBLE ENTITY List responsible organization
KCDHS and CBO Partners will track the number of individuals with whom the Navigator Project provided services to. Individuals believed to be in our target groups or eligible, will be encouraged to receive information and to gain understanding about the Medi-Cal program, and the enrollment process. The goal of this activity (Outreach) being that the individuals will apply (for themselves and	CBOs will send reports to KCDHS who will report on a monthly basis to DHCS. Activities will be held on-site; at each of the Outreach Activities. I.E.: Office Visits, Home (door-to-door) calls,	• Persons with mental health disorder needs • Persons with substance use disorder needs • Persons with other disabilities • Aged persons • Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole,				Monthly, January, 2020 through September 30, 2022	January, 2020 through September 30, 2022	KCDHS / CBO & Community Collaborators / CBO Partners.

⁴ Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal



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families), and if eligible, that they will enroll and retain Medi-Cal benefits. The tracking for this type of activity (Outreach) will be the same for all the Navigator project related personnel involved in conducting Outreach. The activity (i.e.: event name), location, date, and quantity of potential applicants for which "Outreach Services" were provided will be documented and reported; quantities to be identified by targeted population groups as possible.	Community Events (Health Fairs, Job Fairs, Resource Fairs, Church Luncheons, School Presentations,)	on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal						
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KERN COUNTY
DEPARTMENT OF HUMAN SERVICES (DHS)
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CAP-K with KCDHS support, will carry out, track, and report the OUTREACH activities related to the Navigator Project as indicated above CAP-K 211 will track the number of callers screened for Medi-Cal eligibility, scheduled for an onsite appointment and offered Medi-Cal education via iCarol CRM software and C4Yourself BenefitsCal application	CAPK 300 19 th Street	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	0	20,300	100%	Monthly, January, 2020 through September 30, 2022	September 30, 2022	CBO Partner CAP-K
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DEPARTMENT OF HUMAN SERVICES (DHS)
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 Community Action Partnership - Kern



CAP-K with KCDHS support, will carry out, track, and report the ENROLLMENT activities related to the Navigator Project as indicated above CAP-K 211 will track the number of callers screened for Medi-Cal eligibility, scheduled for an onsite appointment and offered Medi-Cal education via iCarol CRM software and C4Yourself BenefitsCal application	CAPK 300 19 th Street	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	0	500	100%	Monthly, January, 2020 through September 30, 2022	September 30, 2022	CBO Partner CAP-K
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**KERN COUNTY
DEPARTMENT OF HUMAN SERVICES (DHS)
NAVIGATORS PROJECT WORK PLAN**
Community Action Partnership - Kern



CAP-K will provide KCDHS support, will carry out, track, and report the RETENTION activities related to the Navigator Project as indicated above. CAP-K 211 will track the number of callers screened for Medi-Cal eligibility, scheduled for an onsite appointment and offered Medi-Cal education via iCarol CRM software and C4Yourself BenefitsCal application	CAPK 300 19 th Street	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	0	200	100%	Monthly, January, 2020 through September 30, 2022	September 30, 2022	CBO Partner CAP-K
KCDHS will share information and will track & report the consolidated totals of People of Kern County Impacted by OUTREACH, ENROLLMENT, and RETENTION Services as a result of the Medi-Cal	KCDHS, meetings and event locations	- Persons with mental health disorder needs - Persons with substance use disorder needs - Persons with other disabilities - Aged persons	0	66,55 Outreach – 56,830 Enrolled – 4,845 Retained – 4,380	100%	Monthly, January, 2020 through September 30, 2022	September 30, 2022	KCDHS



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NAVIGATORS PROJECT WORK PLAN
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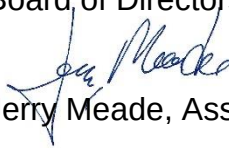


Navigator Project - funded by DHCS and implemented through KCDHS.		• Persons who are homeless • Young people of color • Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision • Immigrants and families of mixed immigration status • Persons with limited English proficiency • Low-wage workers and their families or dependents • Uninsured children and youth formerly enrolled in Medi-Cal						
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MEMORANDUM

To: Board of Directors

From:  Jerry Meade, Assistant Director - Program

Date: June 29, 2022

Subject: *Agenda Item VI(i):* HS Program Option Changes and Budget Revision – **Action Item**

The Head Start and State Child Development division is requesting approval to submit a program option change and budget revision for the 2022-2023 funding year for the Head Start and Early Head Start grant #09CH011132. CAPK's Head Start Leadership Team has been developing strategies to provide relief to current staff situation, under-enrollment concerns and revenue shortfalls, all of which interrelate to one another. The Office of Head Start (OHS) will reinstate enrollment monitoring protocols in September 2022. To avoid an under-enrollment plan of action, Head Start priorities are to fill vacant positions, open classrooms, reach full enrollment, and fully earn federal and state contracts in the next program year.

Data Review

HS Leadership has evaluated workforce data through staff surveys, exit interview surveys, attendance data, and wage comparability data. As of 06/21/2022, the Head Start and State Child Development Division has only 83% of their workforce hired. With the remaining 17% of the workforce vacant, program services will not reach capacity and classrooms will remain closed. This translates to thirty-one (31) classrooms fully closed and seven (7) classrooms partially closed across the program, representing three-hundred eighty-five (385) children not being served. Employee resignations remain higher than employee onboarding, which is further complicated with a significant decrease in the attraction of qualified candidates in the field of early childhood education. Since the summer of 2020, over 350,000 childcare workers have left the field. CNN reported in March 2022 that employment in the daycare services industry remains at 12.4% below pre-pandemic levels compared to the total employment deficit of 1.9% for all industries, with wages being the primary reason for the lack of desire to return to the childcare industry. In November 2021, the Economic Policy Institute shared that the average U.S. childcare worker earns \$13.51 per hour, whereas workers in general earn \$27.31 on average. A January 2022 evaluation of CAPK HS staff turnover indicated the top 3 reasons for leaving the industry were wages, work schedules, and lack of childcare. This data aligns with the national level research reviewed. The OHS has consistently encouraged grantees to consider programmatic revisions to work within the funding levels awarded. They have acknowledged that to tackle the issue of paying higher wages, additional funding is required. OHS recognizes that in the absence of funding increases, program services must change, and fewer children will be served.

Program Options

Considering the data reviewed, and following guidance from the Office of Head Start, the HS Leadership Team is proposing a program option change. Within this proposal there would be a reduction in the number of classrooms operated, which would also reduce the number of staff positions required to operate within the program options as revised. This would in turn allow budgetary adjustments to provide higher wages for staff who provide direct services to children. The approach used in developing the proposed program options aligns with classrooms currently closed due to staffing, ensuring no children would be displaced and no staff lay-offs would be needed. Additional considerations included current enrollment, attendance data, and community needs assessment data to ensure the neediest of the needy continue to receive services. The program options proposed would be as follows:

HEAD START	Current Head Start	Proposed Head Start	EARLY HEAD START	Current Early Head Start	Proposed Early Head Start
Center Based	1317	1218	Center Based Kern (Includes CCP)	469	421
HomeBase	0	24	HomeBase Kern	126	126
			Center Based SJC	178	139
			HomeBase SJC	135	135
Total	1317	1242		908	821
Reduction		-75			-87

This proposed program option represents thirteen (13) classrooms remaining closed for the 2022-2023 school year, forty-two (42) fewer direct services positions, and fifteen (15) fewer administrative positions needed to support the program options as revised. The proposed program option includes bringing back Head Start HomeBase as an additional program option for preschool aged children. A total of one-hundred sixty-two (162) fewer children would be served with this proposed program option. It is important to reiterate, by targeting classrooms already closed – no children would be displaced, and no staff would be laid-off.

Budget Revision

The attached budget revision stems from adjustments to the program option revisions, and the supporting staffing patterns aligned to the program options. Additionally, HS Leadership worked closely with the Finance Division to edit projected revenues for State and Federal

Contracts. Revisions were made to align with a more accurate projected revenue to support program expenditures. Additional collaboration included Human Resources as related to the SEIU Collective Bargaining Unit contract negotiations and reevaluated wage comparability studies that justified increased wages for direct services staff.

Within the budget detail please note:

- Reduction of 57 positions (all affected positions are currently vacant)
- Increased wages for Direct Services employees
- Adjusted State Revenue based on revised contracts
- Expenditure reductions based on 13 classroom closures (all affected classrooms are currently closed)
- Expenditure reductions based on serving 162 fewer children (no child will be dropped from the program)

This budget as presented includes a reduction in funded enrollment and the staffing required to support program options as revised. In order to implement this proposed program option, a formal request and budget revision must be submitted to the Office of Head Start. Approval from the Board of Direction is required prior to submitting the request. The route leading to this proposal included collaboration with the Office of Head Start, National Head Start Association, CAPK Support divisions and discussions at both PRE and the Budget and Finance subcommittees of the Board. Having had the opportunity to discuss options with members of our board as well as our Federal agency support has proven valuable.

Recommendation

Staff recommends the Board of Director's approve, with resolution, the submission of a Program Option Change and Budget Revision to the Office of Head Start as detailed above.

Attachments:

Resolution #2022-22

HS EHS 2022-2023 Revised Budget Detail



RESOLUTION # 2022-22

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving revised program options and budget revision of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on June 29, 2022, with an option for the public to attend at the CAPK administrative offices located at 5005 Business Park North, Bakersfield, CA 93309, at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development Division has requested to submit to the Office of Head Start a program option change and budget revision for the Head Start / Early Head Start (09CH011132), for the budget year 2022-2023; and

WHEREAS, the Head Start and State Child Development Division has requested to reduce funded enrollment to 1242 for Head Start and 821 for Early Head Start which includes the addition of the Head Start Home Base Program option, and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission program option change and budget revision for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 29th day of June 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2022-2023 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	ORIGINAL 2022-2023	PROPOSAL 2022-2023	VARIANCE increase (decrease)	Comments
PERSONNEL	29,231,198	26,956,944	(2,274,254)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
FRINGE BENEFITS	8,644,797	8,001,794	(643,003)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
TRAVEL	86,096	86,096	-	
EQUIPMENT	100,000	55,000	(45,000)	Reduction of 1 Vehicle
SUPPLIES				
Office Supplies	425,100	325,100	(100,000)	Reduction of Supplies
Child and Family Services Supplies	1,240,568	1,227,268	(13,300)	Reduction of Classrooms
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	224,584	219,291	(5,293)	Reduction of Classrooms
TOTAL SUPPLIES	1,983,252	1,864,659	(118,593)	
CONTRACTUAL				
Administrative Services	76,450	51,450	(25,000)	Adjustment to Legal Fees
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,140,643	1,085,343	(55,300)	Removed Tableau & DRDP Tech Data Software
TOTAL CONTRACTUAL	1,265,973	1,185,673	(80,300)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	844,536	843,016	(1,520)	
Mortgage	297,840	297,840	-	
Utilities, Telephone	971,287	971,287	-	
Building & Child Liability Insurance	120,550	120,550	-	
Building Maintenance/Repair	1,049,779	834,767	(215,012)	Reduction of 13 classrooms
Local Travel (children)	-	-	-	
Nutrition Services	1,576,490	1,547,165	(29,325)	Reduction of 162 Slots
Child Services Consultants	112,555	75,750	(36,805)	Reduction of 162 Slots
Volunteers	4,937	4,937	-	
Parent Services	16,490	16,490	-	
Publications/Advertising/Printing	89,030	78,750	(10,280)	Adjusted based on Historical Data
Training or Staff Development	285,145	285,145	-	
Other	548,738	538,738	(10,000)	Leased Equipment returned
TOTAL OTHER	5,917,377	5,614,435	(302,942)	
INDIRECT	4,592,270	4,250,550	(341,720)	

BUDGETED EXPENDITURES 51,820,963 48,015,151 (3,805,812)

REVENUES

STATE & FEDERAL REVENUES	2021-2022 BUDGET	2022-2023 BUDGET	VARIANCE inc. / (decr.)	Comments
Head Start/EHS Program Operations	35,008,308	35,008,308	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,314,087	2,306,410	(7,677)	
Estimated California Department of Education	13,977,036	10,178,901	(3,798,135)	Match to contracts as revised

TOTAL STATE & FEDERAL REVENUES 51,820,963 48,015,151 (3,805,812)

SUMMARY - 2022-2023

TOTAL REVENUES	48,015,151
TOTAL BUDGETED EXPENDITURES	48,015,151
DIFFERENCE	-

ESTIMATED HS/EHS ADMINISTRATIVE COST RATE: 12.11%



RESOLUTION # 2022-22

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving revised program options and budget revision of Head Start and Early Head Start Grant

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WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development Division has requested to submit to the Office of Head Start a program option change and budget revision for the Head Start / Early Head Start (09CH011132), for the budget year 2022-2023; and

WHEREAS, the Head Start and State Child Development Division has requested to reduce funded enrollment to 1242 for Head Start and 821 for Early Head Start which includes the addition of the Head Start Home Base Program option, and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission program option change and budget revision for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 29th day of June 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2022-2023 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	ORIGINAL 2022-2023	PROPOSAL 2022-2023	VARIANCE increase (decrease)	Comments
PERSONNEL	29,231,198	26,956,944	(2,274,254)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
FRINGE BENEFITS	8,644,797	8,001,794	(643,003)	Reduction of 57 Positions, Increased Wages for Teaching and Family Services Staff, and adjustments to stat contracts.
TRAVEL	86,096	86,096	-	
EQUIPMENT	100,000	55,000	(45,000)	Reduction of 1 Vehicle
SUPPLIES				
Office Supplies	425,100	325,100	(100,000)	Reduction of Supplies
Child and Family Services Supplies	1,240,568	1,227,268	(13,300)	Reduction of Classrooms
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	224,584	219,291	(5,293)	Reduction of Classrooms
TOTAL SUPPLIES	1,983,252	1,864,659	(118,593)	
CONTRACTUAL				
Administrative Services	76,450	51,450	(25,000)	Adjustment to Legal Fees
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,140,643	1,085,343	(55,300)	Removed Tableau & DRDP Tech Data Software
TOTAL CONTRACTUAL	1,265,973	1,185,673	(80,300)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	844,536	843,016	(1,520)	
Mortgage	297,840	297,840	-	
Utilities, Telephone	971,287	971,287	-	
Building & Child Liability Insurance	120,550	120,550	-	
Building Maintenance/Repair	1,049,779	834,767	(215,012)	Reduction of 13 classrooms
Local Travel (children)	-	-	-	
Nutrition Services	1,576,490	1,547,165	(29,325)	Reduction of 162 Slots
Child Services Consultants	112,555	75,750	(36,805)	Reduction of 162 Slots
Volunteers	4,937	4,937	-	
Parent Services	16,490	16,490	-	
Publications/Advertising/Printing	89,030	78,750	(10,280)	Adjusted based on Historical Data
Training or Staff Development	285,145	285,145	-	
Other	548,738	538,738	(10,000)	Leased Equipment returned
TOTAL OTHER	5,917,377	5,614,435	(302,942)	
INDIRECT	4,592,270	4,250,550	(341,720)	

BUDGETED EXPENDITURES **51,820,963** **48,015,151** **(3,805,812)**

STATE & FEDERAL REVENUES	2021-2022 BUDGET	2022-2023 BUDGET	VARIANCE inc. / (decr.)	Comments
Head Start/EHS Program Operations	35,008,308	35,008,308	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,314,087	2,306,410	(7,677)	
Estimated California Department of Education	13,977,036	10,178,901	(3,798,135)	Match to contracts as revised
TOTAL STATE & FEDERAL REVENUES	51,820,963	48,015,151	(3,805,812)	

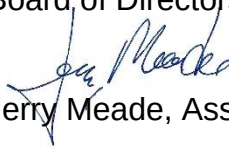
SUMMARY - 2022-2023

TOTAL REVENUES	48,015,151
TOTAL BUDGETED EXPENDITURES	48,015,151
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	12.11%



MEMORANDUM

To: Board of Directors

From:  Jerry Meade, Assistant Director - Program

Date: June 29, 2022

Subject: *Agenda Item VI(j):* San Joaquin County Office of Education (SJCOE) Contract Renewal – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to renew our contract with San Joaquin County Office of Education (SJCOE) for General Child Care and Development (CCTR) funds. This funding supports the blending of CCTR funding with Early Head Start (EHS) funds to provide center-based services for children of families needing childcare for 8 hours or longer in order to work, attend school, or job-training. The original contract and partnership with SJCOE began in September 2019.

This new agreement between San Joaquin County Office of Education and Community Action Partnership of Kern for the purpose of conducting activities of the General Child Care and Development program, (CCTR) is for the period of **July 1, 2022, through June 30, 2023.**

The amount of funding is \$1,571,900. This is a decrease of \$1,280,303 stemming from the enrollment challenges SJC Early head Start has experienced since the pandemic. With the approval from the board, contract development will continue with the amount identified above.

Recommendation

Staff recommends the Board of Directors approve the renewal of the San Joaquin County Office of Education contract for the SJC EHS program and authorize the Chief Executive Officer to execute the contract and any subsequent amendments throughout the term of the contract.

Attachment:

SJCOE 2022-23 Contract



COOPERATIVE AGREEMENT

This agreement, by and between the San Joaquin County Office of Education, hereinafter referred to as OFFICE, and Community Action Partnership Kern headquartered at 5005 Business North Park, Bakersfield, CA 93309, hereinafter referred to as SUBCONTRACTOR, is for the purpose of conducting activities of the General Child Care and Development program (CCTR) during the period of July 1, 2022 through June 30, 2023. Funding to OFFICE is provided by the California Department of Social Services, hereinafter referred to as CDSS. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Funding Authority

Funding for this contract is authorized under General Child Care and Development program – CCTR-2246.

2. Maximum Reimbursable Amount (MRA)

SUBCONTRACTOR agrees to carry out those responsibilities assigned to it by this agreement for a maximum of **\$1,571,900** of state contract funds.

Maximum administrative rate is **8.5%** of allowable expenditures.

3. Service Requirements

To be eligible to receive the maximum reimbursable amounts listed in section 2, SUBCONTRACTOR is required to earn **32,830.0** of net child days of enrollment (CDE) as specified in Attachment A, CDE Earnings Projection Worksheet, which is attached, and by the reference made part of this agreement. "Net" is defined as Total CDE earned less the CDE necessary to earn the family fees collected. Should CDSS provide a "Hold Harmless" period, earnings requirement will be adjusted accordingly.

SUBCONTRACTOR is contracted to serve the total number of children for the minimum days of operation and sites stated therein, with any proposed changes approved by in advance by OFFICE.

4. Reimbursement Rate

The rate at which SUBCONTRACTOR shall be reimbursed for each eligible net adjusted CDE is **\$47.88**.

The rate at which the collected family fees shall be earned is **\$51.55**.

5. Minimum Days of Operation (MDO)

SUBCONTRACTOR is required to operate the minimum number of days as specified in Attachment A which may not be less than 98% of **245**. Any changes to the approved MDO must be requested of and approved by OFFICE. Upon approval of any changes to MDO, notification will be provided to all affected families within 24 hours.

6. Maximum Dollar Allocations

All dollar allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets, actual SUBCONTRACTOR earnings, minimum days of operation, and expenditures, or for failure to perform or meet standards or regulations. A review will be held after the submission of the

December invoice to determine if reductions to the funded amounts should be amended.

7. Budget Revisions

A budget revision from one category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the category to be increased or decreased or \$50,000, whichever amount is smaller. Any budget change in equipment if \$7,500 or more or construction/renovation if \$10,000 or more, requires prior written approval from OFFICE and CDSS. Should prior CDSS approval be required, SUBCONTRACTOR must submit to OFFICE a description of the need for the purchase, three quotes for the purchase, the recommended vendor from the submitted quotes, and a completed CD2703 form. No purchase can occur until the approval from CDSS is received by OFFICE.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions will not be accepted from SUBCONTRACTOR after April 15 of the contract term.

8. Budget and Narrative

All funds to be awarded under this agreement shall be requested by SUBCONTRACTOR and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved CDE Earnings Projection Worksheets, and supporting narratives that shall be supplied by OFFICE.

Approved budgets are attached to this agreement as Attachment B.

9. Program Earnings

SUBCONTRACTOR may earn and receive all of its MRA if it generates 100% of specified CDE, maintains at least 95% of monthly average daily attendance (ADA), operates at least 98% of approved MDO, and spends 100% of the amount earned. For any deviations beyond the approved levels specified, SUBCONTRACTOR earnings will be reduced on a prorated basis.

10. Compliance

SUBCONTRACTOR shall conduct all phases of program operation in accordance with OFFICE, CDSS Community Care Licensing Division (CCLD) and other applicable rules, regulations, and mandates, and consistent with OFFICE program goals and objectives. OFFICE retains the authority to determine whether SUBCONTRACTOR meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits and review electronic data sources at any time. Serious violations of the requirements or failure to correct any identified deficiencies in a timely manner, as determined by OFFICE, may result in suspension or termination of the agreement with or without advanced notice depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or SUBCONTRACTOR's requirements, the most stringent provision(s) take precedence.

OFFICE expects SUBCONTRACTOR to achieve successful outcomes for all enrolled children and families through the provision of high-quality, comprehensive services by well-trained and supported staff.

SUBCONTRACTOR demonstrates commitment to providing a high-quality program by:

- (1) participating in the Quality Rating and Improvement System (QRIS) program;
- (2) effectively addressing issues related to culture, diversity, and equity;
- (3) fostering relationships, interactions, and guidance at all levels;

- (4) engaging families and communities;
- (5) including children with disabilities or other special needs;
- (6) promoting health, safety and nutrition;
- (7) assessing children's development and learning;
- (8) intentionally planning the learning environment and curriculum;
- (9) supporting professionalism and continuous learning; and
- (10) effectively administering programs and supervising staff.

All activities authorized by this agreement shall be performed in accordance with the approved budgets, agreement terms and conditions, and all relevant OFFICE and CDSS directives.

SUBCONTRACTOR certifies it has and will maintain the capacity to provide ethical and high quality early care and education services by employing staff who are trained, supported, and monitored in implementing identified best practices in education, health, safety, nutrition, and social-emotional services to children ages birth to compulsory school-age and their families as indicated appropriate by National Association for the Education of Young Children (NAEYC).

11. Food Program

SUBCONTRACTOR assures that all eligible CCTR enrolled children shall also be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly SUBCONTRACTOR Agency Claim as it is received by SUBCONTRACTOR. The final SUBCONTRACTOR Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by SUBCONTRACTOR.

SUBCONTRACTOR shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within 10 calendar days of receipt of the report or correspondence.

SUBCONTRACTOR shall notify OFFICE by telephone within 24 hours and provide a copy within 10 calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

12. Facility Licenses and Standards

SUBCONTRACTOR assures that all children shall be located in centers licensed through California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in SUBCONTRACTOR's centers, and that copies of all current center licenses shall be on file in SUBCONTRACTOR office and copies of new center licenses shall be submitted to OFFICE prior to the first day children are present.

SUBCONTRACTOR shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

SUBCONTRACTOR shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of the filing of any Unusual Incident Report and provide copies of any written documents related to the incident within 2 business days of

reporting.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of receipt of any report when cited by any regulatory agency including those that may result in the assessment of a fine or serious non-compliance designation including any deficiency or revocation of license, contract, or agreement.

SUBCONTRACTOR shall provide copies of any written documents related to each incident within 2 business days of the citation or receipt of additional documentation after the original citation.

No funds awarded under this agreement may be used to pay fines resulting from CCLD violations, other regulatory agency citations, costs of legal, consulting and accounting services incurred in prosecution of claims against the state or OFFICE, or bad debts, including losses arising from uncollectible accounts and any related legal costs.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for reduction, non-renewal, or termination of this agreement.

13. Insurance/Incorporation Requirements

13.1. SUBCONTRACTOR shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

13.2. SUBCONTRACTOR shall provide evidence that liability insurance at a limit of not less than \$5,000,000 with no exclusions for child abuse and/or child molestation, is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

13.3. SUBCONTRACTOR shall ensure that contracts with third party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Ed Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement with a minimum of \$1,000,000. Should such SUBCONTRACTOR fail to provide the required cyber insurance, SUBCONTRACTOR is responsible for procuring and maintaining such policy.

13.4. SUBCONTRACTOR shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policy.

13.5. SUBCONTRACTOR shall purchase and maintain child accident insurance coverage for all children enrolled.

13.6. SUBCONTRACTOR shall purchase and maintain Directors and Officers Insurance in the amount of at least \$1,000,000 per incident/ \$1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14. Mileage Reimbursement and Out-of-Area Travel

SUBCONTRACTOR shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to CDSS's non-represented employees computed in accordance with California State Department of Personnel Administration regulations, California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1.

15. Required Reports/Documents

SUBCONTRACTOR agrees to submit to OFFICE or have on file such reports and other program data as may be

required by CDSS, CCLD, or OFFICE in accordance with indicated timelines, including but not limited to the items listed on Attachment C – Required Documentation and Submission Timelines.

Failure of SUBCONTRACTOR to submit and/or have available on file any of the reports listed in Attachment C in a complete, accurate, and timely manner may be sufficient cause for OFFICE to delay payment of any or all funds then due SUBCONTRACTOR until such time as the required reports are submitted or available to and accepted by OFFICE.

SUBCONTRACTOR **must use** the designated, mandatory forms, software, data management systems, policies, and procedures selected by OFFICE unless an approved waiver is on file. A waiver may be requested in writing using OFFICE's established procedure. Approval must be granted prior to the SUBCONTRACTOR's implementation of waived material. OFFICE is under no obligation to approve requested waiver(s).

16. Internal Controls

SUBCONTRACTOR shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties and full implementation of the identified accounting software and related written agency procedures.

SUBCONTRACTOR shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

SUBCONTRACTOR shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

17. Meetings with SUBCONTRACTOR and Site Visits

Regular meetings with SUBCONTRACTOR management staff shall be hosted and facilitated by OFFICE and attended by SUBCONTRACTOR. OFFICE shall also make site visits as deemed necessary to monitor and implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

18. Annual Program Evaluation

18.1. OFFICE and SUBCONTRACTOR shall annually conduct a Program Evaluation to assess compliance and quality. The documents and procedures to be used shall be designated by OFFICE.

18.2. Training shall be provided by OFFICE to key SUBCONTRACTOR staff, parents, board members, and community SUBCONTRACTORS who will participate as part of the Program Evaluation process.

18.3. SUBCONTRACTOR understands and agrees that SUBCONTRACTOR shall be responsible to develop a written plan outlining strategies for corrective actions for each noncompliance item, and that failure to develop and implement such a plan may result in OFFICE not offering an agreement to SUBCONTRACTOR in ensuing years.

19. Participation in OFFICE functions

SUBCONTRACTOR agrees to participate in OFFICE coordinated meetings, trainings, events, and other functions that are consistent with the goals of the program or necessary for the OFFICE to discharge its responsibility to CDSS. OFFICE shall provide guidance to SUBCONTRACTOR in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

20. Maintenance of Records

- 20.1. SUBCONTRACTOR shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.
- 20.2. SUBCONTRACTOR shall maintain all financial records and supporting documentation according to generally accepted accounting principles for public agencies and/or non-profit organizations.
- 20.3. SUBCONTRACTOR shall permit OFFICE and/or agents of CDSS to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.
- 20.4. All records shall be stored maintained securely for a minimum of five years after completion of the agreement period.

21. Property Management

- 21.1. Title to equipment and/or supplies purchased with OFFICE funds vests with the SUBCONTRACTOR only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for CDSS.
- 21.2. Property, equipment, and/or supplies purchased on behalf of SUBCONTRACTOR by OFFICE that would be subject to inventory provisions if purchased by SUBCONTRACTOR must be included in SUBCONTRACTOR inventory records with notation of any items purchased by OFFICE.
- 21.3. A control system must be maintained to ensure adequate safeguard to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.
- 21.4. A perpetual property inventory shall be maintained by SUBCONTRACTOR containing the following minimum information for all equipment and supplies with a purchase price of at least \$500 that were purchased with CDSS funds:
 - Description, including intended use and estimated useful life
 - Manufacturer's serial number or identification number
 - Asset number
 - Acquisition date
 - Original cost
 - Vendor name and address
 - Percent of CDSS funds used to purchase item
 - Location of item
 - Condition
 - Ultimate disposition data
- 21.5. A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.
- 21.6. The CDSS definition of equipment purchased with subcontract funds shall apply to all property. Any unit of equipment with a purchase cost of \$5,000 or more, including all cost associated with purchase, and having a useful life of one year or more and purchased with CDSS funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of \$5,000 or more shall include 3 price quotes. All equipment purchases of \$7,500 must be approved by CDSS.

- 21.7. Written approval must be given by OFFICE in order for SUBCONTRACTOR to dispose of any item with a current per unit fair market value of \$1,000 or more and having a useful life of more than one year.

22. SUBCONTRACTOR Payment

Funds shall be disbursed to SUBCONTRACTOR according to the following schedule, subject to the receipt of funds by OFFICE.

- 22.1. SUBCONTRACTOR may have funding advance payments available for the months of July, August and September. In order to receive the advance payments, individual monthly invoices for the amount of child days of enrollment projected to be earned as provided in Attachment A multiplied by the rate in Section 4 and shall be filed by the date of full execution of this agreement.
- 22.2. Any actual under- or over-earning of child days of enrollment realized for July, August, and September adjusted for family fees collected will be included in the October claim through the year-to-date figures on the OFFICE provided invoice template.
- 22.3. SUBCONTRACTOR shall file a monthly Agency Invoice with supporting documentation of actual child days of enrollment earnings, family fees collected, and expenditures with OFFICE no later than the 15th of the month following the activities reported.

Each invoice will include only the accurate and true amounts from SUBCONTRACTOR's accounting and child data management records and shall not include any late fees charged by any vendor, regulatory agency, or financial institution.

Should an extension for submission of the monthly invoice be necessary, a request should be made to the Coordinator – Business Services before the due date. For invoices for the months of September, December, March, and June no extensions can be granted due to report filing deadlines.

- 22.4. Upon the receipt and approval of each monthly invoice submitted by SUBCONTRACTOR, the OFFICE shall reimburse SUBCONTRACTOR claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.
- 22.5. OFFICE reserves the right to refuse payment of any claim, or any final payment due SUBCONTRACTOR until OFFICE is satisfied SUBCONTRACTOR has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.
- 22.6. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to SUBCONTRACTOR shall be refunded to OFFICE within 15 calendar days of notification.
- 22.7. SUBCONTRACTOR shall submit all final invoices as required in Section 15 and Attachment C.
- 22.8. SUBCONTRACTOR shall have and adhere to a board adopted policy prohibiting interfund loans using contract funds.
- 22.9. The consideration paid to SUBCONTRACTOR, as provided in this agreement, is the full compensation for all SUBCONTRACTOR's expenses incurred in the performance of this agreement. SUBCONTRACTOR must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

23. CalPERS/CalSTRS Retirement Reporting

SUBCONTRACTOR shall determine if any employees or sub-contractors of SUBCONTRACTOR are retirees of either CalPERS or CalSTRS and report the earning of any such person as per the requirements of California Education Code 22461 and California Government Code 21220. The reporting shall be monthly to OFFICE utilizing OFFICE designated reporting forms.

24. Staff/Child Ratios

SUBCONTRACTOR assures that staff/child ratios shall be maintained per applicable regulations determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

<u>Source of Program Funds</u>	<u>Applicable Regulations</u>
CDSS Funds Only	Title 5 and Title 22
Head Start and CDSS	Title 5, Title 22, and Head Start Performance Standards

25. Audit Requirements

- 25.1. SUBCONTRACTOR's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by SUBCONTRACTOR. Such audit costs may be included in SUBCONTRACTOR budget.
- 25.2. SUBCONTRACTOR agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with SUBCONTRACTOR, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to SUBCONTRACTOR or termination or non-renewal of this agreement.
- 25.3. SUBCONTRACTOR shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, SUBCONTRACTOR's lack of performance as required by this agreement.
- 25.4. SUBCONTRACTOR shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 3 calendar days of receipt and acceptance of said report from auditors.

26. Subcontracting

- 26.1. No portion of the program operations or of program funds shall be subcontracted, used to jointly operate a different program with another agency, or otherwise contracted by SUBCONTRACTOR without prior written authorization from OFFICE.
- 26.2. All subcontracts are subject to audit as required by OFFICE.
- 26.3. The SUBCONTRACTOR, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE or CDSS.
- 26.4. SUBCONTRACTOR agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, SUBCONTRACTORS, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services,

materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the SUBCONTRACTOR in the performance of this agreement.

26.5. The SUBCONTRACTOR, and the agents and employees of the SUBCONTRACTOR, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

26.6. SUBCONTRACTOR shall include the nondiscrimination and compliance provisions of Section 36 of this agreement in all subcontracts to perform work under this agreement.

27. Annual Agreement Renewal

The completion of an agreement by SUBCONTRACTOR does not grant vested rights to subsequent agreements. SUBCONTRACTOR shall be notified of renewal criteria during the annual contract review process.

28. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

29. Termination of the Agreement

29.1. Termination for Convenience

- a. SUBCONTRACTOR or OFFICE may terminate this agreement for any reason during the agreement term. The SUBCONTRACTOR or OFFICE shall notify the other of its intent to terminate the contract at least 30 calendar days prior to the date it intends to terminate the agreement.
- b. Within 15 calendar days from the date the SUBCONTRACTOR notifies the OFFICE of its intent to terminate the agreement, the SUBCONTRACTOR shall submit: (1) a current inventory of equipment and supplies with a purchase price of \$500 or more purchased in whole or in part with agreement funds; (2) the names, addresses, and telephone numbers of all families served by the agreement; and (3) the names, addresses, and telephone numbers of all staff members funded by the agreement.
- c. The OFFICE shall only be obligated to compensate SUBCONTRACTOR for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the SUBCONTRACTOR. The OFFICE shall offset any monies the SUBCONTRACTOR owes OFFICE against any monies the OFFICE owes SUBCONTRACTOR under this agreement.

29.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR if SUBCONTRACTOR fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of SUBCONTRACTOR under this agreement is not satisfactory. Performance may be considered unsatisfactory if:

- a. SUBCONTRACTOR has been determined to have one or more deficiencies in a single review conducted by OFFICE;
- b. SUBCONTRACTOR has any criminal or civil judgements levied against the agency.
- c. SUBCONTRACTOR has had one or more CCLD license revocation of operated child care centers;
- d. SUBCONTRACTOR has been suspended or terminated from any program or other funding source;

- e. SUBCONTRACTOR, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135; or
- f. SUBCONTRACTOR has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement.

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the SUBCONTRACTOR under this agreement and the balance, if any, shall be paid to the SUBCONTRACTOR upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

29.3. Breach of Contract

If SUBCONTRACTOR materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR. Any one of the following specific actions by SUBCONTRACTOR shall constitute a material breach of this agreement. They include, but are not limited to:

- a. Noncompliance with the applicable laws, regulations, or agreement requirements.
- b. Submission of false, misleading, or erroneous information to the OFFICE.
- c. Failure to maintain required records.
- d. Administrative mismanagement.
- e. Board misconduct
- f. Misuse of funds
- g. Denial of access to authorized representatives of the OFFICE, CDSS, or any of their agents to all program-related or fiscal records during normal business hours.
- h. Lack of fiscal accountability.
- i. Unsatisfactory performance under terms and conditions of this agreement.
- j. Failure to complete and submit a timely audit of the prior year agreement.

29.4. Illegal Activities

- a. Fraud or conspiracy to defraud.
- b. Misuse of CDSS funds in violation of the applicable regulations.
- c. Embezzlement.
- d. Maintenance of an unsafe or unhealthy physical environment for children.
- e. Abuse or molestation of children.
- f. Failure to report suspected child abuse or molestation.
- g. Theft of supplies, equipment, or food.
- h. SUBCONTRACTOR is operating in violation of regulations creating imminent danger to the health and welfare of children, parents, and/or staff.
- i. Any other activity that is illegal and/or poses the threat of harm to enrolled children, their families, or staff.

29.5. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with SUBCONTRACTOR, OFFICE may terminate this agreement upon 30 calendar day's written notice to SUBCONTRACTOR.

30. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

SUBCONTRACTOR agrees to hold harmless and to indemnify OFFICE and the State of California, the officers, agents and employees of both OFFICE and State of California for any injury to person or property sustained by SUBCONTRACTOR or by any person, firm, or corporation employed directly or indirectly by the SUBCONTRACTOR or by any of the individuals participating in or associated with SUBCONTRACTOR, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of SUBCONTRACTOR or any person, firm, or corporation directly or indirectly employed by SUBCONTRACTOR upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and SUBCONTRACTOR, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require SUBCONTRACTOR to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

31. Nondiscrimination Requirements

- 31.1. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its SUBCONTRACTORS shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and SUBCONTRACTORS shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and SUBCONTRACTORS shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its SUBCONTRACTORS shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. During the performance of this agreement, SUBCONTRACTOR shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.
- 31.2. SUBCONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.
- 31.3. SUBCONTRACTOR shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

31.4. SUBCONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

32. Nepotism Prohibition

SUBCONTRACTOR shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any SUBCONTRACTOR employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the SUBCONTRACTOR's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

SUBCONTRACTOR understands that the California Political Reform Act of 174 ("PRA") prohibits public officials from participating in making or in any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. The SUBCONTRACTOR further understands violation of the PRA may lead to potential civil and criminal penalties should the SUBCONTRACTOR participate in making or any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. California Government Code section 82048 defines the term "public official" for purposes of the PRA as "every member, officer, employee, or consultant of a state or local government agency."

33. Drug-Free Workplace Act

SUBCONTRACTOR certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

34. Americans with Disabilities Act

SUBCONTRACTOR certifies that is shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

35. Child Support Compliance

SUBCONTRACTOR acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

36. Trafficking Victims Protection Act

This agreement is subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

37. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671(q)) and Federal Water Pollution Control Act as amended (33 USC 1251-1387).

38. Licenses and Standards

SUBCONTRACTOR assures that all required Federal, State, and Local Government licenses, standards, and procedures are maintained during the provision of services stipulated in this agreement.

39. Liability of SUBCONTRACTOR Negligence

SUBCONTRACTOR shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards of the Early Education profession, and shall be liable for its own negligence and the negligent act of its employees, agents, contractors, and SUBCONTRACTORS. Except as set forth in this agreement, OFFICE shall have no right of control over the manner in which the work is to be done but only as it its outcome, and shall not be charged with the responsibility of preventing risk to SUBCONTRACTOR or its employees, agents, contractors, and SUBCONTRACTORS.

40. OFFICE'S Right of Retention

OFFICE shall become the owner of, and entitled to exclusive possession of all records, documents, graphs, photographic, or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of OFFICE. Proprietary materials will be exempted from this clause.

41. Amendment/Alteration of Agreement

- 41.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.
- 41.2. If SUBCONTRACTOR makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or CDSS.

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof; OFFICE and SUBCONTRACTOR have executed this agreement this 1st day of July, 2022.

COMMUNITY ACTION PARTNERSHIP KERN:

SAN JOAQUIN COUNTY OFFICE OF EDUCATION:

JEREMY TOBIAS,
CHIEF EXECUTIVE DIRECTOR

TROY A. BROWN, Ed.D.
COUNTY SUPERINTENDENT OF SCHOOLS

By: Warren Sun, Division Director
Operations and Support Services



Signature

Signature

06/18/2022

Date

Date

• Project Manager Authorization •

Total Contract Amount: \$ 1,571,900 + \$0 = \$1,571,900

Budget Account Number: 12- 6105-0-8500-1000-5800-700-7730 = \$25,000

Budget Account Number: 12-6105-0-8500-1000-5100-700-7730 = \$1,546,900

Budget Account Number: 12-5025-0-8500-1000-5100-700-7740 = \$0



06/17/2022

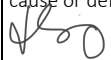
Project Manager's Signature

Date

• Certification Regarding Debarment, Suspension, or Ineligibility

The SUBCONTRACTOR certifies that the SUBCONTRACTOR, and any of its Principals, independent contractors, and/or SUBCONTRACTORS:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
2. Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph 2 (above) of this section; and
4. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.



Project Manager's Signature



06/17/2022

SUBCONTRACTOR Signature

• Fingerprinting Certification •

I hereby certify that the SUBCONTRACTOR for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.



Project Manager's Signature



06/17/2022

Date

• San Joaquin County Office of Education •



Contract Manager's Signature

06/18/2022

Date

Contractor Certification of Criminal Background Check

Community Action Partnership Kern certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated July 1, 2022 and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

July 1, 2022
Date of Agreement

Community Action Partnership Kern
Name of Business

Signature of Contractor/Consultant

Title of Person Signing Certification

ATTACHMENTS:

1. Attachment A – CDE Earnings Projection Worksheet
2. Attachment B – Approved Budget
3. Attachment C – Required Documentation and Submission Timelines

CAPK CDE Projection Worksheet - Initial
2022-23

Contract CCTR
CDE 32,859.0000
Rate \$ 47.88
MRA \$ 1,573,289
Family Fees \$ 21,550
Contract to Earn \$ 1,594,839
CDE's needed 33,309

Family Fees:

\$12,571 reported as of 1/31/22 divided by 7 months
multiplied by 12 months = \$21,550.

Site	Slots	Factor	Daily CDE	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total	Total CDE
California St. 1	6	1.8300	10.9800	19	23	21	21	19	19	20	18	23	20	22	20	245	2,690.100
California St. 2	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
California St. 3	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Chrisman 1	4	1.8300	7.3200	19	23	21	21	19	19	20	18	23	20	22	20	245	1,793.400
Chrisman 2	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Chrisman 3	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Chrisman 4	0	1.3500	0.0000													0	-
Gianone 1	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Gianone 2	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Kennedy 1	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Kennedy 2	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Lodi 1	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Lodi 2	5	1.3500	6.7500	19	23	21	21	19	19	20	18	23	20	22	20	245	1,653.750
Lodi 3	5	1.3500	6.7500	19	23	21	21	19	19	20	18	23	20	22	20	245	1,653.750
Lodi 4	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Marci Massei 1	6	1.8300	10.9800	19	23	21	21	19	19	20	18	23	20	22	20	245	2,690.100
Marci Massei 2	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Marci Massei 3	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
St. Mary's 1	6	1.8300	10.9800	19	23	21	21	19	19	20	18	23	20	22	20	245	2,690.100
St. Mary's 2	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
St. Mary's 3	6	1.3500	8.1000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,984.500
Walnut 1	6	1.8100	10.8600	19	23	21	21	19	19	20	18	23	20	22	20	245	2,660.700
Walnut 2	4	1.3500	5.4000	19	23	21	21	19	19	20	18	23	20	22	20	245	1,323.000
Walnut 3	8	1.3500	10.8000	19	23	21	21	19	19	20	18	23	20	22	20	245	2,646.000
			0.0000													0	-
																0	-
134																	47,583.900

Monthly Projected CDE	3,690.180	4,467.060	4,078.620	4,078.620	3,690.180	3,690.180	3,884.400	3,495.960	4,467.060	3,884.400	4,272.840	3,884.400	47,583.900
Projected Vacancy Rate:	30.000000%												
Net Projected CDE	2,583.126	3,126.942	2,855.034	2,855.034	2,583.126	2,583.126	2,719.080	2,447.172	3,126.942	2,719.080	2,990.988	2,719.080	33,308.730
Monthly Projected Earnings	\$ 123,680	\$ 149,718	\$ 136,699	\$ 136,699	\$ 123,680	\$ 123,680	\$ 130,190	\$ 117,171	\$ 149,718	\$ 130,190	\$ 143,209	\$ 130,190	\$ 1,594,824

San Joaquin County Office of Education
Early Education and Support
2022-23 Proposed Budget

Agency: Community Action Partnership of Kern

Funding: CCTR

1000 Certificated Salaries: \$ 766,764

# of positions	Title	Daily Hours	Daily Rate	Annual Days	% to this Program	Annual Salary
6	Site Supervisor	8	\$188.41	260	59.89%	\$ 175,103
1	Site Supervisor	8	\$197.96	260	59.89%	\$ 30,825
1	Site Supervisor	8	\$197.96	260	59.89%	\$ 30,826
1	Teacher	8	\$127.79	260	59.89%	\$ 19,899
1	Teacher	8	\$131.54	260	59.89%	\$ 20,483
1	Teacher	8	\$133.82	260	59.89%	\$ 20,839
3	Teacher	8	\$134.23	260	59.89%	\$ 62,706
1	Teacher	8	\$138.15	260	59.89%	\$ 21,512
1	Teacher	8	\$140.43	260	59.89%	\$ 21,868
1	Teacher	8	\$149.25	260	59.89%	\$ 23,240
2	Teacher	8	\$154.06	260	59.89%	\$ 47,979
2	Teacher	8	\$161.65	260	59.89%	\$ 50,343
3	Teacher	8	\$166.63	260	59.89%	\$ 77,839
3	Teacher	8	\$174.79	260	59.89%	\$ 81,651
3	Teacher	8	\$174.79	260	59.89%	\$ 81,651

2000 Classified Salaries: \$ 226,720

# of positions	Title	Daily Hours	Daily Rate	Annual Days	% to this Program	Annual Salary
10	Assistant Teacher	8	\$112.00	260	59.89%	\$ 174,400
3	Assistant Teacher	8	\$112.00	260	59.89%	\$ 52,320
						\$ -
						\$ -
						\$ -

3000 Employee Benefits: \$ 455,274

Category	Rate/Per FTE Amount	Base (Either Total FTE or Salary Base)	Annual Cost
Retirement	4.81%	\$ 993,484	\$ 47,832
Social Security	6.2%	\$ 993,484	\$ 61,596
Medicare	1.45%	\$ 993,484	\$ 14,406
SUI	\$ 434	43	59.89% \$ 11,177
WC	3.3%	\$ 993,484	\$ 32,785
Health & Other Insurance	\$ 11,136	43	59.89% \$ 286,783
Life Insurance	0.1%	\$ 993,484	\$ 695
Other			\$ -

4000 Books and Supplies: \$ -

Category	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
Classroom Supplies				\$ -

Custodial				\$	-
Food				\$	-
Office				\$	-
Other				\$	-

5000 Services and other Operating Expenses: \$ -

Category	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
Mileage				\$ -
Contracts				\$ -
Utilities				\$ -
Rentals				\$ -
Subscriptions				\$ -
Other				\$ -

6100/6200 Other Approved Capital Outlay: \$ -

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -
				\$ -
				\$ -

6400 New Equipment (program related with prior approval): \$ -

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

6500 Equipment Replacement (program related with prior approval): \$ -

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Depreciation or Use Allowance: \$ -

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -
				\$ -
				\$ -

Indirect: \$ 123,142

Basis	Rate
-------	------

\$ 1,448,758.00 8.50%

Total Budget: \$ 1,571,900

Expected Funding Amount: (at 30% vacancy rate) \$ 1,571,900

Under/(Over) Budget: \$ -

Attachment C: Required Documentation and Submission Timelines

Document #	Description	Keep on file	Submit via email	Submit to	Submission Deadlines (Note: If the submission deadline falls on a weekend or holiday, the document is due the next work day)
P1	Annual Calendar showing program self-evaluation events, staff development events, parent engagement events, board meetings, and other applicable agency events.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P2	Annual Program Self-Evaluation Plan documenting relevant activities and timelines throughout the year.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P3	Annual Staff Development Plan documenting professional development activities aligned to the PSE.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P4	Annual Parent Engagement Plan .		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P5	Staff Handbook .		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P6	Parent Handbook .		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P7	An Organization Chart showing the personnel structure of the organization.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P8	Job Descriptions for positions funded all or in part through this contract that include a summary of the position, minimum qualifications (education, experience, and authorizations), essential functions, and chain of command.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P9	Current Employee Roster listing all employees funded all or in part through this contract, including job titles, assigned primary work location, and pay rates.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P10	Current list of all Governing Board Members .		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P11	Current, signed Conflict of Interest statements for board members and key agency staff involved in making financial decisions.	X			Available for review by August 2 nd and within 5 business days of any changes
P12	Governing Board approved Personnel and Program Policies including evidence that vacant positions are appropriately advertised, documentation of the selection process, and verification that hired staff have appropriate permits and meet necessary qualifications.	X			Available for review by August 2 nd and within 5 business days of any changes
P13	Personnel File for each employee that contains all required documents including, but not limited to pre-employment health exams, copies of permits, current TB test results, documentation of immunizations, immunity, or declination forms, and a Department of Justice criminal background check clearance.	X			Available for review by August 2 nd for all current employees and no later than the start day of newly hired employees
P14	Copies of all applicable Insurance Policies and Contracts , including but not limited to facilities, providers, consultant services and health/disabilities services or others as needed.	X			Available for review by August 2 nd and within 5 business days of any changes
P15	Continued Funding Application information (calendar, roster of sites). *		X	ihetervik@sjcoe.net	Due December 1*
P16	Program Self Evaluation and required documents. *		X	ihetervik@sjcoe.net	Due May 5*
P17	Plan of Action responses to Monitoring Reports and other requests requiring such plans.		X	ihetervik@sjcoe.net	Due within 14 calendar days of receipt of report

Document #	Description	Keep on file	Submit via email	Email to	Submission Deadlines
F1	Updated Perpetual Equipment Inventory .		X	dbrauns@sjcoe.net	Due August 15 th for prior year
F2	Final Invoice for prior agreement period.		X	dbrauns@sjcoe.net	Due September 15 th for prior year
F3	Fiscal Year Agency-Wide Audit and management letter(s).		X	pgomes@sjcoe.net	Due within 3 calendar days of receipt
F4	CACFP or NSLBP Review Report , corrective action plan, and supporting documentation/correspondence.		X	pgomes@sjcoe.net	Due within 10 calendar days of receipt
F5	Budget Revisions .		X	pgomes@sjcoe.net	Due on or before April 1 st
P18	Notification of any personnel changes for all management staff, at program and site level.		X	ihettersvik@sjcoe.net	Due within 2 business days of the change
P19	Copies of new or revised CCLD License for each site (submitted as applicable).		X	ihettersvik@sjcoe.net	Due prior to the first day children are present
P20	Notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, have the potential to create negative publicity or press, or give rise to the need to submit an Unusual Incident or Accident Report (LIC624), a Suspected Child Abuse Report, or any other mandated report.		X	csloan@sjcoe.net	Notify SJCOE within 24 hours of the incident and provide copies of written documents within 2 business days
P21	Notification of any review or investigation by a regulatory agency or of any situation possibly triggering punitive action such as, but not limited to: CCLD revocation of any child care center license; suspension or revocation of contract, services, or funding by CDE or other federal or state agency; debarment of staff, governing board member, program, agency, or contract representative by CACFP or NSLBP or other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or other misuse of funds, services, or conflict of interest complaint or investigation.		X	csloan@sjcoe.net	Notify SJCOE within 24 hours of the incident
P22	Any Reports or Citations issued by a regulatory agency including supporting documentation.		X	csloan@sjcoe.net	Due within 2 business days of receipt
P23	Child File for each enrolled child that includes family registration and eligibility documentation.	X			Available for review by the 5 th working day of the month
P24	Complete and current Personnel Rosters for all sites (or confirmation that there are no changes to the documents submitted the previous month).		X	ihettersvik@sjcoe.net	Due the 5 th working day of the month
P25	Quarterly updates to the Sites and Program Information for CDMIS spreadsheet (or confirmation that there are no changes to the document submitted the previous quarter).		X	ihettersvik@sjcoe.net	Due the 5 th working day of the month in July, October, January, & April
P26	Staff Development Event Documentation including sign-in sheets, handouts, and agendas.	X			Available for review by the 5 th working day of the month
P27	Parent Engagement Event Documentation sign-in sheets, handouts, and agendas.	X			Available for review by the 5 th working day of the month
P28	Board Meeting Documentation including minutes, sign-in sheets, and handouts.	X			Available for review by the 5 th working day of the month
P29	Daily Roster on which parents/guardians have signed children in and out of centers. Roster must include full signatures of authorized adults and indicate the actual time of arrival and departure.	X			Available for review by the 5 th working day of the month
P30	CDD-801A Electronic File Transfer Status Report		X	ihettersvik@sjcoe.net	Due the 10 th of the month for prior month

Document #	Description	Keep on file	Submit via email	Email to	Submission Deadlines
F6	CACFP/NSLBP Reimbursement Claims	X			Available for review by the 5 th working day of the month
F7	CalPERS/CalSTRS Retiree Compensation Spreadsheet, as required.	X			Available for review by the 5 th working day of the month
F8	Enrollment and Attendance	X	X	dbrauns@sjcoe.net	Due the 10 th of the month for the prior month
F9	Monthly Agency Invoice and supporting documentation for expenditures and revenues reported		X	dbrauns@sjcoe.net	Due the 15 th of the month for the prior month
Documents Required for Subsequent Fiscal Year					
F10	Preliminary Projection Worksheet		X	pgomes@sjcoe.net	Due April 1 for subsequent fiscal year
F11	Final Projection Worksheet		X	pgomes@sjcoe.net	Due May 1 for subsequent fiscal year
F12	Annual Budget		X	pgomes@sjcoe.net	Due May 1 for subsequent fiscal year
F13	Certificate of Insurance		X	ihettervik@sjcoe.net	Due July 1 for subsequent fiscal year
	Other documents as required by SJCOE, CDE, CDSS, and other regulatory agencies.	X	X	To be determined	To be determined

**Dates are subject to change based on submission timelines established by CDE, CDSS, or other regulatory agencies.*



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: June 29, 2022

Subject: *Agenda Item VII(a):* CAPK Foundation Board Report – **Action Item**

The CAPK Foundation Board met in person at the Friendship House Community Center on May 31, 2022. The Board approved the minutes from the March 29, 2022, meeting and was provided an update on the status of the Director of Development recruitment activities. A video presentation highlighted the FHCC program and current needs for steel fencing and lighting to enhance the safety and usability of the property after hours. Member of the Board also participated in a site tour of the facility.

Recommendation:

Staff recommends the Board of Directors approve the CAPK Foundation Board of Directors report.



MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: June 29, 2022

Subject: *Agenda Item VIII(a)*: June Policy Council Report – **Action Item**

The Policy Council met on May 24, 2022, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

A request to carryover Head Start and Early Head Start funds in the amount of \$3,307,128 for the 2022-2023 budget year was made with information shared regarding the intended use these carryover funds. This included to support incomplete construction projects, provide professional development opportunities for staff as well as the support of the employee retention program. Budget detail was provided and shared with members. Upon conclusion of the presentation and subsequent discussion, the submission of the carryover request for the Head Start and Early Head Start Kern grant #09CH011132 was unanimously approved by Policy Council.

Additionally, a request for approval to submit a Cost-of-Living Adjustment (COLA) and Quality Improvement (QI) funding was brought before the Council. Specific information as related to each component of this request was presented. It was noted the primary intent is to permanently increase staff salaries as well as the Early Head Start Child Care Partnership contracts by 2.28 percent. Quality improvement funding would support a pay-rate increase for educational and family support positions which has been considered necessary based upon a wage comparability study. The remaining funds would be used to offset fringe benefit costs. Upon receipt of funding, adjustments the Head Start pay scale would be made with staff receiving retroactive payment from March 1, 2022. Budget detail for this request was provided and shared with members with discussion ensuing. The request as proposed was approved by a majority vote, receiving one nay vote.

The next Policy Council meeting is scheduled for August 23, 2022.

Recommendation:

The Policy Council requests Board approval of the June Report and the Policy Council meeting minutes from May 24, 2022.

Attachment:

Policy Council Meeting Minutes from May 24, 2022.

**COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES**

May 24, 2022

Teleconference ID: 780 052 370#

Per Governor's Executive Order N-25-20

1. Call to Order

Policy Council Chairperson, Andrea Martinez called the meeting to order at 5:31 p.m.

a. Policy Council Secretary, Monique Davis conducted roll call; quorum was established.

Policy Council Members Present: Dominique Bassi, Monique Davis, Isabelle Diaz, Teresa Fajardo, Nila Hogan, Kaylonie Howard, Michelle Jara-Rangel, Anastasia Lester, Andrea Martinez, Ashley McAllister, Jasmine Ponce, Pablo Reyes

2. Public Comments

*The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to three minutes each.** If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

None

3. Standing Committee Reports

a. School Readiness Committee

The committee met on May 12, 2022; quorum was established. Carolyn Coffey, Education and Support Services Administrator presented information to the committee about the process in which school readiness goals are created and the data used in doing so. She also stated school readiness goals are a requirement and are created using data collected from the Desired Results Development Profile (DRDP). Goals are in alignment with the Head Start Early Learning Outcomes Framework as well as the California State Standards. They focus on six domains of child development with specific measures within each domain containing activities for teachers to complete in the classroom as well as family activities for home. Each of the domains and a description of such were shared with the committee as was corresponding data for each age group. After reviewing the data, the effective teacher strategies and family activities for all domains were shared. Members had an opportunity to provide feedback/suggestions which were then added to the school readiness goals which will be presented to the full Policy Council for approval in June.

b. Planning Committee

The Policy Council Planning Committee met on May 3, 2022; quorum was established. The Division/Program monthly activity report for April 2022 was reviewed with the committee. This included enrollment information for Head Start and Early Head Start, with Head Start at 75% and Early Head Start at 61% enrollment. The Child Adult Care Food Program (CACFP) noted 69,596 meals were prepared by the Central Kitchen in March 2022. The division staffing report noted there are 593 employees with 108 vacant positions. There are also thirty-three employees on family leave and eighty-eight on intermittent leave. Seven employees have been onboarded and interviews were conducted over 6 days for ten open requisitions. Escuelita Hernandez is pending licensing; the center passed the fire inspection. It was also shared that the Office of Head Start (OHS) announced a Cost-of-Living Adjustment (COLA) and received funding guidance for this which would increase salaries by a minimum of 2.28%. Additionally, OHS has added \$54 million through the Consolidated Appropriations Act of 2022. This funding has been made available to all grantees to be provide them the opportunity to increase salaries at a higher percentage to those who work directly with children and families. A list of priorities for these funds was also provided to grantees.

c. Budget & Finance Committee

The Budget and Finance Committee met on May 17, 2022. Budget to actual financial documents as well as parent activity funds, local travel reimbursement and American Rescue Funding information was presented and discussed. All documents including in-kind totals can be found in the consent agenda portion of the Policy Council packet. Anyone who has any questions or concerns, was invited to attend the next meeting on June 21, 2022 at 5:30 p.m.

d. Bylaws Committee

The Bylaws Committee met on April 28, 2022 and began the self-paced Governance Module Training. Members had an opportunity to learn more about the history of Head Start in the first module, *Head*

Start's Vision, Values and Mission. A timeline of notable events was shared, this included the creation of Head Start in 1965, the "70.2 The Parents" publication in 1970 which mandated a formal structure for parent involvement in policymaking, the implementation of the first Early Head Start grants in 1995 and much more. Included after each component within the module, were multiple choice questions to help gauge new learning. The committee answered these questions collectively. At the next meeting scheduled for June 14, 2022 the Bylaws Committee will review module two, *Head Start Laws and Regulations*. This meeting will be held on Microsoft Teams at 5: 30 p.m.

4. Presentations

a. Family Wellness Services – Andralette Wilson, Content Area Specialist – Wellness

Andralette shared an informative presentation with members on the topic of Family Wellness. She spoke to specific areas including the implementation of Pyramid Model practices in the classroom, screenings, trainings, consultation services and the referral process. Andralette shared that teaching staff implements the framework and the wellness team monitors the practices that are implemented. The various tiers of the Pyramid Model were shared which included effective workforce, nurturing and responsive relationships, high quality environments, target social emotional supports and intensive intervention. Examples of practices for each of the tiers were discussed in more detail. These areas included but were not limited to, building relationships, developing partnerships with families, schedules and routines, transitions, problem solving, emotional regulation and more. Also discussed was the process and parties involved for children who have persistent challenging behaviors. Andralette shared the ASQ: SE2 is a screening tool for social development. It identifies infants and young children whose social emotional development requires further evaluation to determine if a referral for intervention is necessary. The various trainings the Wellness Team have provided to staff during the current program year were shared with members. There was a total of nine trainings which covered the positive behavior support, using visuals, feelings, and emotions and more. Additional training included that which was provided by child psychologist consultant, Dr. Kirk who held monthly parent and staff trainings. The parent trainings were interactive question and answer sessions for attendees to ask any questions they may have on any topics. Dr. Kirk also supported staff with monthly meetings, the opportunity for the Family Wellness Team to discuss cases, as well as providing services upon request by parents or staff which could involve trainings, consultations and/or assessments for children with challenging behaviors. Andralette shared that a referral is generated when a child fails the ASQ:SE2. Initially the parent and staff will work on activities for 30-days then the ASQ:SE2 is administered again by the teacher. If the child fails again, then a referral is then generated to the Family Wellness Team. A referral can be generated also if a child exhibits persistent challenging behaviors or at the request of a parent or staff. Upon conclusion of the presentation there was an opportunity for members to ask questions. A question was posed as to if the Pyramid Model is used with Home Base, specifically do Home Based Educators teach parents how to implement practices in the home. Andralette shared that it is used with Home Base though most of the practices are geared for Pre-K. However, there are some aspects such as the "feeling faces" that are used.

b. Learning Outcomes – Carolyn Coffey, Administrator of Education & Support Services

Carolyn reviewed learning outcomes data for Spring 2022. She stated there are many assessments conducted throughout the school year and the first assessment she shared information on was CLASS (Classroom Assessment Scoring System) which measures teacher/child interactions and how teachers are supporting children in learning. This tool is about assessing teachers, not children. The various dimensions and the domains to which they belong were shared as was the numerical scoring system. The aggregated data compiled was also shared for each respective age groups (infants, toddlers, preschoolers). Carolyn shared the highest score that can be attained is a seven with a four being a very good and typical score. She also shared the *negative climate* dimension is the only area where there should be a low score, in the range of one or so. When reviewing scores for preschool, Carolyn pointed out that this group is the only one that has national averages for which we can compare our data to. It was noted that in all domains scores we are scoring right at the average marker or above, which is something to be very proud of. The infant category has four dimensions and one domain, *Responsive Caregiving*; toddlers have two domains, *Emotional and Behavior Support*, and *Engaged Support for Learning*. The preschool category has three domains, *Emotional Support*, *Classroom Organization*, and *Instructional Support*. Carolyn shared the program has a strong coaching component, with staff (mentor coaches) who focus on these domains during every site visit and talk about what they should look like in the classroom.

In continuing to share learning outcomes, Carolyn provided information to members on the Desired Results Developmental Profile (DRDP) assessment. She stated this assessment is conducted three times a year with completion of each in October, January, and April. The DRDP looks at five central domains, Approaches to Learning, Social and Emotional, Language and Literacy, Cognition, and Physical Development. Data for infants, toddlers and preschool was shared for each of the three assessment periods. She also shared what level each respective group of children should be ending the year at; it was stated all groups are scoring appropriately. Looking at the DRDP results opportunities for growth included additional staff training on various components as well as a greater focus on parent involvement. These trainings will be conducted throughout the coming school year by various members of the Education Team.

Carolyn also shared updates noting Summer Fun Activity calendars have been printed and sent to all sites. The calendars share fun activities that will be taking place at sites as well as things that can be done at home. There is also the ReadyRosie Summer Soar S'more which will be sent out soon. Additionally, School Readiness Transition Packets that have been distributed to those children who are transitioning to kindergarten as well as to three-year-old children who will be returning after summer.

5. **Consent Agenda**

***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

- a. Policy Council Meeting Minutes – April 26, 2022 (English/Spanish)
- b. Bylaws Committee Minutes – April 28, 2022 (English/Spanish)
- c. School Readiness Committee Minutes – April 7, 2022 (English/Spanish)
- d. Budget & Finance Committee Minutes – April 19, 2022 (English/Spanish)
- e. Planning Committee Minutes – May 3, 2022 (English/Spanish)
- f. Head Start Budget vs. Actual Expenditures, March 1, 2022, to April 30, 2022
- g. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to April 30, 2022
- h. American Rescue Funding Expenditures April 1, 2021 to April 30, 2022
- i. Parent Local Travel & Childcare through April 30, 2022
- j. Parent Activity Funds through April 30, 2022
- k. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2022, to April 30, 2022
- l. San Joaquin Early Head Start Non-Federal Report, March 1, 2022, to April 30, 2022
- m. Kern Early Head Start Child Care Partnerships Non-Federal Report, March 1, 2022 to April 30, 2022
- n. Head Start Program Review Evaluation (PRE) Report – April
- o. Children's Mobile Immunization Clinic – June 2022; Adventist Health (English/Spanish)
- p. Medi-Cal Flyer - Department of Human Services (English/Spanish)
- q. Children's System of Care – Kern Behavioral Health & Recovery Services
- r. My Mental Health: Do I Need Help? – National Institute of Mental Health (English/Spanish)
- s. 5 Action Steps for Helping Someone in Emotional Pain – National Institute of Mental Health (English/Spanish)
- t. No Cost Parent Education Courses – Bakersfield College, Adult Education
- u. Dream Center Wish List – Kern County Network for Children
- v. Teachable Moments: How to Use Social Stories to Teach Your Child New Skills and Expectations – Backpack Connection Series (English/Spanish)
- w. Head Start Recruitment Flyer
- x. Home Visiting Program Flyer
- y. Planning Committee Meeting Dates
- z. Budget & Finance Committee Meeting Dates
- aa. Bylaws Committee Meeting Dates
- bb. School Readiness Meeting Dates
- cc. Policy Council Meeting Dates

Monique Davis made a motion to approve consent items (a) through (cc); seconded by Ashley McAllister. Motion carried unanimously.

6. New Business

*ACTION

a. **Head Start/Early Head Start Carryover Request – Jerry Meade, Assistant Director – Program**

Jerry shared the first item of business being brought forth to Policy Council is the call for approval to submit a carryover request to the Office of Head Start on behalf of the Head Start and State Child Development Division. This would entail moving funds from the previous fiscal year into the current (2022-2023) funding year so projects can be completed with monies that weren't previously obligated. The amount identified of unobligated funds is \$3,307,128.00. The majority of these funds would be used for construction projects that are nearing completion. The \$3 million dollar carryover request would not only cover remaining construction balances but there will also likely be a surplus. Staff is working to identify other projects that could benefit from these funds. Any projects that would require prior approval from the Office of Head Start would be brought back to Policy Council for approval in the way of a budget revision. The budget detail for this request was provided to members and included in the Policy Council Packet. With an opportunity for questions, it was asked where the requested carryover funds were initially going to be used when they were previously carried over. Jerry shared that the funds are all construction dollars which were originally awarded in year one of the grant and have been carried over each year with this being the third year of carryover. He added that we expect funds to be fully obligated for construction projects this year. Monique Davis made a motion to approve the submission of the Head start and Early Head Start Kern Carryover Request for the 2022-2023 budget year; seconded by Teresa Fajardo. Motion carried unanimously.

b. **Head Start/Early Head Start COLA and Quality Improvement Funding Application – Jerry Meade, Assistant Director – Program**

Jerry reported that information regarding the Cost-of-Living Adjustment for 2022 and the Quality Improvement funding was shared with the Planning Committee earlier in the month. He added that in seeking approval from the Council this evening, he will go into greater detail on these items. The Office of Head Start received additional funding through the Consolidated Appropriations Act of 2022 which included a 2.28% Cost-of-Living Adjustment (COLA) for Head Start programs. Additionally, CAPK will receive Quality Improvement funded which is based on the federal funded enrollment. Jerry stated each grantee is required to apply for funding when these opportunities are made available and added we will be submitting our application prior to the end of the month (May). Funding guidance has been received from the Office of Head Start (OHS) indicating priorities that should be followed in relation to the funding available. The COLA must be used to permanently increase the wage scale for Head Start employees. The QI funding had a variety of funding opportunities however the number one area had to do with supporting pay rate increases for the educational and family support positions within our program. Jerry stated that based on that expectation as well as a recent wage comparability study it has been deemed necessary that additional increases would be applied to the education and family support positions within the organization. Jerry went over the budget detail and shared that it is also located in the Policy Council Packet. It was reported that the majority of these funds land in the personnel category. Jerry stated it is important to note that there are also funds which have been allocated to the contractual category means that our Early Head Start Child Care Partners will also receive a 2.28% increase which will be applied their contractual rates. Jerry shared rates are retroactive to March 1, 2022 for all hours worked up until the point the increase has been completed. The Head Start pay scale will also permanently change by increasing the entire scale by 2.28%. A request for approval was made with Dominique Bassi making a motion to approve the submission of the Head Start and Early Head Start submission of the Cost-of-Living Adjustment and Quality Improvement funding applications to the Office of Head Start, changes to the Head Start pay scale, and to authorize the Chief Executive Officer to execute amendments to the Child Care Partnership contracts as revised. Teresa Fajardo seconded the motion. Prior to taking a verbal vote there was discussion seeking clarification regarding surplus funds available in the carryover request budget after construction projects are paid for and that there will be additional monies will be available. Jerry confirmed the inquiry as correct. It was further asked that the current request for approval is for a pay raise for employees. Jerry clarified stating the carryover (the previous action item) is separate from this request. The carryover is a one-time funding meaning when it's spent it's gone. This request on the table, the COLA and Quality Improvement is ongoing meaning this will be a permanent addition to our funding moving forward year to year. Upon conclusion of a verbal vote from all members the motion carried, with one nay vote.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked attendees for taking the time to join tonight's meeting and spoke a bit about the opportunity for enrollment in the upcoming series of Parent Education Courses. She shared there is a flyer in the packet and added a member of the Bakersfield College Adult School was scheduled to present more information however there was an unexpected emergency, and she was unable to attend. Lisa shared the very first step to take if interested in the course is to complete the survey via the link or using the QR code on the flyer. She also reminded members as per the flyer this is a non-credit, certificate only course. The course provides a basic introduction on careers in Early Childhood Education, information on developmentally appropriate curriculum and concludes with an early care licensing and workforce readiness component. Lisa stated the course will begin on June 13, 2022 and is self-paced and student led. There is an upcoming informational meeting scheduled for May 26, 2022 with an opportunity to hear more specifics about the program and to ask any questions. Interested members were asked to reach out and Lisa would provide them with the appropriate contact information.

Lisa also shared that in support of Mental Health Awareness month members have received resources each week during May on various components of mental health. She stated as the month winds down she will be sending one more resource to members. The handout will contain information on how to speak to your health care provider about any mental health concerns you may have. It outlines tips as to how to best prepare for your visit, the importance of being honest, bringing a trusted friend with you and asking questions. Lisa stated that mental health is at the core of our well-being; we can eat right, and exercise but we also need to take care of our mental health. She added it is just as important that we start early and often in taking care of the emotional well-being of our children as well. In piggybacking off of the Family Wellness presentation, Lisa encouraged members to take a look at the Child System of Care flyer in the Policy Council packet which provides a children's services resource menu as well as a list of behavioral health providers for children throughout Kern County. She encouraged members to also share this information widely with others. Lisa again thanked members for their attendance.

b. Community Representative – Nila Hogan, Y-Empowerment and Anastasia Lester, First 5 Kern

Nila shared information about water safety and stated she put together bags containing information on pool safety, spa safety and water safety in general whether it be at a lake, or in your home or someone else's home. She reported, unfortunately there has already been a case of a child drowning in Kern County but there are things we can do to prevent this. Nila spoke about a pool safety pledge for adults and children alike. The adult pledge speaks to always watch children in and around water, make sure children can swim, make sure pools have a proper fence and gate, and more. Children can take the pledge to never swim alone, stay away from drains in the pool or hot tub and always follow safety steps when in and around water. Nila stated as the weather is warming up and people are going to start swimming it is important to know proper pool etiquette to keep everyone safe.

Anastasia shared that June is Safety Month, in honor of this one of the flyers in the packet sent to members were fifty safety tips for adults and children. These tips range from car safety, body safety, home safety, food safety and more. Anastasia also added that June is National Fresh Fruit and Vegetable Month. She reviewed the contents of handouts she provided for members. Ana shared a website which has terrific tips for healthy eating that is based out of California and provides materials free of charge to California zip codes. The website also has booklets and fun games appropriate for children of all ages.

In speaking to the importance of mental health, Anastasia shared information about a website that encourages brain break activities. It is designed based upon the age of the child and walks children through meditation and how to give themselves a break, what it looks like and why it is important for their bodies. Ana shared the hyperlinks for all information shared are color coded and by clicking on them, users will be taken to directly to the games, handouts, additional information and more.

c. Early Head Start San Joaquin – Nicole Nino, EHS San Joaquin, Family Engagement Specialist & Home Base Coordinator

Nicole shared that the monthly s'more was sent at the beginning of May and has had 159 views to date. The newsletter contained information for parents on teaching feelings and emotions and

features exemplary videos on how social stories can be used to help children understand expectations, adjust to new experiences, and learn routines and social skills. The parent handout featured information on emotion coaching and how to teach your child new skills and expectations from the Pyramid Model Backpack series. Nicole shared that the father and family engagement activity was to attend the Social Emotional Literacy Workshop and to utilize the kit provided to each family. This promotes the child's social emotional development as well as providing strategies for parents to support emotional literacy with their family. All families were invited to attend the Social Emotional Literacy Workshop which provided a social emotional literacy tool kit to all participants. A Health Fair and Dental Clinic was held on May 10, 2022 which there were nine vendors in attendance and CAPK employment information was also available. There were fourteen children and two adults who received dental screenings and varnish provided by Community Medical Center. Fourteen people were tested for COVID and twenty-five received the COVID-19 vaccination. A taco lunch was provided for those attending the Health Fair with a variety of resources made available as well. The Healthy Smile program, which is a San Joaquin County collaboration with Catholic Charities is ongoing to provide oral health education and dental screenings for the upcoming program year. There were two events in May to support enrollment and recruitment with seventeen interest slips received.

d. Early Head Start Partnership – Jasmine Ponce

Jasmine shared that both Garden Pathways and Escuelita Hernandez held Mother's Day activities for their families and staff. Garden Pathways had a Muffins with Mom event attended by over forty families and Escuelita Hernandez had a tea party with five families in attendance. They are looking forward to hosting a Father's Day activity in June. In honor of the 105th Arbor Day, the Bakersfield College Maintenance and Operations department planted trees at the child development center. Jasmine stated recruitment efforts are ongoing and on May 21, 2022 staff attended the CAPK Community Action Month Resource Fair at Heritage Park (in Bakersfield) to share information about partnership and home base program options. She also shared there are fifty partnership families registered for ReadyRosie and Family Advocates have provided over 950 family resources to date.

e. Board of Directors – Michelle Jara-Rangel, CAPK Board Member

Michelle reported the Board of Directors (BOD) met on April 27, 2022. Staff provided two video presentations on recent volunteer events that took place. The first event highlighted was the Wendy Wayne Day of Service where volunteers prepared over nine hundred boxes of food for the Senior Food Program. The second was the 2022 Read Across America event which took place both in-person and virtually during the first week of March. Many volunteers in the community as well as CAPK staff, and board members participated in the event by reading to Head Start children. It was noted all items on the consent agenda were approved. There were three new business informational items presented to the Board of Directors which were, the Head Start/Early Head Start guidance letter for the Cost-of-Living Adjustment (COLA) and Quality Improvement Funding. The Office of Head Start Monitoring Review was also presented to the Board of Directors who congratulated staff, the Policy Council, Board Members and all other who participated in the review process. There was also discussion about returning to in-person meetings. The Board decided to continue meeting virtually until after the July break. In late June, a poll will be distributed to determine the Board's interest in returning to in-person meetings beginning in August. The CAPK Foundation Report, the Policy Council Report and the Friendship House Community Center Advisory Report were presented as well. Jeremy Tobias gave a verbal report on the status of COVID-19 stating the spike in January was the largest impact to the agency however the cases did quickly drop. A few cases have emerged in April, and it is expected that more will emerge in the future. Masks are strongly encouraged but not mandated unless at one of the facilities where they are required. Jeremy shared that staff would continue to watch the trends both on the state and local level and adjust accordingly. The Board convened in closed session at 1:16 p.m. for Conference with Labor Negotiators. Upon conclusion of closed session, the Board of Directors Chair reported no action was taken, with the Board providing guidance on contract negotiations. This meeting of the CAPK Board of Directors adjourned at 1:38 p.m.

f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Yolanda shared that part year services for children concluded on May 20, 2022 and at the end of the week (May 27, 2022) we will say summer good-byes to part year staff. She also reminded everyone that we are in the process of our recruitment efforts, and it is important we have everyone's support as we work towards full enrollment. Staff is continuing to work on projects, completing tasks, reviewing training opportunities, updating forms, and preparing for the new year. Yolanda reported union negotiations are ongoing and staff will continue to work on that. She also shared program is looking at ways to support onboarding of new staff. Yolanda hopes word gets out about the Bakersfield College

Certificate Program adding by offering this opportunity to parents she hopes we are able to help build our workforce. Yolanda reported on the National Head Start Association (NHSA) conference she and her management team attended in Baltimore, Maryland. It was stated there was a lot of discussion centered around ensuring programs are making every effort and putting strategies in place for full enrollment. There was also discussion regarding mental wellness, stating it is particularly important that we are providing these strategies for our children and families. She also spoke to the challenges nationally in not only onboarding staff but retaining staff as well and that component will continue to be a focus. Yolanda stated in continuing to finalize construction, program will be recruiting for staff to ensure we can serve children and families. In closing, Yolanda complimented Andrea for the amazing job she does leading and facilitating meetings and thanked everyone for their continued support.

8. Policy Council Chairperson Report

Andrea thanked everyone for attending. She took a moment to say that she knows everyone has very busy schedules and sometimes time can get away but that it is especially important to RSVP/accept the meeting invitation as soon as possible. Andrea added if members confirm their attendance, then something comes up it is important to let Lisa know. Andrea shared she puts all the meeting dates in her calendar, so she knows ahead of time that she has a commitment. She encouraged others to find a method of notification that works for them as well. She spoke to the importance of meeting quorum for any action items on the agenda. Andrea reminded members their commitment and the role they have is very important.

Andrea shared that she attended the Specially Yours Conference which was held at Hodel's. This conference is held every two years and is for parents of children with disabilities. Andrea shared there was a lot of valuable information as well as great speakers and lots of information on IEPs and IFSPs. Attending the conference also provides participants the opportunity to meet other parents who may be going through similar experiences. Andrea shared that in speaking with other participants seated at her table who had older children, she was able to learn some tips and hear about things she can potentially look forward to. Andrea noted, though each parent's journey looks vastly different there are still similarities they can share with one another. She highly recommended this conference.

Andrea also stated with Father's Day taking place before our next Policy Council meeting to be sure to celebrate all father's. She further stated that those celebrated do not always look like the "traditional father." She recognized there are adoptive parents, parents who have lost a child, stepparents, family members, friends and those who step up and play a significant role in a child's life. Andrea added that she hoped during Mother's Day everyone celebrated and acknowledged the "moms" in their life.

9. Policy Council Member Comments

Members were given an opportunity to share comments. Ashley shared she attended the Y-Empowerment 5K Walk for Child Abuse on April 30, 2022. She stated it was great to meet Nila, and she had a fun time walking and bringing awareness to the cause. Ashley also attended the Mother's Day Tea at Pete Parra and said it was an amazing event. She added that she will be attending the informational meeting about the Parent Education Courses and hopes to see others there as well.

Jasmine thanked those who work hard in the background, noting a lot of members only see (staff) at meetings but there is a lot being done behind the scenes and she is appreciative of such.

10. Next Scheduled Meeting

The next meeting will be held on June 28, 2022, at 5:30 p.m.

11. Adjournment

Meeting was adjourned at 6:16 p.m.