



DATE	June 30, 2021
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: 705 659 001#

Board of Directors Meeting Agenda

Per Governor's Executive Order N-29-20, 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

The Promise of Community Action

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

I. Call to Order

a. Roll Call

Janea Benton
Jimmie Childress
Curtis Floyd
Joe Garcia
Craig Henderson

Nila Hogan
Michelle Jara-Rangel
Maritza Jimenez
Mike Maggard
Jonathan Mullings

Yolanda Ochoa
Marian Panos
Guadalupe Perez
Fred Plane
Ana Vigil

II. Public Comments

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.

III. Special Presentation

a. Staff Departures: Sheila Shegos, Kathline Moessner, and Kathlyn Lujan (p. 4-6)

IV. 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**

- Kern County Personal/Professional Services Agreement (PPSA) Ready Kern FY 2021-22 **(p. 7-17)**
- Minutes from the June 4, 2021 Executive Committee Meeting (p. 18-20)**
- Cost of Living Adjustment (COLA) for All Employee Wages **(p. 21-33)**
- Kern Head Start / Early Head Start Carryover Requests 2021 **(p. 34-37)**
- Request to Approve 2021-2022 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) **(p. 38-46)**
- Discussion and Direction on Property Purchase Located at 4032 Jewett Ave. **(Verbal Report)**

- g. Head Start Expansion Notice to Proceed with Construction (*p. 47-48*)
- h. **Minutes from the May 26, 2021 Board of Directors Meeting (*p. 49-54*)**
- i. **Minutes from the June 16, 2021 Program Review & Evaluation Committee Meeting (*p. 55-58*)**
- j. May 2021 Program Reports (*p. 59-91*)
- k. Application Status Reports & Funding Requests (*p. 92-94*)
- l. May 2021 Head Start / State Child Development Enrollment Update & Meals Report (*p. 95-96*)
- m. Approval of Head Start & Early Head Start 2021-2022 School Readiness Goals (*p. 97-121*)
- n. Follow-Up Items from the May 12, 2021 Meeting (*p. 122-125*)
- o. **Minutes from the June 23, 2021 Budget & Finance Committee Meeting (*p. 126-128*)**
- p. Head Start / Early Head Start Budget to Actual Reports for the Period Ended May 31, 2021 (*p. 129-143*)
- q. Amendment to Accounting and Financial Policies and Procedures Manual (*p. 144-147*)
- r. Workers Compensation Insurance Renewal (*p. 148-165*)
- s. HUD Continuum of Care Program Grant Agreement (*p. 166-171*)
- t. Allied Universal Security Services Contract (*p. 172-174*)
- u. Finance Manager Title & Job Description Change (*p. 175-180*)
- v. May 2021 Financial Statements (*p. 181-227*)

V. New Business

- a. CAPK 2016-2021 Strategic Plan Final Report – **Action Item (*p. 228-247*)** Kathline Moessner, Senior
Community Development Specialist
- b. 2021-2023 Strategic Implementation Plan (Draft) – **Info Item
(*p. 248-262*)** Pritika Ram, Director of Administration
David Klauber, Resource Development
Associates
- c. City of Bakersfield Community Development Block Grant (CDBG) Food
Bank Expansion Project – **Action Item (*p. 263-295*)** Pritika Ram, Director of Administration
- d. Juneteenth Federal Holiday & Floating Holiday – **Action Item (*p. 296*)** Tracy Webster, Chief Financial Officer
- e. Revised COVID-19 Policies – **Info Item (*p. 297-310*)** Tracy Webster, Chief Financial Officer
- f. Construction Projects Update – **Info Item (*Verbal*)** Emilio Wagner, Director of Operations

VI. CAPK Foundation Report

- a. CAPK Foundation Report – **Action Item** Pritika Ram, Director of Administration
 - 1. June 2021 Foundation Report (*p. 311*)
 - 2. Minutes from the April 30, 2021 Meeting (*p. 312-314*)

VII. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item** Nila Hogan, PC Representative
 - 1. June 2021 Policy Council Report (*p. 315*)
 - 2. May 25, 2021 Policy Council Minutes (*p. 316-321*)

VIII. Chief Executive Officer Report

a. CEO Report for June 2021 – ***Info Item (p. 322-323)***

Jeremy Tobias, Chief Executive Officer

1. COVID-19 Update
2. Board Meeting Protocol
3. Various Program Updates

IX. Board Member Comments

X. Closed Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, August 25, 2021
5005 Business Park North
Bakersfield, CA 93309

XIII. 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 25, 2021. Paula Daoutis, Administrative Coordinator.

Sheila Shegos

Director of Community Development

Nearly 4 years with CAPK

ACCOMPLISHMENTS

- Sheila led the development of the M Street Navigation Center.
- Developed the Rental Assistance Program.
- In 2019, she also assisted with the Ridgecrest Emergency Relief Efforts after a series of earthquakes hit the area.

"And sharing a quote Sheila would often say – "We can do anything we decide to do; if we decide it!"

-Traco Matthews, Chief Program Officer





Kathline Moessner

Senior Community Development Specialist

Nearly 6 years with CAPK

ACCOMPLISHMENTS

- Enhanced the Program Review and Evaluation (PRE) reports to include performance indicators tied to CSBG reporting.
- Created workflow and supporting documentation on grants management and reporting. She is an expert in our grant's management portal, Grant Hub, and provides valuable group and one-on-one training with staff and leadership.
- She has been successful in the full cycle of grant development and research focused on new initiatives, growth, and sustainability. Large scale grant awards like the Community Development Block Grant and Volunteer Income Tax Assistance, are her most recent accomplishments.

"Kathline brings a high level of expertise and performance to all of the projects she works on. She shares and teaches her knowledge to staff and partners, and has been a valuable part of the grant development team."

- Pritika Ram, Director of Administration

Kathlyn (Kathy) Lujan

WIC Program Administrator

8 years with CAPK

ACCOMPLISHMENTS

- Led the transition for the CAPK WIC program to move from paper vouchers to the WIC card. This monumental transition required more than a year to complete and involved not only training staff with various levels of computer experience but also coordinating services with State WIC and making sure that equipment was ready and in place at all 22 WIC offices plus the WIC mobile unit.
- About a month after going live with the new system, COVID-19 hit and Kathy again leads the WIC program in providing services remotely.

**"Kathy's positive "can-do" attitude was so appreciated. Her leadership and can-do attitude impacted so many people."
- Carmen Segovia, Director of Health & Nutrition Services**





MEMORANDUM

To: Board of Directors

From: Martha Gonzales, 2-1-1 Kern Call Center Program Supervisor

Date: June 30, 2021,

Subject: *Agenda Item IV(a)*: Kern County Personal/Professional Services Agreement (PPSA) Ready Kern FY 2021-22 – **Action Item**

Annually, the Agency enters into a contract with the County of Kern through a Personal/Professional Services Agreement (PPSA) for emergency call handling administered through the 2-1-1 Kern Call Center program. The purpose of this agreement is operating a “Ready Kern” information call center, which is the County’s mass emergency notification tool and activated during times of an emergency to alert residents and businesses about natural disasters and other crises (e.g., fires, gas leaks).

The service contract is a nominal amount of \$435.00 for a one (1) year period, July 1, 2021, to June 30, 2022. The average call volume is low at approximately 1-8 activations per month, when compared to the normal call handling for 2-1-1.

The agreement enclosed is in draft form and staff anticipate no changes for the upcoming period. Due to the timing of the agreement and the County counsel and Board schedule, we will be unable to bring the final contract to the Board of Directors or designate Committee for approval.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to proceed with contract negotiations and execution of the final agreement, including all related documents as part the County of Kern Personal/Professional Services Agreement (PPSA) for Ready Kern services administered by the 2-1-1 Call Center program for FY 2021-22.

Attachment:

DRAFT - County of Kern Personal/Professional Services Agreement (PPSA) for Ready Kern services

REQUIRED – PPSA-E, PPSA, STSA, TDSA, ESA Review Checklist*

***Counsel cannot sign unless this form is completed in full**

This agreement can be used for engaging an independent contractor to provide personal/professional type services, which have a total dollar amount not exceeding \$200,000, including expenses, per engagement/project in a fiscal year. The Board has approved the use of this contract for a term agreed upon by all parties as long as the total dollar amount does not exceed \$200,000 for the entire contract period. The Board has authorized the Purchasing Agent to execute this agreement on behalf of the County in substantially this form. No work should ever begin until the department has received a completed agreement with all applicable signatures.

Consultant (Vendor) Name: Community Action Partnership of Kern **Total Dollars for Agreement:** \$ 435.00

Brief description of services being contracted: Operate a ReadyKern information call center

Term of Agreement: Desired Effective Date: July 1, 2021 Termination Date: June 30, 2022

Is this agreement **RETROACTIVE** (Confirming)? ☐ YES or ☒ NO

If YES, explain:

Retroactive Effective Date: ☐ Confirming Justification is attached

I. TYPE OF BOILERPLATE AGREEMENT – check the appropriate box

- ☐ Personal/Professional Services Agreement –Emergency (PPSA-E)
- ☒ Personal/Professional Services Agreement (PPSA)
- ☐ Speaker Trainer Services (STSA)
- ☐ Technical Development Services (TDSA)
- ☐ PPSA with Work Authorization Form
- ☐ Engineering Services (ESA)

II. AGREEMENT DETAILS - check the appropriate box

- ☒ New Agreement ☐ Amendment No. _____ to Agreement No. _____ Dated: _____

III. AWARD BASIS – check the appropriate box

- ☒ **LOW COST:** Under \$50,000 over the term of the agreement.
- ☐ **COMPETITIVE PROCESS:** Completed using PPSA & TDSA Checklist \$50k-\$200k
 - ☐ Purchasing's approval is attached, dated: _____
- ☐ **SOLE SOURCE:** No competitive process can be performed \$50k-\$200k
 - ☐ Completed FEMA Sole source non-competitive procurement justification form is signed and attached
 - ☐ Purchasing's approval is attached, dated: _____
- ☐ **ESA up to \$200,000:** No competitive process required.
Award based on the qualifications and availability of the contractor to perform the project within the specified time frame.

IV. AGREEMENT REQUIREMENTS - Check box to confirm completion

- ☐ COMPLETE AGREEMENT must include the following:
 - ✓ Effective date is left blank
 - ✓ Termination date has been entered
 - ✓ Consultant's legal company name & address is stated
 - ✓ Dollar amounts are correct and clearly stated in the appropriate areas of Page 1 and the Exhibit(s).
 - ✓ Exhibit A is complete - attached
 - ✓ Master Terms and Conditions – attached
 - ✓ W-9 from consultant – attached
 - ✓ Consultant insurance naming the County as additional insured meets the agreement requirements – attached
 - ✓ Confirm Consultant is not listed as debarred on the sam.gov list

PRIOR TO REQUESTING SIGNATURES – Check boxes to confirm completion

- ☐ Counsel has reviewed and approved as to form
- ☐ Consultant (vendor) has reviewed the agreement with the Master Terms and Conditions and concurs.
- ☐ Department Head has reviewed and approved content

Department Name: Fire Department/Office of Emergency Services **Contact Submitting Agreement:** Wendy J. Benson

Email: wbenson@kerncountyfire.org **Phone:** (661) 873-2603

KERN COUNTY
PERSONAL/PROFESSIONAL SERVICES AGREEMENT
SCHEDULE TO MASTER TERMS AND CONDITIONS
PPSA-STANDARD

I. This **SCHEDULE** ("Schedule") shall be effective on _____ ("Effective Date") and shall terminate no later than June 30, 2022 ("Termination Date").

Kern County Department: Fire ("Responsible County Department")
Located at: 2601 Panorama Drive, Building B, Bakersfield, CA 93306
Service Provider: Community Action Partnership of Kern ("Consultant")
Located at: 5005 Business Park North, Bakersfield, CA 93309

Consultant Email for signature: pdaoutis@capk.org (Paula Daoutis, Administrative Coordinator)

Consultant is (select one):
☐ Sole Proprietorship
☐ Incorporated in the State of [Click or tap here to enter text.](#)
☒ Other (specify) non-profit California corporation

II. Consultant shall provide the services and products described in **Exhibit A** ("Services"). This excludes travel and other expenses described in Section III. County shall compensate Consultant for those services and products in an amount not to exceed: \$ 435.00.

III. Travel and all other expenses. Select one of the following:
☒ County **shall not** reimburse Consultant for any travel or other expenses incurred by Consultant.
☐ County **shall** reimburse Consultant for all travel and/or other necessary and reasonable actual expenses incurred on behalf of County. If the reimbursable expenses include travel, the travel expenses must be reasonable and necessary, approved in advance in writing by the Responsible County Department, and shall not exceed the federal mileage rate and federal diem rate for the location of the services. County shall reimburse Consultant in an amount not to exceed: \$ 0.

IV. Total Amount Payable Under Agreement (Compensation for Services/Products, Plus Travel and Other Expenses)
County shall compensate Consultant for the Services and Products (amount stated in Section II) and reimburse Consultant for expenses, including travel, if applicable (amount stated in Section III). The total amount payable under this agreement shall not exceed: \$ 435.00. (Section II + Section III).

V. Consultant shall be required to have the following insurance coverages which are marked, on the terms provided in the Master Terms and Conditions. The insurance coverages shall be in the amounts specified, unless another amount is shown (select all that apply):
☒ Workers' Compensation: As required by California Labor Code Section 3700
☒ Commercial General Liability (\$1,000,000/Occurrence; \$2,000,000/Aggregate) or other amounts: \$ _____.
☒ Automobile Liability (\$1,000,000/Occurrence) or other amount: \$ _____.
☒ Professional Liability (\$1,000,000/Claim; \$2,000,000/Aggregate) or other amounts: \$ _____.

Note: If a lesser amount is shown, the Responsible County Department must obtain the prior written approval of the County Risk Manager.

If there are any conflicts between the terms and conditions contained in this Schedule and the Master Terms and Conditions, this Schedule shall control.

The Parties have executed this Schedule, including the Master Terms and Conditions, which constitute the Agreement, on the Effective Date.

COUNTY OF KERN

By _____
Carol J. Cox, C.P.M., Purchasing Manager

By _____
Jeremy T. Tobias, Executive Director
"Consultant"

Responsible County Department

By _____
David Witt
Fire Chief & Director of Emergency Services
Office of the County Counsel

By _____
Gurujodha Khalsa, Chief Deputy
Information Technology Services (ITS)

By _____
Contracts Administrator

PPSA Schedule & Exhibits, rev 01/2020

EXHIBIT A SERVICES

Consultant shall provide the Services shown below for the Responsible County Department based on the following payment schedule: (select one of the following options)

_____ Consultant shall submit one invoice to County upon contract completion and acceptance of the Services by County.

_____ Consultant shall invoice monthly for hours expended over the prior 30 days; County to retain 20% of all invoiced amounts until final acceptance of the Services by County.

_____ Consultant shall invoice County upon the successful completion of milestones:
(insert percentages next to applicable milestones)

_____ % Upon completed installation of _____
_____ % Upon completion of training _____
_____ % Other Milestone (describe) _____
_____ % Other Milestone (describe) _____
_____ % Upon contract completion and acceptance of the Services by County.

XX _____ Consultant shall invoice County as follows: (describe in detail any payment schedule, milestone payments, percentages and retention as applicable)

Consultant shall invoice Responsible County Department quarterly for services described in Paragraph 1 in an amount not to exceed \$435 as outlined below, using the following hourly unit cost: I&R Specialist \$20.46; Telephone Usage \$2.01. The projected costs are as follows:

Description	Projected Cost, 12-Month Term
Personnel	
I&R Specialist	\$396
Telephone Usage	\$ 39
Total Projected Cost, 12-Month Term	\$435

Assumptions: Projected costs based on an average of 8.16 calls/month with an average 11.86-minute talk time. Averages were calculated using previous ReadyKern call center experience.

1. Full description of the Services:

During FY 2008-09, Responsible County Department and Consultant first entered into an agreement for Consultant, through its 211 Kern County Information and Referral Service, to operate a call center to field inquiries about ReadyKern, the County's mass emergency notification tool. The Responsible County Department and Consultant subsequently renewed the agreement. The current agreement expires on June 30, 2021. The Responsible County Department and Consultant wish to enter into a new agreement that will expire on June 30, 2022.

Consultant shall:

- Operate a call center to field inquiries and answer caller questions about ReadyKern, Kern County's mass emergency notification system, as well as answer caller questions about the content of ReadyKern notifications.
- Enter address and contact information through the online ReadyKern Express Registration portal for callers who prefer to be registered for ReadyKern online.
- Gather and provide to the Responsible County Department mailing information for callers who prefer to register for ReadyKern by mail, enabling County to mail registration forms to requestors.
- Gather and provide to the Responsible County Department telephone contact information for callers who ask questions about ReadyKern for which the Consultant has no answer, enabling the Responsible County Department to follow up.
- Gather and report to the Responsible County Department ReadyKern call center statistics, including the total number of callers; of the total, the number of callers requesting information by mail; caller ZIP codes; and caller language preference.
- Consultant is not authorized to use any owned, leased, hired, and/or non-owned vehicles in the performance of services pursuant to this Agreement.

In 2009, Kern County implemented ReadyKern, an emergency notification system to alert residents and businesses about natural disasters and other crises. Through ReadyKern, Kern County can send personalized voice and email messages to residents and businesses within minutes with specific information about time-sensitive issues.

The County conducts ongoing outreach campaigns to educate residents and businesses about ReadyKern and encourage them to register or update their contact information. The campaign includes a website, Public Service Announcements, print advertising, and participation in community events throughout the County. County staff is also reaching out to residents without access to the Internet, as well as to residents for whom English is a second language.

Based on previous ReadyKern call center experience, the Responsible County Department anticipates that ReadyKern outreach efforts may result in an average of 8.16 telephone calls per month, at all hours of the day and night, from residents and businesses seeking additional information. Surveys indicate that more than 11 percent of these calls may come from callers for whom English is a second language.

The Responsible County Department does not have the call center infrastructure necessary to field inquiries and answer questions from callers around the clock and in a variety of languages, gather mailing information, and gather and report caller statistics. The Consultant, through its 211 Kern County Information and Referral Service, has these capabilities. In addition, the Consultant offers its capabilities in a variety of languages 24 hours a day, 7 days a week, 365 days a year.

The Consultant will bill the Responsible County Department on a quarterly basis for actual costs, not to exceed \$435 for the Agreement term.

2. Dates and location where the Services will take place (include time schedule and/or milestone dates if appropriate):

July 1, 2021, through June 30, 2022, at the Community Action Partnership of Kern – 211 Kern County, 300 19th Street, Bakersfield, CA 93301.

3. If training is involved, the hours per day that are included in the training and minimum/maximum number of staff/trainees allowed to attend the training:

During FY 2008-09, Responsible County Department provided Consultant with an initial overview and brief demonstration of the ReadyKern mass emergency notification system and will follow up as frequently as necessary with subsequent briefings and demonstrations.

4. Materials, equipment, facilities, manuals, study guides, etc., will be provided as indicated to assist Consultant in provision of the Services:

By Responsible County Department:

- ReadyKern information available to the public, including an informational brochure.
- Access to ReadyKern public website (www.ReadyKern.com), including explanatory text, answers to frequently asked questions, and links to online registration form and register-by-mail form.

By Consultant:

As specified above.

KERN COUNTY
PERSONAL/PROFESSIONAL SERVICES AGREEMENT
MASTER TERMS AND CONDITIONS
PPSA-STANDARD

THIS AGREEMENT ("Agreement") is entered into effective on the Effective Date shown on the attached Schedule, by and between the COUNTY OF KERN, a political subdivision of the State of California, as represented by the Purchasing Agent ("County"), with its principal location at 1115 Truxtun Avenue, 3rd Floor, Bakersfield, CA 93301, and CONSULTANT identified on the Schedule ("Consultant"). County and Consultant are individually referred to as a "Party" and collectively as the "Parties."

RECITALS

- A. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained and experienced and competent to perform those services.
- B. The County Department identified on the Schedule as the Responsible County Department requires those services which are specified in Exhibit A.
- C. County desires to engage Consultant to provide the services and Consultant, by reason of its qualifications, experience, and facilities for doing this type of work, has offered to provide the required services on the terms set forth in this Agreement.
- D. The Purchasing Agent has been authorized by the Board of Supervisors to contract for personal/professional services in an amount not to exceed \$100,000 per contract.

AGREEMENT

- 1. **Services to be Rendered.** Consultant shall provide the services and products described in Exhibit A ("Services").
- 2. **Compensation to Consultant.** County shall compensate Consultant in accordance with the compensation selection(s) shown on the Schedule. No additional compensation shall be paid for secretarial, clerical support staff, overhead or any other costs incurred by Consultant by providing the Services to County.
- 3. **Reimbursement Policy and Billing Requirements.** All invoices for payment shall be submitted in a form approved by County based upon the payment schedule selected on Exhibit A, shall contain an itemization of all costs and fees broken down monthly (including an itemization of all travel expenses incurred if applicable) and shall be stated as a cumulative total. Invoices shall be sent for review and processing to the Responsible County Department. Consultant shall also provide an informational copy to the Purchasing Agent. Payment shall be made to Consultant within 30 days of receipt and approval of the invoice by the Responsible County Department.
- 4. **Term.** This term of this Agreement ("Term") shall start on the Effective Date and shall terminate on the Termination Date, unless sooner terminated as provided in this Agreement.
- 5. **Assignment.** Consultant shall not assign, transfer, or encumber this Agreement, or any part, and Consultant shall not assign any monies due or which become due to Consultant under this Agreement, without the prior written consent of the Purchasing Agent.
- 6. **Audit, Inspection and Retention of Records.** Consultant shall maintain and make available to County accurate books and records relative to the Services under this Agreement. Consultant shall permit County to audit, examine, and make excerpts and transcripts from its records and to conduct audits of all invoices, materials, records of personnel, or other data related to the Services under this Agreement. Consultant shall maintain its data and records in an accessible location and condition for a period of not less than three years from the date of final payment under this Agreement, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights as County.
- 7. **Authority to Bind County.** It is understood that Consultant, in Consultant's performance of any Services under this Agreement, except as otherwise provided in this Agreement, has no authority to bind County to any agreements or undertakings.

8. **Indemnification.**

a. **General.** Consultant shall defend, indemnify, and hold harmless County and County's board members, elected and appointed officials, officers, employees, agents, volunteers and authorized representatives ("County Indemnified Parties") from any losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments and costs, including attorneys' fees of County Counsel and outside counsel retained by County, expert fees, costs of staff time, and investigation costs ("Claims") which arise out of or relate to any act or omission of Consultant or Consultant's officers, employees, agents and subcontractors of any tier hired by Consultant to perform the Services ("Consultant Representatives"). This indemnification obligation shall include bodily and personal injury or death to any person; damage to any property, regardless of where located, including the property of County; and any workers' compensation Claim arising from or relating to the Services. Consultant shall defend any Claim with counsel of Consultant's choice, subject to County's written approval, and at Consultant's sole cost.

b. **Immigration Reform and Control Act.** Consultant acknowledges that Consultant and Consultant Representatives are aware of and understand the Immigration Reform and Control Act ("IRCA"). Consultant is and shall remain in compliance with the IRCA and shall ensure that any Consultant Representatives are and shall remain in compliance with the IRCA. In addition, Consultant shall defend, indemnify and hold harmless County and County Indemnified Parties from any Claims which arise out of or relate to any allegations that Consultant or Consultant Representatives are not authorized to work in the United States and/or any other allegations based upon alleged IRCA violations committed by Consultant or Consultant Representatives. Consultant shall defend any Claim with counsel of Consultant's choice, subject to County's written approval, and at Consultant's sole cost.

c. **Infringement Claim.** If any Claim is asserted or action or proceeding brought against County or County Indemnified Parties which alleges that all or any part of the Services in the form supplied by Consultant or County's use, infringes or misappropriates any United States or foreign patent or copyright, or any trade secret or other proprietary right, County shall give Consultant prompt written notice. Consultant shall defend and indemnify County and County Indemnified Parties from any Claims, including costs incurred by County in order to avoid entry of any default judgment or other waiver of County's rights. Consultant shall defend any claim with counsel of Consultant's choice, subject to County's written approval, and at Consultant's sole cost. County shall cooperate fully with and may monitor Consultant in the defense of any Claim and shall make employees available as Consultant may reasonably request with regard to the defense, subject to reimbursement by Consultant of all costs incurred by County's cooperation in the defense.

d. **Remedy of Infringement Claim.** If the Services are, in Consultant's opinion, likely to become or do become the subject of a claim of infringement or misappropriation of a United States or foreign patent, copyright, trade secret or other proprietary right, or if a temporary restraining order or other injunctive relief is entered against the use of part or all of the Services, Consultant shall within 90 days:

1. **Replace.** Promptly replace the Services with compatible, functionally equivalent, and non-infringing Services;

2. **Modify.** Promptly modify the Services to make them non-infringing without materially impairing County's ability to use the Services as intended;

3. **Procure Rights.** Promptly procure the right of County to continue using the Services; or

4. **Refund.** As a last resort, if none of these alternatives is reasonably available to Consultant, and County is enjoined or otherwise precluded legally from using the Services, Consultant shall, within 120 days of the judgment or other court action, promptly refund to County all fees and costs paid for the Services, and this Agreement shall terminate. All licensed products shall be disposed of as ordered by the governing court at the sole cost of Consultant or as determined by County if the court does not so direct.

e. **Modification of Services.** This indemnification does not extend to modifications or additions to the Services made by County or any third party without the prior written consent of Consultant, or to any unauthorized use of the Services by County.

f. **Survival of Indemnification Obligations.** Upon completion of this Agreement, the provisions of this Section 8 shall survive.

9. **Insurance.** Consultant, in order to protect County and County Indemnified Parties against Claims as a result of the performance of Consultant's obligations, as required in this Agreement, shall secure and maintain the following insurance. Consultant shall not perform any Services until Consultant has obtained all insurance required under this Section 9 and the required certificates of insurance and all required endorsements have been filed with County's authorized insurance representative ("Authorized Insurance Representative"). Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of these insurance requirements. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Consultant shall supply proof that the designated person is an authorized representative, and is authorized to bind the named underwriter(s) and their company to the stated coverage, limits and termination provisions. Consultant shall promptly deliver to Authorized Insurance Representative a certificate of insurance, and all required

endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the Term. The certificates and endorsements shall be delivered to Authorized Insurance Representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium if so requested. Consultant shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any Claim by Consultant or County as an additional insured.

a. **Workers' Compensation and Employer's Liability Insurance Requirement.** If Consultant has employees who may perform any Services under this Agreement, Consultant shall submit written proof that Consultant is insured against liability for workers' compensation in accordance with the provisions of California Labor Code Section 3700. Consultant shall require any Consultant Representatives to provide workers' compensation for any of the Consultant Representative's employees, unless the employees are covered by the insurance carried by Consultant. If any class of employees engaged in Services is not covered by California Labor Code Section 3700, Consultant shall provide and/or require each Consultant Representative to provide adequate insurance for the coverage of employees not otherwise covered. Consultant shall also maintain employer's liability insurance with limits of \$1,000,000 for bodily injury or disease.

b. **Liability Insurance Requirements.**

1. **Types of Liability Insurance.** Consultant shall maintain in full force and effect, during the Term, the following types of liability insurance:

A. **Commercial General Liability Insurance.** including Contractual Liability Insurance (specifically covering the indemnification provisions of this Agreement), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Consultant's performance of the Services. The Commercial General Liability insurance shall contain no exclusions or limitations for Consultant Representatives working on the behalf of the named insured. Consultant shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by Applicable Law following termination of this Agreement. The amount of the insurance coverage required by this Agreement shall be the policy limits, which shall be no less than the amount specified on the Schedule.

B. **Automobile Liability Insurance.** against claims of Personal Injury (including bodily injury and death) and Property Damage covering any owned, leased, hired and non-owned vehicles used in the performance of the Services with insurance coverage equal to the policy limits, which shall be no less than the amount specified on the Schedule.

C. **Professional Liability (Errors and Omissions) Insurance.** for liability arising out of or related to the performance of the Services, with insurance coverage equal to the policy limits, which shall be no less than the amount specified on the Schedule.

2. **Endorsements.** The Commercial General Liability and Automobile Liability Insurance required in this Section 9 shall include an endorsement naming County and County Indemnified Parties as additional insureds for liability arising out of this Agreement and any related operations. The endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

3. **Claims-Made Insurance.** If any of the insurance coverages required under this Agreement is written on a claims-made basis, Consultant, at Consultant's option, shall either (i) maintain the coverage for at least three years following the termination of this Agreement with coverage extending back to the Effective Date; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

c. **Insurance Companies.** All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved in writing by the County Risk Manager.

d. **Self-Insurance.** If Consultant is, or becomes during the Term, self-insured or a member of a self-insurance pool, Consultant shall provide coverage equivalent to the required insurance coverages and endorsements. County will not accept the coverages unless the County Risk Manager determines, in its sole discretion and by written acceptance, that the coverages proposed to be provided by Consultant are equivalent to the required coverages. Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved in writing by the County Risk Manager.

e. **Primary Insurance; Waiver of Subrogation.** All insurance carried by Consultant shall be primary to and not contributing to any insurance or self-insurance maintained by County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against County.

f. **Insurance Does Not Replace Indemnification.** Maintenance of the insurance coverages in the minimum specified amounts shall not be construed to relieve Consultant for any liability, whether within, outside, or in excess of the coverage,

and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude County from taking other actions as are available to it under this Agreement or under Applicable Law.

g. **Failure to Maintain Insurance.** Failure by Consultant to maintain all insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Consultant. County, at its sole option, may terminate this Agreement and obtain damages from Consultant resulting from the breach. Alternatively, County may purchase the required insurance coverage, and without further notice to Consultant, County shall deduct from sums due to Consultant any premiums and associated costs advanced or paid by County for the insurance. If the balance of monies owed to Consultant under this Agreement is insufficient to reimburse County for the premiums and any associated costs, Consultant shall reimburse County for the premiums and pay for all costs associated with the purchase of the insurance. Any failure by County to take this alternative action shall not relieve Consultant of its obligation to obtain and maintain the insurance coverages required by this Agreement.

h. **Cancellation of Insurance.** The insurance coverages required to be maintained by Consultant shall be maintained until the completion of all of the Services except as otherwise stated in this Agreement. Each insurance policy supplied by Consultant shall not be terminated, suspended, voided, canceled, non-renewed or reduced in coverage or in limits except after 10 days prior written notice to Consultant in the case of non-payment of premiums, or 30 days prior written notice in all other cases. This notice requirement does not waive these insurance requirements. Consultant shall immediately obtain replacement coverage for any insurance policy that is terminated, suspended, voided, canceled, reduced in coverage, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

10. **Consultant Representations.** Consultant makes the following representations, which the Parties agree are material to and form a part of the inducement for this Agreement:

a. **Expertise and Staff.** Consultant has the expertise, support staff, and facilities necessary to provide the Services; and

b. **No Adverse Interests.** Consultant does not have any actual or potential interests adverse to County, nor does Consultant represent a person or firm with an interest adverse to County relating to the subject of this Agreement; and

c. **Timeliness.** Consultant shall diligently provide the Services in a timely and professional manner in accordance with the terms and conditions in this Agreement.

11. **Ownership of Documents.** All reports, documents, and other items generated or gathered in the course of providing the Services are and shall remain the property of County, and shall be returned to County upon full completion of the Services or termination of this Agreement, whichever first occurs.

12. **Rights to Contracted Products.**

a. **Belong to County.** For no additional fee or charge, products developed, prepared, generated or gathered by Consultant or Consultant's Representatives under this Agreement, shall be considered creative works for hire and shall be delivered to and become the exclusive property of County and may be used by County in any way it may deem appropriate. Consultant shall have no rights in the products, except the right to use the products for the exclusive purpose of providing the Services, and Consultant shall not copy or disclose to any third party any product, except as is expressly set forth in this Agreement or by separate written agreement between the Parties. These provisions do not apply to Consultant's original licensed software or administrative communications and records, which shall remain the exclusive property of Consultant.

b. **Use by County.** The ideas, concepts, know-how, and techniques developed during the course of this Agreement may be used by County in any way it may deem appropriate, so long as that use does not violate any term in this Agreement or any Applicable Law.

c. **No Publication.** Consultant or Consultant's Representatives shall not publish or disseminate information gained through participation in this Agreement without the specific prior review and written consent by County.

d. **Delivery to County.** Upon termination or expiration of this Agreement, Consultant shall immediately deliver to County all County-owned programs and documentation developed under this Agreement. In addition, Consultant grants to County a perpetual, royalty-free, non-exclusive, irrevocable, and non-transferable license to use, solely for County purposes, any Consultant-owned program, including system software, utilized by Consultant in performance of the Services.

e. **Survival of Covenants.** Upon completion of this Agreement, the provisions of this Section 12 shall survive.

13. **Termination.** The Purchasing Agent may at his or her election, without cause, terminate this Agreement by written notice ("Notice of Termination"). The Notice of Termination shall be deemed effective 15 days after personal delivery, or 20 days after mailing by U.S. Mail, postage prepaid, registered or certified mail, addressed as provided in Section 23. In addition, either Party may immediately terminate this Agreement if the other Party fails to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event this Agreement is terminated by either Consultant or the

Purchasing Agent, Consultant shall submit to the Responsible County Department all files, memoranda, documents, correspondence and other items generated in the course of performing the Services, within 15 days after the effective date of the Notice of Termination. If either Party terminates this Agreement as provided in this Section 13, County shall pay Consultant for all satisfactory Services rendered by Consultant prior to the effective date of Notice of Termination in an amount not to exceed the maximum dollar amount shown on the Schedule.

14. **Choice of Law/Venue.** The Parties agree that the provisions of this Agreement shall be construed under the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

15. **Compliance with Applicable Law.** Consultant shall observe and comply with all applicable local, state, and federal laws, ordinances, rules, and regulations now in effect or later enacted ("Applicable Law"), each of which is made a part of this Agreement.

16. **Confidentiality.** Consultant shall not, without the prior written consent of the Purchasing Agent, communicate confidential information, designated in writing or identified in this Agreement as confidential, to any third party and shall protect confidential information from inadvertent disclosure to any third party in the same manner that it protects its own confidential information, unless disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this Section 16 shall continue to survive.

17. **Conflicts of Interest.**

a. **Financial Conflicts of Interest.** Consultant has read and is aware of the provisions of Government Code Section 1090 et seq. and Section 87100 et seq. relating to conflict of interest of public officers and employees. Consultant acknowledges that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written notice. Consultant shall comply with the requirements of Government Code Section 1090 et seq. and 87100 et seq. during the Term.

b. **Organizational Conflicts of Interest.** Consultant represents, to the best of its knowledge, that neither Consultant nor any Consultant Representative presently has any consulting or contractual arrangement with any firm or organization that would give rise to an organizational conflict of interest with respect to the Services. Neither Consultant nor any Consultant Representative shall enter into any contractual arrangement that would give rise to any potential organizational conflict of interest, without first obtaining County's prior written approval before entering into the contractual arrangement. If any organizational conflict of interest is discovered by Consultant relating to this Agreement, Consultant shall immediately notify County, and attempt to present a suitable mitigation plan. County may, at its sole discretion, terminate this Agreement in the event that Consultant has any actual or potential organizational conflict of interest. As used in this Section 17.b, "organizational conflict of interest" means any a relationship whereby Consultant has present or planned interests related to the Services which (i) may diminish its capacity to give impartial, technically sound, objective assistance and advice or may otherwise result in a biased work product, or (ii) may result in Consultant or any Consultant Representative being given an unfair advantage.

18. **Enforcement of Remedies.** No right or remedy conferred on or reserved to a Party is exclusive of any other right or remedy under law, equity or statute, but each shall be cumulative of every other right or remedy now or in the future existing under law, equity or statute, and may be enforced concurrently or from time to time.

19. **Negation of Partnership.** In the performance of the Services, Consultant shall be, and acknowledges that Consultant is, in fact and law, an independent contractor and not an agent or employee of County. Consultant has and retains the right to exercise full supervision and control of the manner and methods of providing the Services. Consultant retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Consultant in the provision of the Services. With respect to Consultant's employees, if any, Consultant shall be solely responsible for payment of wages, benefits, and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal, state or local, and compliance with any Applicable Law regulating employment.

20. **Non-collusion Covenant.** Consultant represents and agrees that (i) it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County and (ii) it has received from County no incentive or special payments and no considerations not related to the provision of the Services.

21. **Non-discrimination.** Neither Consultant, nor any Consultant Representative, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, or any other classification protected by Applicable Law, either directly, indirectly or through contractual or other arrangements.

22. **Non-waiver.** No term, covenant or condition of this Agreement can be waived except by the prior written consent of County. Forbearance or indulgence by County shall not constitute a waiver of the covenant or condition to be performed by Consultant. County shall be entitled to invoke any remedy available to County under this Agreement or by Applicable Law despite the forbearance or indulgence.

23. **Notices.** All notices under this Agreement shall be provided to the Kern County Purchasing Agent at the address indicated in the opening section of this Agreement and to the Consultant and Responsible County Department at the addresses shown on the Schedule. Delivery shall be by personal delivery or deposit in the U.S. Mail, postage prepaid, registered or certified mail, addressed as specified above. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received five days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above. Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices under this Agreement by leaving the notice with the receptionist or other person of like capacity employed in Consultant's office, or the receptionist for the Kern County General Services Department.

24. **Captions and Interpretation.** Section headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted the provision. This Agreement is the product of negotiation and both Parties are equally responsible for its authorship. California Civil Code Section 1654 shall not apply to the interpretation of this Agreement.

25. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

26. **Modifications of Agreement.** This Agreement may be modified in writing only, signed by the Parties in interest at the time of the modification.

27. **Severability.** If any term, covenant or condition in, or provision of, this Agreement is determined by a court to be in conflict with any Applicable Law, or otherwise be unenforceable or ineffectual, the validity of the remaining terms or provisions shall be deemed severable and shall not be affected, provided that the remaining terms or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into on the Effective Date.

28. **Signature Authority.** Each Party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

29. **Sole Agreement.** This Agreement, including the Schedule and Exhibits, contains the entire agreement of the Parties relating to the Services, rights, and obligations and terms, covenants and conditions contained in this Agreement and assumed by the Parties. No inducements, representations or promises have been made, other than those stated in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

30. **Time of Essence.** Time is expressly declared to be of the essence of this Agreement and of each provision, and each provision is declared to be a material, necessary and essential part of this Agreement.

31. **No Third Party Beneficiaries.** The Parties understand and agree that the enforcement of the terms, covenants and conditions and all rights of action relating to enforcement, shall be strictly reserved to County and Consultant. Nothing contained in this Agreement shall give or allow any claim or right of action by any other third person. It is the express intention of County and Consultant that any person or entity, other than County or Consultant, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

32. **Gender/Plural.** References to feminine, masculine or neutral include the other, and references to the singular or plural include the other.

33. **Recitals.** Each of the recitals is incorporated in this Agreement, is deemed to be the agreement and a reflection of the intent of the Parties, and is relied upon by the Parties in agreeing to the provisions of this Agreement and in interpreting its provisions.

34. **Exhibits.** All exhibits attached to this Agreement are incorporated into this Agreement by reference.

35. **Corporate Qualifications.** If Consultant is a corporation incorporated outside the state of California transacting intrastate business within the meaning of California Corporations Code section 191, then Consultant shall, within five business days of the execution of this Agreement, provide County with a copy of the certificate of qualification issued by the California Secretary of State indicating that Consultant is currently qualified to do business in the state of California under California Corporations Code section 2105. If Consultant is a limited liability company formed outside the state of California transacting intrastate business within the meaning of California Corporations Code section 191, then Consultant shall, within five business days of the execution of this agreement, provide to County a copy of the certificate of registration issued by the California Secretary of State indicating that Consultant is currently qualified to do business in the state of California under California Corporations Code section 17708.02. Any corporation or limited liability company, whether or not incorporated in the state of California, must be in good standing to qualify to do business with County. Failure to provide County with the current certificates is grounds for County to terminate the Agreement.



DATE June 4, 2021

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: 146 102 17#

Executive Committee Minutes

1. Call to Order

Committee Chair Curtis Floyd called the meeting to order at 12:01 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: Janea Benton, Curtis Floyd, Nila Hogan, Jonathan Mullings, Guadalupe Perez (joined at 12:06 pm)

Absent: Fred Plane

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

3. Public Comments

No one addressed the Committee.

4. New Business

- a. Cost of Living Adjustment (COLA) for All Employee Wages – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item and stated that the 1.22% COLA for Kern Head Start and San Joaquin Early Head Start has been approved by the Office of Head Start (OHS). The approval of the COLA is retroactive to the full contract year starting March 1, 2021. Given that the budgets for the programs can accommodate a further increase up to a 2% COLA, staff recommends approval to implement an agency-wide COLA of 2%, retroactive to March 1, 2021, for all staff. Staff also plans to recommend the elimination of the Sick-Leave Pay Out Policy at an upcoming Personnel Committee meeting or the next Executive Committee meeting.

Curtis Floyd said he is comfortable with the 1.22% COLA but questioned the recommended increase of 2% without approval of full board and asked if there was an opportunity for staff to proceed with the 1.22% as previously approved, with the potential of the increasing all staff salaries by the remaining percentage after full board approval is received at the next meeting. Tracy Webster stated that due to timing issues with the

State fiscal year, some Head Start staff would not be eligible for the retroactive payment of the remaining percentage if not approved at this meeting, and advised the committee that having two agency-wide increases adds a lot of extra work for the finance and payroll staff.

Janea Benton, Chair of the Budget & Finance Committee, said that the larger increase has been discussed on the committee level and she does not feel there will be a conflict with the full Board. Janea also said that it is her belief that the committee would support the 2% increase recommendation.

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

- b. Kern Head Start / Early Head Start Carry Over Requests 2021 – Jerry Meade, Assistant Director of Head Start: Program – **Action Item**

Jerry Meade presented the above action item and identified how the carry over funds will be used. Jerry also noted that the staff from the Office of Head Start (OHS) support CAPK's request to carry over the \$10,076,301 balance for the 2021-2022 fiscal year.

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

- c. Request to Approve 2021-2022 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) – Yolanda Gonzales, Director of Head Start / State Child Development – Action Item

Jerry Meade presented the above action item on behalf of Yolanda Gonzales and requested authorization for the Chief Executive Officer to execute the named contracts and any subsequent amendments during the contract period. Tracy Webster also stated that by submitting the executed contract extensions earlier in the month, there is a likelihood that it will not be necessary to draw from the line of credit in July.

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

- d. Discussion and Direction on Property Purchase Located at 4032 Jewett Ave. – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias said this item was placed on the agenda in the event important updates or action was necessary and reported that the Facilities Ad-Hoc Committee met last week and provided guidance to CAPLK's real estate broker to proceed with purchase as directed. At this time, there is nothing to report, and no action is required.

- e. Head Start Expansion Notice to Proceed with Construction – Emilio Wagner, Director of Operations – Action Item

Emilio Wagner presented the above action item and said that the application to construct on all four Head Start sites was approved by the Office of Head Start (OHS) for a total project cost of \$9,408,320 and includes escalations. In a meeting with the Region IX program specialist, authority was given to use awarded COVID funds for construction due to the impact that COVID has had on material costs. Pricing increases have been approved by the construction manager and since the material suppliers will only hold pricing for a period

of 2 weeks, immediate action is requested to authorize the Chief Executive Officer to execute all necessary contracts for construction.

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

5. Committee Member Comments

- No Comments

6. Closed Session

7. Closed Session Report

8. Next Scheduled Meeting

Executive Committee
12:00 pm
Wednesday, July 21, 2021
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting was adjourned at 12:27 pm.



MEMORANDUM

TO: Executive Committee
Tracy Webster

FROM: Tracy Webster, Chief Financial Officer

DATE: June 4, 2021

RE: *Agenda Item 4a: Cost of Living Adjustment (COLA) for All Employee Wages –*
Action Item

The Board of Directors previously approved the applications to receive the 1.22% COLA for Kern Head Start and San Joaquin Early Head Start. Both of these applications have been received and approved by the Office of Head Start. The approval for COLA is retroactive to the full contract year starting March 1, 2021. However, the budgets for each of these programs can accommodate a further increase up to a 2.0% COLA

The agency has occasionally offered higher COLA rates beyond the Head Start amount. CAPK leadership is proposing 2.0% to elevate staff who have worked tirelessly during the pandemic.

In addition, it is the intention of the agency to eliminate the sick leave payout for the upcoming fiscal period. The sick leave payout has historically benefited exempt management staff. Non-exempt hourly staff do not participate in the sick leave payout program. Due to this lack of equity, CAPK leadership is proposing the elimination of this program and an escalation of the Cost-of-Living Adjustment to 2.0% over the proposed 1.22%. The following represents the historic participation in the sick leave payout:

Year	Non-Exempt	Exempt	Total
2019	58	28	89
2020	114	39	153

CAPK leadership intends to propose the full elimination of the sick leave payout policy during the June Personnel Committee. At the same time, leadership will bring a new Catastrophic Leave Policy and revised Vacation Leave Policy for exempt staff.

With respect to the Cost-of-Living Adjustment, leadership proposing a universal 2.0% 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.

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 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 included a wage COLA in their operational budgets for the 2021-22 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 2.0% retroactive to March 1, 2021. 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. Staff also recommends that CAPK leadership provide the Personnel Committee with the proposal to eliminate of the Sick-Leave Pay Out Policy in the month of June 2021.

Attachments:

Resolution No. 2021-08

Attachment A

2021-22 CAPK Compensation Schedule



RESOLUTION # 2021-08

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 Executive Committee of Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on June 4, 2021, at a special Committee 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 / Early Head Start programs will submit a 2.0 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start Kern (09CH011132); Early Head Start Child Care Partnership and Expansion (09HP000163); and the Early Head Start San Joaquin (09CH010071); 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 Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 4th day of June 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Agenda Item VI (e): Cost of Living Adjustment (COLA) for all employee wages: Resolution No. 2021-XX Attachment A

**COMMUNITY ACTION PARTNERSHIP OF KERN
Cost of Living Adjustment (COLA)
FISCAL YEAR 2021/22**

<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>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>WIC Family</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>East Kern Family</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>Senior Food Program</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>Youth Centers Family</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>Energy Family</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>211 Family</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>CSBG Funds</u> <i>(Includes the Food Bank, Friendship House, VITA, Shafter Youth Center, and 211)</i>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>Indirect Fund</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>Employee Cost Pool</u>	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
<u>Head Start & State Child Care Family</u>	6/30/2021	TBD by Payroll	3/1/2021	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

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 - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - Community Development	1	
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 - WIC	10	
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Business Technician - Operations	8	
Cal Fresh Health Living Health Educator	8	
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Cal Fresh Health Living Program Administrator	12	X
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 - EKFRFC - 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	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
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	
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 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	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Food Sourcer - 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	
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 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	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
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	
Mentor Coach II - Head Start	8	
Nutrition Education Coordinator - 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 - Energy	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 Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Manager - 211	9	X
Program Manager - Americorps	10	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
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	
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 Coordinator - WIC	10	
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

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE

2021-22

Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
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	1	
WIC Degreed Nutritionist - WIC	9	
WIC Nutrition Assistant - WIC	2	
WIC Nutrition Assistant II - WIC	2	
WIC Nutrition Assistant III - WIC	3	
WIC Nutrition Assistant IV - WIC	4	
WNA/Peer Counselor - WIC	2	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	2	

SEIU BARGAINING UNIT COMPENSATION SCHEDULE
2021-22 - 2.0% COLA

Board Approved: TBD

UNIT A

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Head Start Teacher								
Permit	17.69	-	-	-	-	-	-	-
AA	20.81	21.12	21.44	21.76	22.09	-	-	-
BA	22.52	22.86	23.20	23.55	23.90	24.26	24.62	24.99
EHS Teacher								
Permit	17.69	-	-	-	-	-	-	-
AA	20.81	21.12	21.44	21.76	22.09	-	-	-
BA	22.52	22.86	23.20	23.55	23.90	24.26	24.62	24.99
Head Start Associate								
Permit	16.08	-	-	-	-	-	-	-
AA	17.69	17.96	18.23	18.50	18.78	-	-	-
Family Service Worker I	16.39	16.64	16.89	17.14	17.40	-	-	-
Family Service Worker II	17.69	17.96	18.23	18.50	18.78	-	-	-
Assistant Teacher	14.28	-	-	-	-	-	-	-
Food Service Worker	14.28	-	-	-	-	-	-	-

UNIT B

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Food Production Driver	15.19	15.42	15.65	15.88	16.12	-	-	-
Lead Production Driver	16.86	17.11	17.37	17.63	17.89	-	-	-
Shift Leader	16.86	17.11	17.37	17.63	17.89	-	-	-
Cook	14.61	14.83	15.05	15.28	15.51	-	-	-
Custodian	14.28	-	-	-	-	-	-	-

UNIT C

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Maintenance Tech I	15.92	16.16	16.40	16.65	16.90	-	-	-
Maintenance Tech II	17.11	17.37	17.63	17.89	18.16	-	-	-

Community Action Partnership of Kern

2021-22 - PROPOSED 2.0% COLA

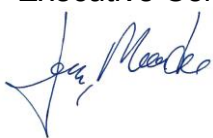
Board Approved: TBD

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
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



To: Executive Committee



From: Jerry Meade, Head Start Assistant Director - Program

Date: June 4, 2021

Subject: Kern Head Start /Early Head Start Carryover Requests 2021– ***Action Item***

The Head Start and State Child Development division is requesting carryover requests for the HS/EHS Kern and EHS Childcare Partnership grants. This request will permit the transfer of the balances from budget period 2020-21 to the 2021-22 budget year. These funds will support projects from the previous budget period in which funds were originally awarded. Both of our Kern Head Start and Early Head Start program budgets carryover totals \$7,456,394 Kern HS/EHS and \$2,619,907 EHS Child Care Partnership. The Budget Detail in the attachment will note the quantities by grant and major category.

The majority of the HS/EHS Kern (09CH011132) remaining funds will be utilized to supplement the construction projects already approved. T&TA funds will be utilized to deliver training on Trauma Informed Care. This training is a critical component of early childhood education whose principals enable providers to better identify health risk and determine critical steps for supporting children's care. CAREs Act Funding will continue to support the purchasing of personal protective equipment and disinfecting equipment required for the COVID-19 pandemic.

The EHS Childcare Partnership (09HP000163) carryover from 2019 and remaining Base funds will be utilized to support the purchase of 4032 Jewett Ave property. The T&TA funding will be used to support a 3 Month Training Series for our Child Care Partners. The training will include Trauma Informed Care as described above, as well as other training topics. CAREs Act funding will be used for expenses that result from the pandemic.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Board of Directors. In consultation with Finance, we have determined that the un-obligated balance is equal to the amount that is being requested. These consultations have supported CAPK's request to carryover the \$10,076,301 balance into the 2021-2022 fiscal year.

These projects align with CAPK's strategic goal to support school readiness by increasing the number of classrooms and supporting the delivery of services. The Office of Head Start has approved the funding for the construction projects and construction will begin in the coming weeks when the budget carryover has been awarded. Staff have started the appropriate approval requirements the facility purchase, pending approval from the Office of Head Start.

Recommendation

Staff recommends the Executive Committee approves with resolution the submission of the Head Start and Early Head Start Carryover Requests 2021 fiscal year.

Attachment:

Resolution #2021-09

Kern Carryover Budget Detail -21



RESOLUTION # 2021-09

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Carry Over Requests for Head Start / Early Head Start Child Care Partnerships

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on June 4, 2021, in Bakersfield, California at a special Committee 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 Early Head Start Kern Grant #09CH011132 and Early Head Start Child Care Partnerships #09HP00163 has requested to submit a Carryover Request for the 2021-2022 budget year; and Early Head Start Child Care Partnerships #09HP00163

WHEREAS, the Head Start and Early Head Start Kern Grant #09CH011132 seeks a budget carryover of \$7,456,394; and Early Head Start Child Care Partnerships #09HP00163 seeks a budget carryover of \$2,619,907

WHEREAS, the Office of Head Start requires that an authorized signatory be named for all Head Start and Early Head Start contracts; and

NOW, THEREFORE, be it resolved that the Executive Committee of the 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 Carry Over requests and any related documents.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 4th day of June 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Community Action Partnership of Kern
Head Start Early Head Start Kern Budget Detail:
Carryover Request Utilizing the Budget to Actual Report
 Budget Period: March 1, 2020 - February 28, 2021

BASE FUNDS	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
PERSONNEL	9,818,776	4,462,290	8,793,543	4,388,817	1,025,233	73,473	0	0
FRINGE BENEFITS	3,060,914	1,659,459	2,701,501	1,232,129	359,413	427,330	0	0
TRAVEL	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0
SUPPLIES	544,252	390,472	579,317	302,726	(35,065)	87,746	0	0
CONTRACTUAL	110,999	37,099	114,577	33,277	(3,578)	3,822	0	0
CONSTRUCTION	0	610,998	0	0	0	610,998	756,617	1,287,581
OTHER	2,688,652	953,456	3,343,349	985,694	(654,697)	(32,238)	0	0
TOTAL DIRECT COST	16,223,593	8,113,774	15,532,287	6,942,643	691,306	1,171,131	756,617	1,287,581
INDIRECT	1,561,956	799,530	1,496,645	683,080	65,311	116,450	-	-
TOTAL	17,785,549	8,913,304	17,028,932	7,625,723	756,617	1,287,581	756,617	1,287,581

TRAINING AND TECHNICAL	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
TRAVEL	45,136	36,140	2,035	843	43,101	35,297		
SUPPLIES	23,986	6,807	12,132	4,443	11,854	2,364	2,295	1,168
CONTRACTUAL	10,005	7,169	4,125	5,918	5,880	1,251	15,000	13,000
OTHER	82,315	103,144	105,855	102,265	(23,540)	879	20,000	26,000
TOTAL DIRECT COST	161,442	153,260	124,147	113,469	37,295	39,791	37,295	40,168
INDIRECT	16,144	15,326	12,391	10,932	3,753	4,394	3,753	4,017
TOTAL	177,586	168,586	136,538	124,401	41,048	44,185	41,048	44,185

CARRYOVER	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
CONSTRUCTION	1,874,586	3,178,199	131,938	116,393	1,742,648	3,061,806	1,547,718	3,032,724
OTHER	0	0	36,541	26,441	(36,514)	(26,441)	0	0
TOTAL DIRECT COST	1,874,586	3,178,199	168,479	142,834	1,706,134	3,035,365	1,547,718	3,032,724
INDIRECT	0	0	3,644	2,641	(3,644)	(2,641)	154,772	0
TOTAL	1,874,586	3,178,199	172,123	145,475	1,702,490	3,032,724	1,702,490	3,032,724

COVID CARES	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
PERSONNEL	0		205,656	86,606	(205,656)	(86,606)	100,000	2,000
FRINGE BENEFITS	0		29,287	12,968	(29,287)	(12,968)	16,442	700
SUPPLIES	631,304	213,789	335,969	146,868	295,335	66,921	200,000	55,000
OTHER	420,869	142,527	30,368	24,760	390,500	117,767	135,892	27,920
TOTAL DIRECT COST	1,052,173	356,316	601,280	271,202	450,892	85,114	452,334	85,620
INDIRECT	105,217	35,632	58,542	26,564	46,675	9,068	45,233	8,562
TOTAL	1,157,390	391,948	659,822	297,766	497,567	94,182	497,567	94,182

Total Carry Over 2,997,722 4,458,672
Grand Total Carry Over 7,456,394

Community Action Partnership of Kern
EHS Child Care Partnership Budget Detail:
Carryover Request Utilizing the Budget to Actual Report
 Budget Period: March 1, 2020 - February 28, 2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	CARRYOVER
PERSONNEL	761,292	477,486	283,806	
FRINGE BENEFITS	222,791	101,910	120,881	
SUPPLIES	28,175	54,890	26,715	
CONTRACTUAL	1,030,071	496,868	533,203	
CONSTRUCTION	0	0	0	993,618
OTHER	143,707	152,278	8,571	
TOTAL DIRECT COSTS	2,186,036	1,283,432	902,604	993,618
INDIRECT	212,371	121,357	91,014	-
TOTAL	2,398,407	1,404,789	993,618	993,618
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	CARRYOVER
TRAVEL	5,294	0	5,294	
SUPPLIES	16,391	481	15,910	16,000
CONTRACTUAL	0	2,750	2,750	14,000
OTHER	29,393	3,726	25,667	14121
TOTAL DIRECT COSTS	51,078	6,957	44,121	44,121
INDIRECT	5,107	695	4,412	4,412
TOTAL	56,185	7,652	48,533	48,533
CARRYOVER	BUDGET	ACTUAL	REMAINING	CARRYOVER
SUPPLIES	229,928	29,778	200,150	0
CONSTRUCTION	566,959	0	566,959	1,465,454
OTHER	565,121	0	565,121	0
TOTAL DIRECT COSTS	1,362,008	29,778	1,332,230	1,465,454
INDIRECT	136,201	2,977	133,224	0
TOTAL	1,498,209	32,755	1,465,454	1,465,454
COVID CARES	BUDGET	ACTUAL	REMAINING	CARRYOVER
PERSONNEL	0	7,541	(7,541)	
FRINGE BENEFITS	0	1,056	(1,056)	
SUPPLIES	91,077	9,096	81,981	50,000
OTHER	30,359	1,680	28,679	52,093
TOTAL DIRECT COSTS	121,436	19,373	102,063	102,093
INDIRECT	12,143	1,904	10,239	10,209
TOTAL	133,579	21,277	112,302	112,302

Grand Total Carry Over 2,619,907



MEMORANDUM

To: Executive Committee


From: Yolanda Gonzales, Director of Head Start/State Child Development
Carmen Segovia, Director of Health and Nutrition

Date: June 4, 2021

Subject: Request to Execute the Fiscal Year 2021-2022 California Department of Education (CDE) Programs Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) – **Action Item**

CAPK is requesting approval to execute the 2021 – 2022 fiscal year contracts. This fiscal year represents a continuation of existing services. The intent of the program is to continue to provide community-based services under the Migrant Alternative Payment, State Preschool, Migrant Child Care/Specialized Services, and General Child Care grants. The CDE grant will support services that are also currently funded by OHS and USDA. The funding levels for the period 07/01/2021 through 06/30/2022 are as follow:

- Migrant Alternative Payment (CMAP): \$9,584,682
- State Preschool (CSPP): \$4,367,697
- Migrant Child Care (CMIG): \$262,661
- Migrant Specialized Services (CMSS): \$39,399
- General Child Care (CCTR): \$3,535,022

With these contracts, CAPK will manage the Head Start Approach to School Readiness through the application of early learning theories and practices, as well as provide childcare services to migrant agriculturally working families. Non-federal share details noted within the budget of each Head Start program that receives CDE funding will indicate program costs supported by CAPK. This program supports state and county efforts to improve communities by promoting educational opportunities and social services that enrich the lives of children and their families.

Recommendation

Staff recommends the Executive Committee authorize the Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and Migrant Alternative Payment (CMAP) contracts and any subsequent amendments during the contract period.

Attachments:

Resolution 2021–10

Contracts (CMAP, CSPP, CMIG, CMSS, CCTR)



RESOLUTION # 2021-10

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Execution of the 2021-2022 California Department of Education Contracts

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on June 4, 2021, in Bakersfield, California at a special Committee 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, program is requesting authorization to execute the California Department of Education contracts for State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR), Migrant Specialized Services (CMSS) and Migrant Alternative Payment (CMAP) from July 1, 2021 through June 30, 2022; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the CDE contracts: and

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors of hereby authorizes the Chief Executive Officer, to act on behalf of the Board as CAPK’s representative signatory with regard to the State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and Migrant Alternative Payment (CMAP) contracts and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 4th day of June 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2021

CONTRACT NUMBER: CMAP-1000

PROGRAM TYPE: MIGRANT ALTERNATIVE
PAYMENT

PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the MIGRANT ALTERNATIVE PAYMENT PROGRAM REQUIREMENTS*; and the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, for the Maximum Reimbursable Amount (MRA) of \$9,584,682.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS

Operation (MDO) Requirement 248

Any provision of this contract 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 contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at <https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition>.

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING		PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer	
TITLE Manager or Agent for CDSS		ADDRESS 5005 Business Park North Bakersfield, CA 93309	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 9,584,682	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached	Department of General Services use only	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 9,584,682	ITEM See Attached	CHAPTER	STATUTE
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706	FISCAL YEAR	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CMAP-1000

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 5,411,000	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13968-Y320	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 5,411,000	ITEM 30.10.020.004 5180-101-0890	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-0000 Rev-0000			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 4,173,682	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23036-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 4,173,682	ITEM 30.10.020.004 5180-101-0001	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6065 Rev-8530			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	



LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2021

CONTRACT NUMBER: CSPP-1123

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF EDUCATION

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the CALIFORNIA STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$49.85 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$4,367,697.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Minimum Days of 87,617.0
Operation (MDO) Requirement 246

Any provision of this contract 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 contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at <http://www.cde.ca.gov/fg/aa/cd/ftc2021.asp>.

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer	
TITLE Contract Manager		ADDRESS 5005 Business Park North Bakersfield, CA 93309	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 4,367,697	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 25451-Y320	Department of General Services use only	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 4,367,697	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2021
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-0000 Rev-0000	FISCAL YEAR 2021-2022	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	



LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2021

CONTRACT NUMBER: CMIG-1004

PROGRAM TYPE: MIGRANT CHILD CARE

PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the MIGRANT CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$49.54 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$262,661.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Minimum Days of 5,302.0
Operation (MDO) Requirement 246

Any provision of this contract 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 contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at <https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition>

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING		PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer	
TITLE Manager or Agent for CDSS		ADDRESS 5005 Business Park North Bakersfield, CA 93309	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 262,661	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23036-Y320		Department of General Services use only
TOTAL AMOUNT ENCUMBERED TO DATE \$ 262,661	ITEM 30.10.020.004 5180-101-0001	CHAPTER B/A	
OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6065 Rev-8530		STATUTE 2021	
FISCAL YEAR 2021-2022			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	



LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2021

CONTRACT NUMBER: CMSS-1004

PROGRAM TYPE: MIGRANT SPECIALIZED
SERVICES

PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, for a Maximum Reimbursable Amount (MRA) of \$39,399.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

Any provision of this contract 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 contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at <https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition>.

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING		PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer	
TITLE Manager or Agent for CDSS		ADDRESS 5005 Business Park North Bakersfield, CA 93309	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 39,399	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23360-Y320	Department of General Services use only	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 39,399	ITEM 30.10.020.004 5180-101-0001		
CHAPTER B/A		STATUTE 2021	FISCAL YEAR 2021-2022
OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6070 Rev-8530			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	



LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2021CONTRACT NUMBER: CCTR-1057PROGRAM TYPE: GENERAL CHILD CARE &
DEV PROGRAMSPROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$49.54 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of \$3,535,022.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Minimum Days of 71,357.0
Operation (MDO) Requirement 246

Any provision of this contract 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 contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at <https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition>.

STATE OF CALIFORNIA		CONTRACTOR	
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)	
PRINTED NAME OF PERSON SIGNING		PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer	
TITLE Manager or Agent for CDSS		ADDRESS 5005 Business Park North Bakersfield, CA 93309	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 3,535,022	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Department of General Services use only	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached		
TOTAL AMOUNT ENCUMBERED TO DATE \$ 3,535,022	ITEM See Attached	CHAPTER	STATUTE FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706		
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CCTR-1057

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 600,085	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE Federal	
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 FC# 93.596 PC# 000321 13609-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 600,085	ITEM 30.10.020.001 5180-101-0890	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 275,855	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE Federal	
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 FC# 93.575 PC# 000324 15136-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 275,855	ITEM 30.10.020.001 5180-101-0890	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 2,659,082	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General	
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 2,659,082	ITEM 30.10.020.001 5180-101-0001	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	



MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner, Director of Operations

Date: June 4, 2021

Subject: *Agenda Item 4e*: Head Start Expansion Notice to Proceed with Construction
– Emilio Wagner, Director of Operations – **Action Item**

Since April 19, 2019, when the Board was notified of several Bakersfield City School District lease cancellations, the Board has taken action on several items to prepare for the expansion of four Head Start Child Development Centers currently owned by CAPK: Harvey L Hall; Martha J. Morgan; Pete H. Parra; and Sterling. As part of these actions, there have been requests for carry over of funds and selection of Construction Manager and Architect. The team has been diligently working to develop all design and construction documents, submission to local authorities for building permits, and bidding the project. With this information staff prepared an application for construction which follows the Head Start Performance standards part 1303 and submitted to the Head Start regional office for approval.

The projects were bid during February of 2021 and due to the delay in approval by the Office of Head Start we were not able to enter into contract to lock in the pricing. As such, there have been several price escalations due to increased material cost which has affected the total cost of the project. The Office of Head Start is aware of the affects the pandemic is having on the increase of construction cost.

The Office of Head Start approved the application to construct for all four sites in Notice of Award 09CH011132-03-01 dated May 24, 2021. The total project cost is \$9,408,320 and includes all escalations. The construction cost was discussed with our program Specialist with the Head Start Regional office to identify the ability to allocate existing funds to cover the additional cost with escalations. In a meeting with our federal Region IX Program Specialist on June 2, 2021, we were given authority to use awarded COVID funds for construction due to the impact that COVID has had on material cost. As a result, funds have been identified and will be secured for construction via finalized carry over and current year budget revisions.

Quick action by the Executive Committee is crucial to authorize the execution of the notice to proceed as costs continue to escalate and vendors are only able to hold pricing for a span of two weeks. Construction contracts developed by Colombo Construction for all prime contractors have been prepared and are ready for signature. If approved, construction will begin on June 21, 2021 and the last site will be completed May 30, 2022.

Recommendation:

Staff recommends that the Executive Committee approve the Notice to Proceed and authorize the Chief Executive Officer to execute all necessary contracts for construction.

Attachment:

Notice to Proceed

NOTICE TO PROCEED

Project Name: Head Start Classroom Expansion

Project Location: 315 Stine Road, Bakersfield CA,
3000 Sterling Road, Bakersfield CA
1825 Feliz Ave, Bakersfield CA
3811 River Blvd, Bakersfield CA

Grant Funding Award Number: 09CH011132-03-01

Funding Source: Federal, Administration for Children and Families.

Project or Job Number: 20-002 CAPK

Type of Contract: Construction Services

Project Cost: \$9,408,320.00.

You are hereby notified to commence work on the referenced contract on or before June 21, 2021 and shall fully complete all work of said contract on or before May 30, 2022.

Dated this _____ day of June 4, 2021.

COMMUNITY ACTION PARTNERSHIP OF KERN
(OWNER)

BY: _____
Jeremy T. Tobias, CEO

ACCEPTANCE OF NOTICE TO PROCEED

RECEIPT OF THE ABOVE NOTICE TO PROCEED IS HEREBY ACKNOWLEDGED.

BY: _____ TITLE: _____

THIS THE _____ DAY OF _____, 2021.



DATE	May 26, 2021
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: 797 848 678#

Board of Directors Meeting Minutes

Per Governor's Executive Order N-29-20, 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 Curtis Floyd 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: Janea Benton, Jimmie Childress, Curtis Floyd (left meeting at 1:02 pm), Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Mike Maggard, Jonathan Mullings, Yolanda Ochoa (joined at 12:04 pm), Marian Panos, Fred Plane, and Ana Vigil (joined at 12:03 pm)

Absent: Joe Garcia, Craig Henderson, Guadalupe Perez

Others present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Freddy Hernandez, Director of Youth & Community Services; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff.

II. Public Comments

No one addressed the Board.

III. Special Presentation

a. There was no presentation.

IV. Consent Agenda

Board Chair Curtis Floyd asked the members of the Board and Public if they would like to remove any items from the Consent Agenda for further discussion.

Board member Michelle Jara-Rangel requested that Consent Agenda item O be removed from consent agenda for further discussion.

Motion was made and seconded to approve all items on the Consent Agenda except for Item O. Board Chair Floyd indicated he would take the item up between Regular Agenda Item V.d and V.e. Carried by unanimous vote (Panos/Plane).

V. Regular Business

- a. 2022-2023 Community Action Partnership of Kern Community Action Plan – Kathline Moessner, Senior Development Specialist. – **Action Item**

Kathline Moessner presented the above action item, required to demonstrate CAPK's compliance with Federal and State regulations governing the use of Community service Block Grant (CSBG) funds.

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

- b. North Kern Low-Income Board Representative Election Results – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy presented the above action item and provided a summary of the recruitment and election process. Having received applications from two qualified candidates, an election was held on May 10, 2021 with Ana Vigil receiving 9 qualified votes and Dora Hernandez-Jara receiving 2 qualified votes.

Curtis Floyd asked Jeremy how many ballots were received in total. Jeremy replied that a total of 15 ballots were received, however, 4 of the ballots were disqualified for being incomplete. Curtis said that given the low number of votes, he would like to increase outreach efforts for future elections.

Motion was made and seconded to certify the election results for the Low-Income North Kern sector, and seat Ana Vigil for a (5) five-year term, beginning June 1, 2021 and ending May 31, 2026. Carried by unanimous vote (Jimenez/Maggard).

- c. Facilities Ad-Hoc Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias presented the above action item and provided a summary of the two meetings held with the appointed Ad-Hoc Committee, tasked with reviewing and recommending action by the Board. Jeremy discussed the recommendation to sell the current administrative building located at 5005 Business Park North (BPN). The Ad-Hoc Committee reviewed several options on how to distribute the proceeds, all of which are required to be put back into Head Start Programs. Options reviewed by the Committee included the purchase of the Angela Martinez Child Development Center site located at 4032 Jewett Ave., using Head Start carryover funds for all, or the majority of the cost, and plans for the development of a new or improved Central Kitchen up to and including the sale of the existing facility.

Fred Plane, a member of the Facilities Ad-Hoc Committee, stated that the options were discussed thoroughly, and he stands by the recommendation. Jeremy Tobias said the process to receive approval from the Office of Head Start to sell the BPN office and approval of the use of the proceeds could take up to 4-6 months.

Mike Maggard said he is appreciative that the location of the Angela Martinez is an area that needs attention and further stated that relocating the Central Kitchen to Southeast Bakersfield or Oildale is a great investment in struggling areas.

Jim Childress asked if there are plans to relocate the Central Kitchen near the new Administration building. Emilio Wagner said it is dependent upon the location of the new building. It is estimated that 2 – 3 acres is needed for both and stated the use of existing CAPK owned land near the Food Bank is cost prohibitive.

Janea Benton said she is in favor of Initiating the paperwork to Region IX for the sale of the BPN building, and submitting a letter of intent to purchase the Angela Martinez property. Curtis Floyd is in favor of purchasing the property, but not in favor of submitting a letter of intent for the appraisal price and recommends the Ad-Hoc

Committee reconvene to further discuss either revising the letter of intent or exercising the first right of refusal option. Fred Plane agreed with Curtis' assessment.

Motion was made and seconded for staff to work with Facilities Ad-Hoc Committee to initiate the sale of BPN, initiate communication with the owner for the possible purchase of the Jewett Ave. property, and authorize staff and the Ad-Hoc Committee to develop and initiate plans for the improved Central Kitchen up to and including the sale of the existing facility. Carried by unanimous vote (Benton/Maggard).

d. American Rescue Plan Funding for a Summer Program – Yolanda Gonzales, Director of Head Start / State Child Development – **Info Item**

Jerry Meade presented the above info item on behalf of Yolanda Gonzales, and stated that staff met with the Executive Committee at a special call meeting held on May 10, 2021, to notify them that funding guidance from the Office of Head Start (OHS) as it relates to funds distributed to Head Start through the American Rescue Plan Act. Within the funding guidance, there is an award of \$2,665,802 for CAPK's HS/EHS programs to support a summer program and plan to recover from the pandemic. The expectation was for CAPK to submit a funding application by May 18, so it was necessary to request review and approval from the Executive Committee to proceed. At the May 10th meeting, guidance was given to staff to poll the part-time employees to determine their interest and requested incentives.

Jerry Meade reported that 230 part-year program staff were polled to determine their interest and availability to staff the summer program, and 93 staff members are willing to extend their employment through the summer of 2021. The centers with the greatest number of staff and volunteers were selected and will provide an intensive kindergarten readiness approach preparing children for their transition into kindergarten. Jerry noted that the additional funding will be used for improvements to outdoor environments, upgrading air filtration in Head Start HVAC systems, and other projects identified as a result of the COVID-19 project.

Marian Panos asked about the recruitment and selection plan for the summer program. Jerry said that staff will follow the approved Recruitment & Selection Plan and said that enrolled children will be eligible to participate.

Michelle Jara-Rangel asked about Early Head Start programs, Jerry responded that the EHS programs are already full-year programs and noted that the priority of funding is for the summer program, but funding is available for full-year programs as identified in the memo.

• Item O from Consent Agenda - Head Start and Early Head Start Kern Supplemental Funds Request for Oasis 2021 – **Action Item**

Michelle Jara-Rangel asked if the costs for renovations at the Oasis Center will be paid by the Head Start program, or if the costs will be shared with the other programs. Jerry Meade said the building is owned by Head Start through the Notice of Federal Interest (NOFI) so the investment in the property will be paid by Head Start supplemental funding. There is an allocation of shared costs for the expenses of the building based on the square footage used so the other programs will continue to contribute to the ongoing expenses, with the repair and renovation costs allocated to Head Start.

Motion was made and seconded to approve the Head Start / Early Head Start Kern Supplemental Funds Request for Oasis 2021. Carried by unanimous vote. (Jara-Rangel/Ochoa)

e. American Rescue Plan Part-Year Summer Stipend Policy – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item and stated that as we discussed in item V.d earlier, the American Rescue Plan (ARP) allows for additional funding from the Office of Head Start (OHS) to support summer learning for Pre-K children. The summer session will be open to all currently enrolled children and will begin May 31, 2021 thru August 6, 2021. A Part-Year Summer Stipend Policy was created and approved by CAPK leadership and SEIU representatives.

Michelle Jara-Rangel asked if there is enough staff to cover the comp time that will be provided to staff working the summer session. Tracy Webster said staff will need to coordinate their time off with their site supervisor and Jerry Meade added that after receiving the survey results, a second survey was sent to inquire staff's time off requests and confirmed no services for children will be interrupted.

Mike Maggard asked about the overall amount expected to be received from the ARP and asked about restrictions for its use. Tracy Webster said this was the first notification received but it is anticipated that more will be forthcoming for other programs. In regard to restrictions on how the funds are used, Jeremy Tobias said that CAPK will not receive direct funding for the Summer Program, those funds will be received from the OHS and they will provide guidance and restrictions on how the funds are to be used. Any other funds, if received from the ARP, are expected to come through the state department of Community Services & Development (CSD) and they will dictate how the funds are used.

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

f. 2021 MCAP Program Self-Evaluation (PSE) – Susana Magana, MCAP Program Administrator – **Info Item**

Susana Magana presented the above info item and explained that the Program Self-Evaluation is an annual requirement of the California Department of Education (CDE). Susana reviewed the components of the PSE and a summary of the audit results.

VI. CAPK Foundation Report

a. CAPK Foundation Report for May 2021 – Kayla Wofford-Nelson, Associate Director of Development – **Action Item**

1. May 2021 CAPK Foundation Report
2. Minutes from the March 23, 2021 Meeting

Pritika Ram provided the CAPK Foundation Report on behalf of Kayla Wofford-Nelson and reported that all items presented at the March 23, 2021 Foundation Board Meeting were approved.

Motion was made and seconded to approve the May 2021 CAPK Foundation Board report and all items. Carried by unanimous vote (Hogan/Mullings).

VII. Advisory Board Reports

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

1. May 2021 Policy Council Report
2. April 27, 2021 Policy Council Minutes

Nila Hogan provided a summary report of the above Policy Council and recommended Board approval of the above action item.

Motion was made and seconded to approve the May 2021 Policy Council report and all items. Carried by unanimous vote (Panos/Jimenez).

VIII. Chief Executive Officer Report

a. CEO Report for May 2021 – Jeremy Tobias, Chief Executive Officer – *Info Item*

1. COVID-19 Update

Jeremy Tobias provided the COVID-19 update to the Board and stated that the number of new positive cases have continued to trend downward. Management continues to promote the vaccine to employees and reported, to date, 408 employees (45%) have been vaccinated and have taken advantage of the incentive provided. Jeremy said that the state is targeted to reopen on June 15, 2021 but staff will wait on the recommendation from the Occupational Safety & Health Administration (OSHA) before revising the COVID-19 policies implemented at the beginning of the pandemic. Staff will provide updates at the June 30, 2021 meeting.

Jeremy announced that the Food Bank has experienced a change of leadership, Jaime Orona, Food Bank Administrator, is no longer with CAPK, and Carrie Farwell has accepted the role of Interim Program Administrator.

Jeremy congratulated Yolanda Gonzales and the entire Head Start staff, who recently completed two successful reviews. Jeremy also reported that the Head Start notice of COLA was received late yesterday afternoon and due to timing, a special Executive Committee meeting will be scheduled to approve staff payment retroactive to March 1. If not implemented prior to June 30, the COLA will not be allowed to be retroactive for all staff.

Jeremy announced that the grand opening of the Oasis Family Resource Center in Ridgecrest will take place on May 27th.

IX. Board Member Comments

- Mike Maggard congratulated CAPK and staff for their commitment to serving the homeless and said the M Street Navigation Center is a resounding success and members of the County and Community have taken notice and are appreciative. Mike also said that vaccinations continue to lag behind the average and serious complications and death are preventable because of the vaccinations and offered to help open doors to increase the vaccinations, including the use of mobile units.
- Marian Panos thanked staff and said to keep up the good work.
- Fred Plane congratulated the HS/EHS staff for the great reviews.

X. Closed Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm

Wednesday, June 30, 2021
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 1:41 pm.



DATE	June 16, 2021
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: 141 215 296#

Program Review & Evaluation Committee Minutes

Per Governor's Executive Order N-29-20, 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 Nila Hogan 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.

2. Roll Call

Roll call was taken with a quorum present.

Present: Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, and Marian Panos

Absent: Joe Garcia

Others present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Freddy Hernandez, Director of Youth & Community Development; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; 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 Presentation by Lois Hannible, Program Manager.

Lois Hannible provided an overview of the many programs at Friendship House Community Center (FHCC) and highlighted the various Summer Programs offered, including an intensive summer tutoring program to help the students get back to their grade level following school interruptions from COVID-19. The Mentoring Program is offered through funding from the County and provides mentoring to students ages 6-18 individually or in a group setting, and includes topics such as communication skills, behavioral issues, how to make friends and homework, etc. This mentoring program is available in person or by phone / video conferencing.

Additional services at FHCC include the onsite WIC program, the VITA program and the new Story Turs Program in conjunction with the Kern County Library, and AYSO soccer.

5. Regular Business

a. May 2021 Program Reports – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above program reports for approval.

Marian Panos asked for clarification for the family reunification exits at the M Street Navigation Center. Laurie Hughey responded and said that family reunification is included on the report as a successful exit if residents are able to reunite with their family. The May report is showing 0% because clients don't always achieve reunification with families on a regular basis.

Michelle Jara-Rangel asked about the 211 report, specifically the ages and stages of the new child screening. Martha Gonzales said that CAPK has a First 5 contract for the Healthy Grow program and there is a development specialist who completes screening over the phone for children ages 0-5 and the "ages and stages" is the name of the questionnaire. Michelle asked if the results from the questionnaire lead to any other referrals to programs within CAPK or does the data belong to First 5 exclusively? Martha confirmed that the data collected goes to First 5 but is reported on the CAPK monthly report. Michelle asked what the information is used for. Pritika Ram responded that First 5 has a variety of coalition and service partners that use the targeted data to identify children that are not meeting their milestones. The larger collaborative also includes health providers.

Susana Magana provided the MCAP update and highlighted the two-pronged problem discussed at the last meeting. There was a situation with the program that has to do with eligibility requirements that state the participants must meet the 50% agricultural income criteria to be eligible for services with MCAP. Based on income reported from April 2020 – March 2021, many of the families that staff was trying to re-enroll or certify were not meeting the agricultural or financial mandates due to COVID-19 unemployment income. Susana contacted the State Consultant to find a solution and looked into waivers to stop the terminations. A 45-day waiver was granted from May 27, 2021 through July 11, 2021 and allows staff to waive the 50% ag requirement for families that were terminated in months April & May and for current and new families. The regulation mandate was becoming a real issue. Susana noted that the fiscal year ends June 30th and reported that enrollment will not be met due to pandemic related issues.

In relation to the previously reported Mental Health Consultant for San Joaquin County, Michelle Jara-Rangel asked staff to provide an update. Jerry Meade responded and said one of the proposals was submitted for the provider and the procurement process will be completed to develop a contract.

In regard to the Opioid response memo under Old Business, Michelle Jara-Rangel would like to know who attended the training. Pritika Ram replied and said she would obtain the information and email the Committee.

Motion was made and seconded to approve the May 2021 Program Reports. Carried by unanimous vote (Jara-Rangel/Panos).

b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above Application Status Report and Funding Request for May 2021 for approval.

Motion was made and seconded to approve the Application Status Report for May 2021. Carried by unanimous vote (Jimenez/Panos)

- c. May 2021 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, Head Start State Enrollment Attendance Manager – **Action Item**

Ginger Mendez presented the above report for approval.

Marian Panos asked if enrollment will be met once classrooms go back to full capacity. Ginger replied that staff is working to clear the current wait list to increase enrollment.

Michelle Jara-Rangel asked for a status update on moving slots from seeking partners to where they are going to be moved. Jerry Meade replied and said staff is awaiting approval from the Office of Head Start (OHS) for the program change and Jerry noted that once approved, it will be reflected in the documents.

Motion was made and seconded to approve the May 2021 Head Start / State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Panos/Jara-Rangel).

- d. Approval of Head Start & Early Head Start 2021-2022 School Readiness Goals – Carolyn Coffey, Education & Support Services Administrator – **Action Item**

Carolyn Coffee presented the above action item for approval and stated staff develops yearly School Readiness Goals using the year-end data to implement the high-quality care, teaching and learning. The goals offer strategies to the families and teaching staff, working alongside the children to create developmental learning outcomes.

Marian Panos asked if staff collaborates with kindergarten teachers to ensure the transition is seamless. Carolyn said that there is communication with feeder schools and each center connects with the kindergarten teachers and principals in their area to determine what the requirements are for entry and emphasized that CAPK follows all processes and procedures to ensure smooth transition.

Marian Panos expressed concerns about staff using high-level language when speaking with parents and Carolyn assured the committee that individual meetings are held with parents and discussions are tailored to the parents to ensure their understanding of the goals and processes.

Michelle Jara-Rangel asked if there is a document from Superintendent of Schools that shows if CAPK is using the same information. Carolyn said that the developmental system is obtained online, and Leslie Mitchell said that a document from Common Core aligns with the domains, and she offered to provide the link by email. All expectations from kindergarten teachers are aligned with the CAPK Head Start teachers.

Michelle Jara-Rangel asked, in relation to family engagement outcomes, are any of the goals included in the family partnership agreement? Carolyn said the goals are not included in the agreement; however, the goals are provided on the first day of school for school readiness, and include nutrition, health screenings, and getting families and children ready for kindergarten. Teachers meet weekly with parents for individual goals, and partnering with families based on what the child needs are.

Michelle Jara-Rangel said that in reading through the domain goals, the language says the parents “will” complete the desired tasks, and suggested the language be changed to “can or may.” Carolyn said that she will change the language as suggested.

Motion was made and seconded to approve the Head Start & Early Head Start 2021-2022 School Readiness Goals. Carried by unanimous vote (Panos/Jara-Rangel).

6. Old Business

- a. Pritika Ram provided a summary of the follow-up items from the May 2021 meeting.

7. Committee Member Comments

- Marian Panos said she appreciates receiving the report for the follow-up items from the prior meeting.
- Michelle Jara-Rangel said she appreciates staff being receptive to comments and suggestions.

8. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, August 11, 2021
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting was adjourned at 1:09 pm.



Program Monthly Reports

MAY 2021

PRE Meeting

June 16,2021



Administration

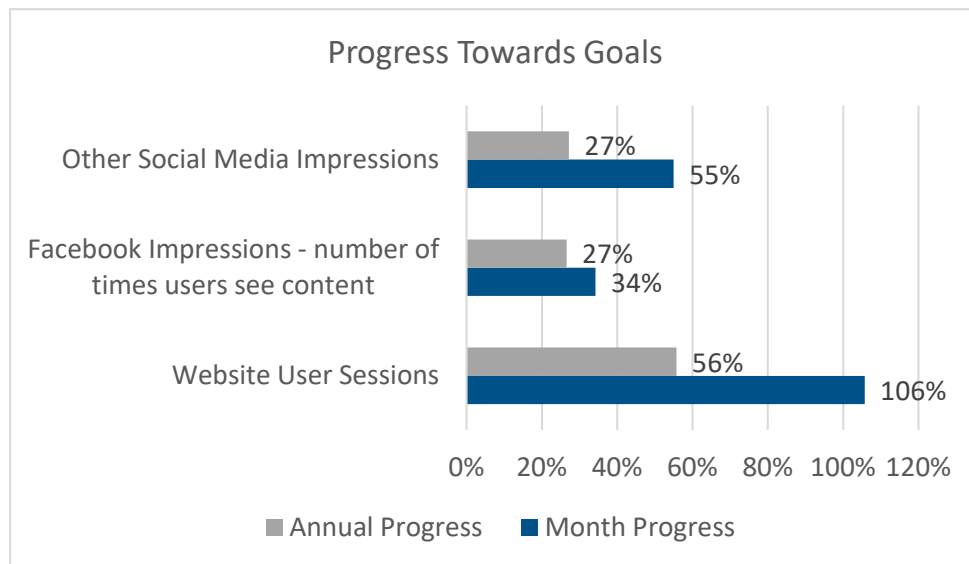
Grant Development
CAPK Foundation
Outreach & Marketing

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/ Work Unit	Grants, Outreach, & Foundation			
Division/Director	Executive/Pritika Ram	Program Manager	N/A			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		15,863	100,389	180,000	106%	56%
Facebook Impressions - number of times users see content		25,643	238,840	900,000	34%	27%
Other Social Media Impressions		10,085	59,793	220,000	55%	27%
Outreach Advocacy		Outreach Special Projects				
Community Action Month recognition from the Bakersfield City Council & KC Board of Supervisors		Community Action Month promotion: weekly CAPK Newsletters, videos, and social media of CAPK partners, staff, volunteers and programs.				
Received elected official support for M Street Anniversary, Oasis FRC Grant Opening, and Anthem Blue Cross Food Bank van dedication.		Supported Bookmobile Launch				
State representatives support for CalCAPA legislation day.		Distributed Molina Books to partners				
		Completed Annual Report				
		Supported events for Oasis FRC, M Street and Food Bank.				
Grants In Progress/Research		Projects				
US Department of Health Resources and Administration with First 5		UAT training with Volunteer Management, expected implementation July-August 2021				
Stater Bros. Charities		CRM Referral Management starting (June - Sept.)				
OCS Community Development Grant		CDC & CDFI needs assessment consultation				
		Operations Project Mapping				
		2016 Strategic Plan Cloesout				
		2021 Strategic Plan Development				
		Universal Intake Form				
		Monthly Report Mid-Year check-in and final changes.				
CSBG		ROMA				
Performance Indicator trainings with Programs						
Mid-year check in						
Client Demographic Preparation						

**Community Action Partnership of Kern
Monthly Report 2021**

Month		Program/ Work Unit	Grant Development, CAPK Foundation, and Outreach
Foundation			
CCS Fundraising Consultant 30/60/90		Employee Giving Program Development (monetary	
Food Bank Capital Campaign and Donor Dicussions		Master Events Calendar Development	
Explanation (Over/Under Goal Progress)			
Program Strategic Goals		Progress Towards Goal	
Customer Relationship Management Projects, including Volunteer Management and Referral Management			
Conduct In depth program specific needs assessment			





Community Development

211 Kern

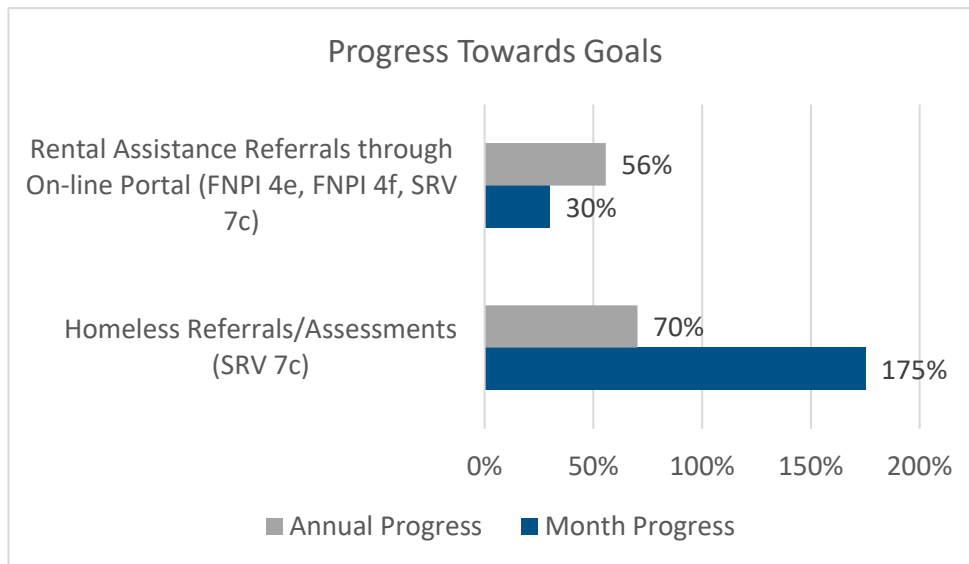
Coordinated Entry Services

M Street Homeless Navigation Center

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Traco Mathews, CPO Interim		Program Manager	Rebecca Moreno		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
Serves as the Kern County point of entry for assessment and referral to homeless services. Coordinated Entry Services (CES) works with all Bakersfield Kern Regional Homeless Collaborative partners to maximize member resources. CES is also the entry point for COVID related rental assistance.						
Referrals/Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Homeless Referrals/Assessments (SRV 7c)		876	4,212	6,000	175%	70%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)		50	1,114	2,000	30%	56%
Total Calls		926	5,326	8,000	139%	67%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours		847	1,821	100%	91%	32%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless		0	367	0	0%	(367)
Pending Rental Assistance		0	200	0	0%	(200)
Total Pending Percentage		0%	11%	0	0%	-11%
Explanation (Over/Under Goal Progress)						
Call back time continues to improve: 24 hours=847, 2-5 days=71, 6-10 days=4, 11-15 days=4. All calls are closed at the end of the month, no pending assessments.						
Program Strategic Goals		Progress Towards Goal				
1. Improve 24 hour call back response.		In process of active recruitment				
2. Integrate Customer Relation Software (CRM).		Pending contract				
3. Build provider network support.						

**Community Action Partnership of Kern
Monthly Report 2021**



**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit		M Street Navigation Center		
Division/Director	Traco Matthews, CPO Interim	Program Manager	Laurie Hughey			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
CAPK operates the 150-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 un- sheltered individuals with pets and partners.						
Shelter		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) Month only (COVID-19 Related, will review		159	386	75	212%	
Overnight Residents (Assigned Beds) (FNPI		79	331	300	316%	110%
Pets (Number)		7	18	30	280%	60%
Pets Days in Care		49	125	120	490%	104%
Residents Under 90 days length of stay.		56	231	300	224%	77%
Exits to Permanent Housing (FNPI 4b)		3	29	60	60%	48%
Exits-Family Reunification		0	2	25	0%	8%
Exits-Self		59	127	50	1416%	254%
Exits-Involuntary		73	160	165	531%	97%
Case Management Services		59	140	500	142%	28%
Critical Incidents		33	150	360	110%	42%
Shelter Residents Meals SRV 5ii		2,665	12,086	325,000	10%	4%
Number of Volunteers		314	433	50	7536%	866%
Volunteers Hours		130	596	400	391%	149%
Explanation (Over/Under Goal Progress)						
Family re-unification- change goal, residents meal change goal-no longer providing extra meals, food served is according to number of residents on-site to avoid overspending on the food budget.						
Program Strategic Goals		Progress Towards Goal				
1. Offer walk-in client services.		NA				
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.		Celebrated 1 year anniversary, Dinner with KBHRS as we celebrated Mantal Health Awareness month, dinner provided by Kindom Prayer church, Cityserve, cinco de mayo celebration with Outkast catering, donations from Target, Chef Dorothy Jean, Good Sam,, Ice cream, Toms Trees and Nami.				
3. Develop and implement a job program		3 completed educational certificates in culuninary form Bakersfield College, 2 completed first course of Welding courses, and signed up for part B of the program. 1 working with BHC work program.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	M Street Navigation Center
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Age	Month
18 - 24	10
25 - 34	36
35 - 44	33
45 - 54	35
55 - 61	28
62+	17
Total:	159

Race Demographic	Month
American Indian or Alaska Native	9
Asian	1
Black or African American	37
Native Hawaiian or Other Pacific Islander	0
White	106
Multiple races	4
Client Don't know / Refused	1
No Answer	1
Total:	159

Gender	Month
Female	67
Male	92
Trans Female (MTF or Male to Female)	
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	159

Zipcode	Number	Zipcode	Number
93301	23		
93304	6		
93305	17		
93306	5		
93307	10		
93308	10		
93309	2		
93311	1		
93312	2		
93313	1		
93215	1		
90044	1		
95354	1		
93555	1		
93268	2		
91356	1		
96817	1		
55420	1		
78521	1		
78521	1		
98010	1		
unspecified	70		
Total	159		



Health & Nutrition Services

CalFresh

Food Bank

Migrant Childcare Alternative Payment (MCAP)

Women Infant and Children (WIC)

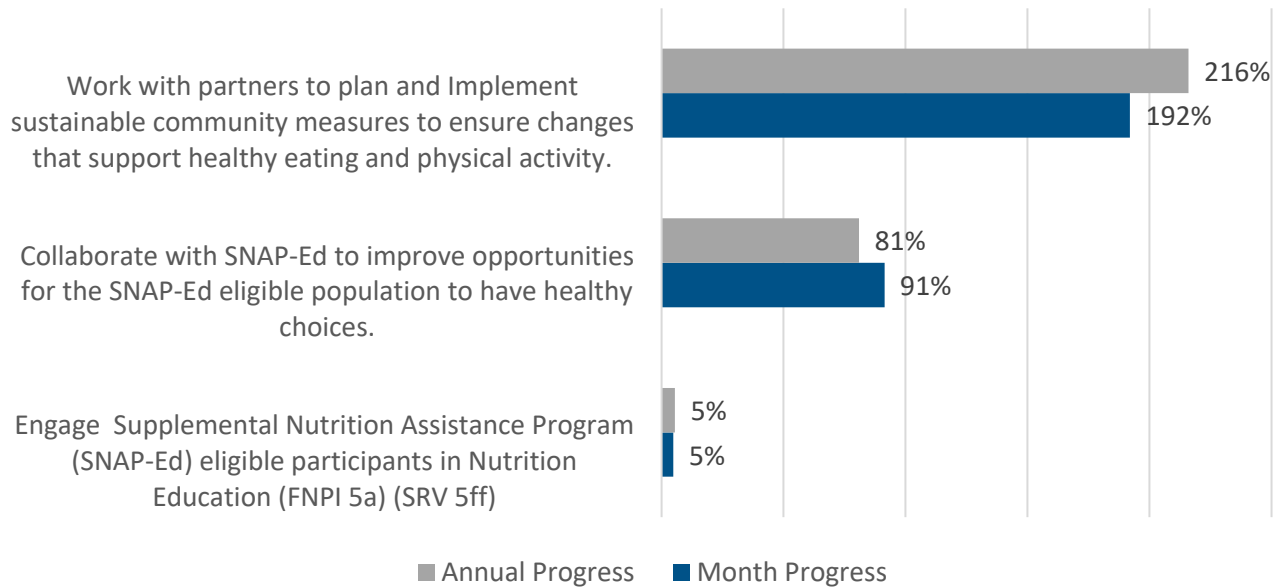
**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work		CalFresh Healthy Living		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Alejandra Morales, Interim		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
CAPK CalFresh Healthy Living improves the nutrition health of low-income Kern County residents by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.						
Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff)		180	2,427	45,000	5%	5%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.		8	85	105	91%	81%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.		4	54	25	192%	216%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress			
1. Retain Staff			Employees are engaged in creating a culture of empowerment within the office. Employees practice management strategies and interactions are supported with positive reinforcement.			
2. Create Contingency Staffing Plan			Actively recruiting to fill the Administrator position.			
3. Expand Social Media Presence			Worked with CAPK Community Development Specialist to discuss social media strategies and best practices to increase social media presence.			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work	CalFresh Healthy Living
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Progress Towards Goals

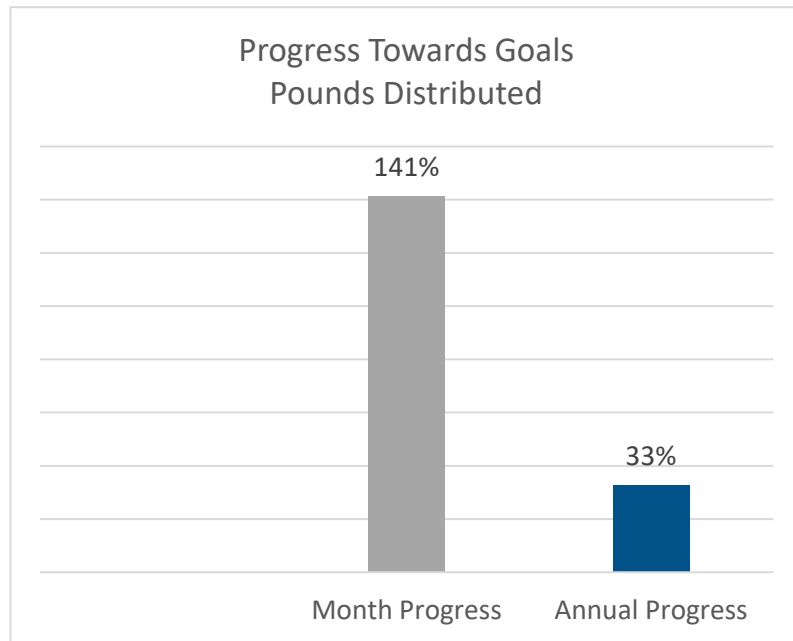


**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Food Bank		
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	TBH		
Reporting Period	January 1, 2021 - December 31, 2021				
Program Description					
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 and Backpack Buddies program at CAPK youth centers, schools, and other community sites.					
Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)	45,997	176,885	650,000	85%	27%
Pounds Received	2,188,537	9,619,344	25,000,000	105%	38%
Pounds Carried Over from Previous Month	715,000				
Pounds Distributed	1,390,542	6,678,230	22,000,000	76%	30%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	4,235	17,494	4,300	98%	
Pounds Distributed	160,930	474,274	150,500	107%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,228	5,370	8,000	184%	67%
Pounds Distributed	50,320	151,770	250,000	242%	61%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	1,601,792	7,304,274	22,400,500	141%	33%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	18	89	60	360%	148%
Other Volunteers	69	286	1,500	55%	19%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Improve data collection and reporting methods.		Working on hiring staff to help with data entry.			
2. Fill newly created positions & train new employees.		Hired 3 Supervisors, and recruiting for Outreach & Warehouse Specialist positions. Training is in progress.			
3. Increase numbers of volunteers.		The Agency Relations Specialist is outreaching to recruit new volunteers, in addition to applying to host more AmeriCorps Volunteers.			

Community Action Partnership of Kern
Monthly Report 2021

Month	May	Program/Work Unit	Food Bank
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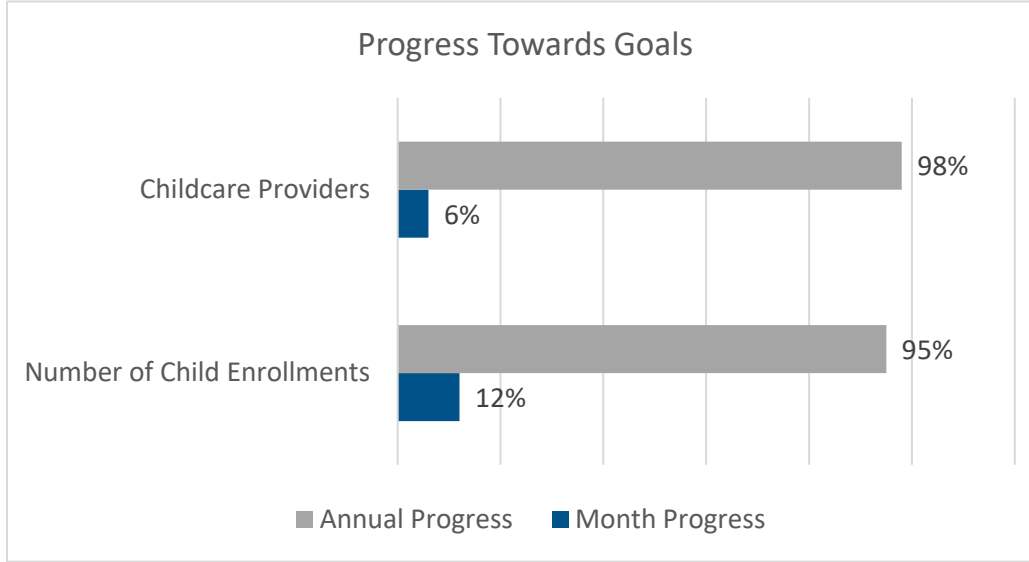


**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Susana Magana		
Reporting Period	May 1 , 2021 - May 31, 2021					
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		10	950	1,000	12%	95%
Childcare Providers		1	196	200	6%	98%
MCAP Subsidies July -June		Month of April processed in May	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$638,629	\$ 4,926,658	\$7,500,000	102%	66%
Agriculture Childcare Program Kern Ends in July (Will not change Month to Month)		Month	YTD	Goal	Month Progress	Annual Progress
Number of Children Served			21	21	0%	100%
Number of Childcare Providers		-	9	9	0%	100%
Explanation (Over/Under Goal Progress)						
For the AG childcare program all 21 slots are filled. For MCAP, the program is under earning the contract due to the 2 prong problem described in last month's report. Program Admininistrator requested a waiver from the State to enroll migrant families not meeting the 50% AG income. Waiver was granted for 45 days from 5/27 to 7/11, 2021. Program staff is working on enrolling families that were previously terminated due to not meeting the 50% ag from income requirement.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Currently, program is fully staffed.				
2. Retain Staff.		2% Cost of Living Adjustment (COLA) will be processed for staff. It will be retroactive to March 2021.				
3. Contingency Staffing Plan		Staff assisted Program Administrator in preparing for the State review that took place May 17-21, 2021. Review resulted in a 0% error rate. Coordinators assisted in conducting the Program Self-Evaluation audit for FY 20-21 due June 1,2021.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)
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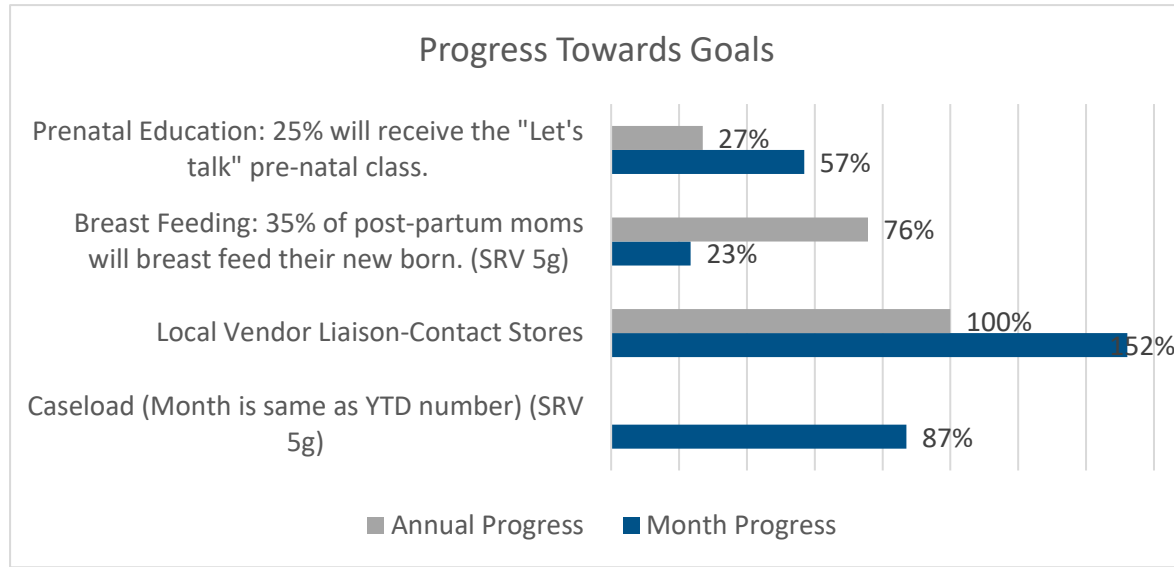


**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit		Women Infants & Children (WIC) Nutrition		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Kathlyn Lujan		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
The 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 (Month is same as YTD number) (SRV 5g)		14,070	28,456	16,160	87%	
Local Vendor Liaison-Contact Stores		9	71	71	152%	100%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)		61	2,361	3,120	23%	76%
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.		64	364	1,350	57%	27%
Outreach		Month	YTD	Goal	Month	Annual
Enrollment from Website Goal is 100% enrolled		229	991	1,400	196%	71%
WIC Presentations		1	12	12	100%	100%
Create one PSA for publication in newspaper, television, or social media.			2	2	0%	100%
Regional Breast Feeding		Month	YTD	Goal	Month Progress	Annual Progress
Provide Breastfeeding education to health care provider office		3	19	12	300%	158%
Explanation (Over/Under Goal Progress)						
Will review goals at the Mid-Year review meeting.						
Program Strategic Goals			Progress			
1. Develop Nutrition Topics on Facebook/Instagram.			Waiting on Outreach Coordinator new hire.			
2. Develop nutrition course for new hires.			Course has been completed.			
3. Implement Tele-Health for WIC appointments and counselling.			State has approved a platform and WIC staff is beginning to get trained.			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Women Infants & Children
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Operations

Business Services

Maintenance

Information Technology

Risk Management

**Community Action Partnership of Kern
Monthly Report 2021**

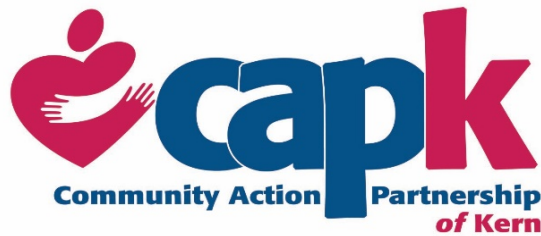
Month	May	Program/Work Unit		Business Services, Maintenance, Information Technology & Risk Management		
Division/Director	Operations: Emilio Wagner/Todd Payne Assistant Director		Program Managers	Dan Ripoli, Douglas Dill, Kerri Davis, & Laurie Sproule		
Reporting Period	January 1, 2021 - December 31, 2021					
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	Average Response Time	Response Time Target
Purchase Orders			120	923	TBD	TBD
Contracts	10	26	10	52	TBD	TBD
Leases	6	34	0	3	TBD	TBD
Requests for Proposals	0	3	2	4	TBD	TBD
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	227	53	174	1109	TBD	TBD
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	228	126	223	1393	TBD	TBD
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other		Reported	Reported YTD
First Aid (Reported only)	7	22	General Liability		0	1
First Aid	2	13	Property Incidents		0	14
Medical Treatment	0	1	Vehicle Incidents		1	7
Modified Duty	1	2	Litigated		2	3
Lost Time	0	0				
Non-Industrial (not work related)	1	1				
Under Investigation	0	0				
Confirmed Work Related COVID	0	28				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Operations
RFPs		Contracts	
Mental Health Consultant -EHS		Colombo Construction (Head Start)	
Pest Control -Agency		Office 1 (Maintenance)	
Janitorial - Agency		Office 1 (LBNC)	
Risk Projects		Tel Tec (Various Programs) Phase #2	
Final Rev Draft Fleet Vehicle Policy		RM Industries Amendment VII (Agency Wide)	
Final Draft ATD Exposure Plan		RM Industries Amendment VII (COVID Services)	
Final Draft PPE Manual		Crown Lift Trucks (Food Bank \$420.35)	
Final Draft Wildfire Smoke Mgmt		Escuelita Hernandez (Partnership) Amend I	
Final Draft Workplace Violence		CSET (CALEITC) Subcontract Renewal	
Final Draft Bloodborne Pathogens		CACC Subcontract Agreement (Com. Dev. \$500)	
Draft of GPS Policy		Mission Linen (Head Start Addendum)	
Final Draft COVID-19 Prevention Protocols for		Koantic, Inc. (HS \$3,062)	
Final Draft COVID-19 Prevention Protocols for		Michael K Brown Amendment I	
Updated Charter for Operational Risk		Mojave Unified School District Food Service Co	
Final Draft Rev 2021 Fire Extinguisher Program		Bakersfield Glass Amendment I (Energy \$25,000)	
Final Draft Opioid Overdose Response and		ACI (M St. \$4,131)	
Complete renewal applications for W/C and		Transwest Amendment II	
IT Projects		Office 1 Comm. Dev.	
AT&T Switch Ethernet installation		Zero to Three (Head Start)	
Head Start Networking upgrades		Sarana Educational Consulting (Head Start)	
Server Upgrades		Signco (Food Bank \$1,127.16)	
SJC Computer Upgrades		ACI Change Order No. 1 (1900 East Cal.)	
EKFRS Computer Upgrades		County Library Bookmobile	
Leases		United Way Kern County Amedment I	
277 E. Front St Buttonwillow (WIC)		Lakeshore (EHS SJ)	
7000 Doe Ave. (MCAP)		Ken Smith Construction Change Order No. 1	
Mojave Veteran's Bldg. Rental Agreement (WIC)		Michael K Brown Amendment II	
15682 K St. Mojave		Michael K. Brown (Irrigation Install.) Comm. De	
425 E. Fairview (Head Start)		Clark Appraisal (EHS SJ)	
1001 Main St. Delano (WIC)		PLC System Services (M. St. Nav. \$4,995)	
1815 Van Ness Ave. (MCAP)		United Way Tulare County Addendum	
216 West 7th St. (Hanford)		Michael K. Brown Amendment	
108 S. Robinson St. Tehachapi (WIC)		Dude Solutions \$1,727.50 (Operations)	
26904 Nichols St. Boron (WIC)		PeopleReady (Maintenance) \$3,067.68	
2400 Planz Rd. (Head Start)		AYSO (Friendship House) \$1,600	
8201 Palm Ave. Lamont (Head Start)		Elegant Car Wash \$8,400 (Energy)	
4600 Panama Lane (WIC)		Tel Tec Agency wide Agreement renewal	
741 Palm Ave. Wasco (WIC)			
2550 East. Belle Terrace Ste. 501-502			
2800 D. Street (EHS SJ)			
2885 E. Harding (EHS SJ)			
4182 Gastin Drive (WIC)			

**Community Action Partnership of Kern
Monthly Report 2021**

Leases (Cont'd)
525 Roberts Lane (WIC)
741 Palm Ave. (WIC)
1940 Inyo Street (WIC)
16804 Highway 14 (EKFRC)
15580 O St. (WIC)
5000 E. California Ave. (WIC)
2854 Felsite Ave. (Head Start)
410 Perkins Ave. (Head Start)
2323 16th St. Suite 305



Youth and Community Services

East Kern Family Resource Center (EKFRC)

Energy

Friendship House Community Center (FHCC)

OASIS Family Resource Center

Shafter Youth Center (SYC)

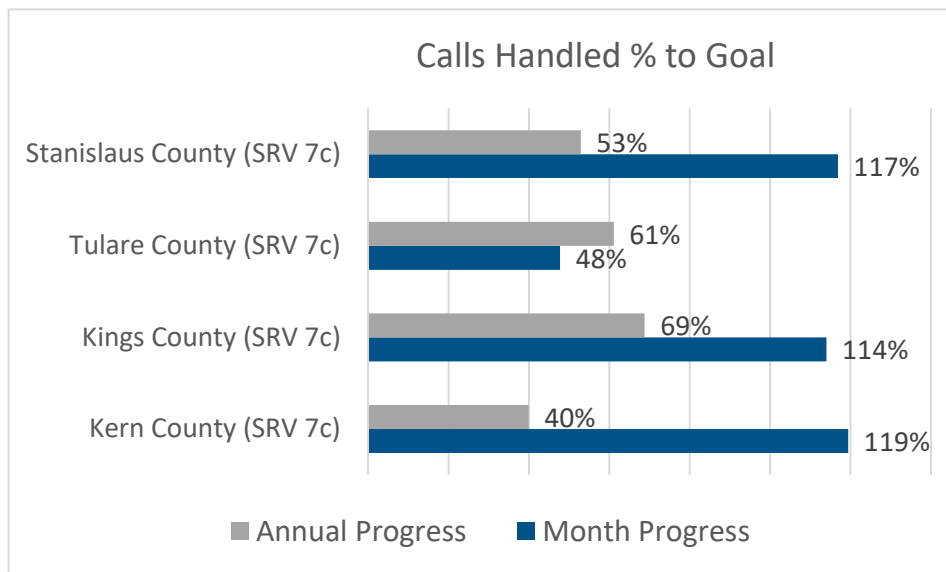
Volunteer Income Tax Assistance (VITA)

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit		211 Kern		
Division/Director	Traco Matthews, CPO Interim		Program Manager	Martha Gonzalez, Interim		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
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. 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 .						
Most Requested Services	Tax Preparation (VITA)		Homeless Shelter		Food Assistance	
Top 3 Unmet Needs	Low Income Housing		Utility Payment		Shelter	
Information and Referral Services Calls Handled (Referred)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,164	28,779	72,000	119%	40%
Kings County (SRV 7c)		228	1,651	2,400	114%	69%
Tulare County (SRV 7c)		716	10,998	18,000	48%	61%
Stanislaus County (SRV 7c)		1,402	7,616	14,400	117%	53%
Total		9,510	49,044	106,800	99%	46%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/ Short
Staff dedicated of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.				18	1.5	(8.90)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		25	134	300	100%	45%
Medi-Cal Application (SRV 7b & SRV 7c)		6	47	100	72%	47%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		10	94	300	40%	31%
Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated		18,560	98,167	200,000	111%	49%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		2,575	16,308	42,000	74%	39%
Mental Health (SRV 7c)		303	1,457	2,400	152%	61%
Health and Human Service Referrals		8,860	45,721	100,000	106%	46%
Explanation (Over/Under Goal Progress)						
Calls for Tulare County decreased, but the community needs remain consistent. Ages & Stages new children screened goal decreased do to vacant Deveelopment Specialist position. Senior I&R Specialist is currently overseeing project and responsibilities.						

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Actively recruiting for a qualified candidate to fill the Development Specialist vacancy.	
2. Retain Staff		Increasing retention by preventing attrition. Fostering employee engagement by providing staff recognition and praise for efforts and dedication to the program.	
3. Contingency Staffing Plan		Addition of staff and steady call volumes allow adequate call coverage. Also, provides additional support when call surges arise.	

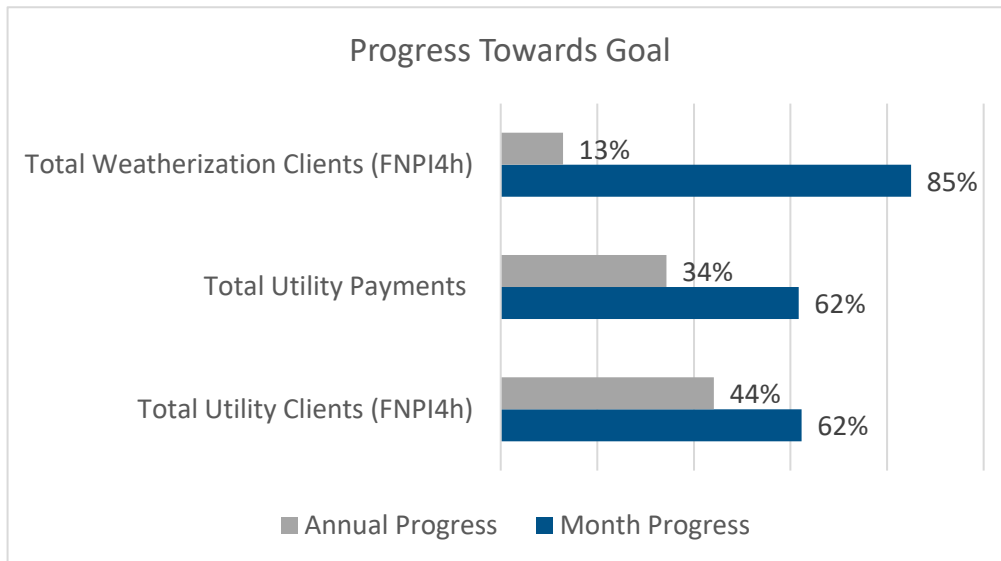


**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Energy & Utility Assistance			
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Wilfredo Cruz, Loretta Andrews, Ruben Minor		
	January 1, 2021 - December 31, 2021					
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
Clients Served Utilities Assistance		188	431	3,845	59%	11%
Utility Payments		\$146,052	\$335,143	\$2,999,043	58%	11%
Clients Served Weatherization		6	7	150	48%	5%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		256	1,772	2,476	124%	72%
Utility Payments		\$192,416	\$1,297,492	\$1,545,423	149%	84%
Clients Served Weatherization		7	15	74	114%	20%
Discorgement Assistance Program (DAP) Ends December 31, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	209	210	0%	100%
Utility Payments		0	\$145,156	\$145,000	0%	100%
Clients Served Weatherization		5	12	29	207%	41%
CARES ACT Ends September 30, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		222	2,068	2,077	128%	100%
Utility Payments		\$96,775	\$912,195	\$916,186	127%	100%
Department Of Energy (DOE) Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Weatherization		0	0	10	0%	0%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Utility Clients (FNPI4h)		410	2,708	6,132	62%	44%
Total Utility Payments		\$242,827	\$1,392,494	\$4,060,229	62%	34%
Total Weatherization Clients (FNPI4h)		18	34	263	85%	13%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Energy & Utility Assistance
Program Strategic Goals		Progress Towards Goal	
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).		Nothing to report this month.	
2. Implement a digital inventory system.		There have been some delays with Hancock developing a digital inventory system. Hancock is still researching the ability to use software for this purpose.	
3. Improve our outreach methods.		Energy staff attended the grand opening for our new Oasis Center in Ridgecrest. We will be working very closely with the Oasis Center to provide HEAP and Weatherization service to the community.	

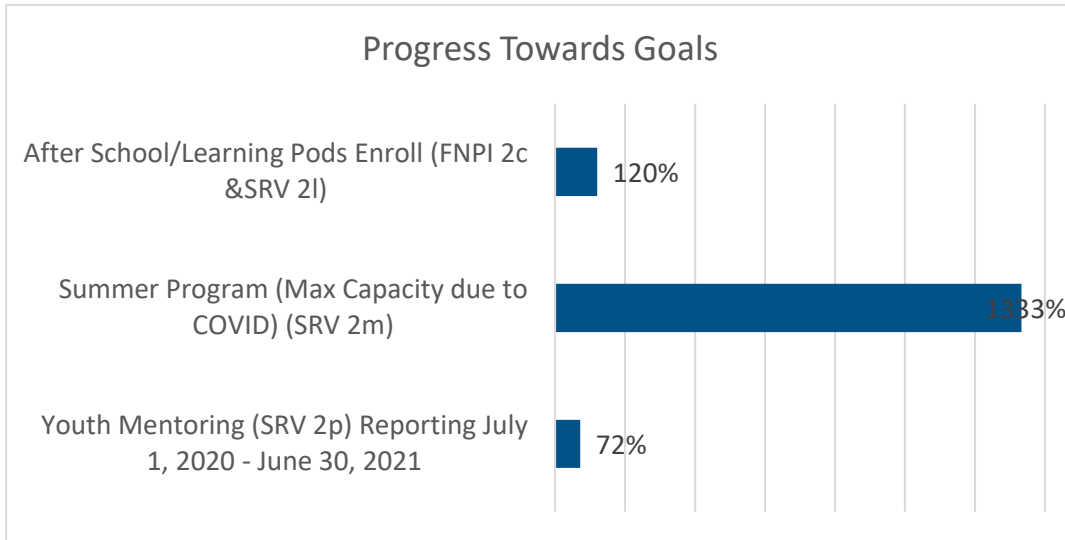


**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit		Friendship House Community Center (FHCC)		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager		Lois Hannible		
Reporting Period	January 1, 2021 - December 31, 2021					
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 (SRV 2p) Reporting July 1, 2020 - June 30, 2021	37	6	69	100	72%	69%
Summer Program (Max Capacity due to COVID) (SRV 2m)	20	20	20	18	1333%	111%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)	12	2	23	20	120%	115%
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		65	2208	3,000	26%	74%
Canvassing phone calls and flyers		3925	10683	15,000	314%	71%
Explanation (Over/Under Goal Progress)						
1. The FHCC Summer Program is currently at max capacity (limited due to COVID), with additional youth on the waiting list. 2. The FHCC Afterschool/Learning Pods program continues to enroll youth as space allows. Some youth have returned to in person learning, but the majority of the students are still participating in distance learning at the FHCC. 3. The FHCC Medi-Cal outreach team has increased the flyer distribution, in an effort to get the word out about Medi-Cal services.						
Program Strategic Goals		Progress				
1. Develop and implement an education and tutoring program.		Materials and equipment have been ordered for the FHCC intensive tutoring program, which is scheduled to start June 9th.				
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.		The wifi upgrade has been completed at the FHCC.				
3. Create Advisory Board Recruitment Plan.		A recruitment plan for the FHCC Advisory Board is in the process of being created.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Friendship House Community
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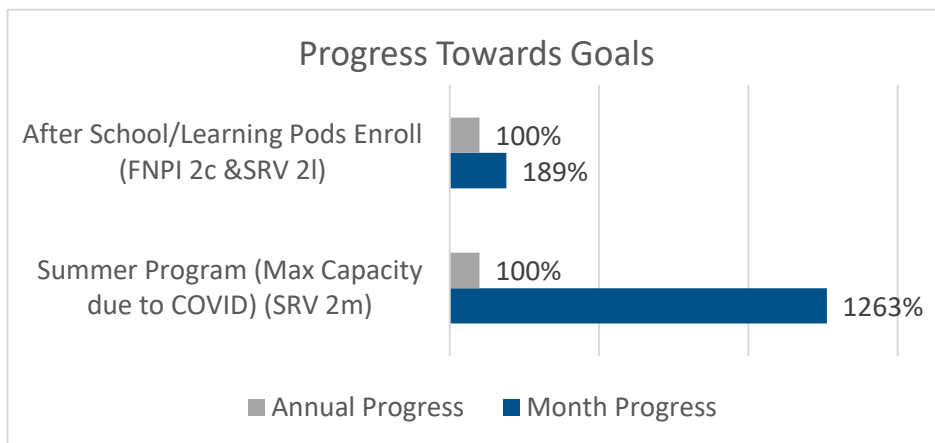


**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Eric Le Barbe		
Reporting Period	January 1, 2021 - December 31, 2021				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgcrest and surrounding communities. They focus on providing case management and educational support to families to build resiliency.					
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Children Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	0	0	25	0%	0%
Children Educational Home Base Activities (FNPI 2b)	0	0	15	0%	0%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	3	8	150%	38%
Family Support Services for non-clients with children 5 and under	0	0	50	0%	0%
First 5 Total	1	3	178	19%	2%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items	0	0			
Referrals/Administrative Services	0	0			
Explanation (Over/Under Goal Progress)					
The OASIS FRC held their grand opening on May 27th. We didn't have any clients in May but started meeting with clients in June. The Summer Bridge program started on June 7th.					
Program Strategic Goals		Progress Towards Goal			
1. Create client data base.		This project is currently in progress.			
2. Begin providing case management services.		This project is currently in progress.			
3. Implement and educational Homebase and Summer Program for children ages 0 - 5.		This project started on June 7th with 4 children attending.			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit			Shafter Youth Center (SYC)		
Division/Director	Youth & Community Services Fred Hernandez			Program Manager	Angelica Nelson		
Reporting Period	January 1, 2021 - December 31, 2021						
Program Description							
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 (Max Capacity due to COVID) (SRV 2m)		20	20	20	19	1263%	100%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		19	3	22	19	189%	100%
Community Programs (On Hold due to COVID)			Month	YTD	Goal	Month Progress	Annual Progress
Zumba			0	0	30	0%	0%
Fitness Boot Camp			0	0	30	0%	0%
Open Basketball			0	0	45	0%	0%
Tai-Chi			0	0	12	0%	0%
Outreach			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events			1	4	6	200%	67%
Community Events			1	5	6	200%	83%
Explanation (Over/Under Goal Progress)							
We are currently not offering any community programs until the current health regulations are lifted.							
Program Strategic Goals			Progress				
1. Develop program services to grow enrollment while maintaining safety			We are implementing a new summer program that will be focus on academics.				
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.			In progress.				
3. Increase staff development opportunities.			In progress.				

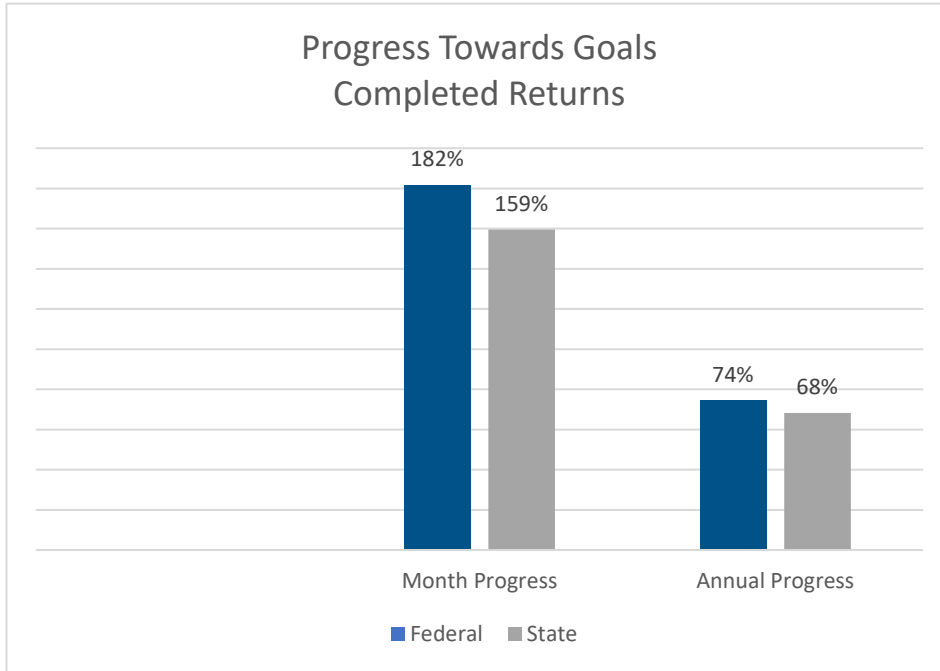


**Community Action Partnership of Kern
Monthly Report 2021**

Month	May	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2021 - December 31, 2021					
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 Returns		Month	YTD	Goal	Month Progress	Annual Progress
Federal		676	4,465	6,000	182%	74%
State		544	4,093	6,000	159%	68%
Total Returns (State included with Federal) (SRV 3o)		676	4,465	6,000	182%	74%
Refunds and Credits		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$681,410	\$5,579,449	\$3,500,500	147%	159%
State Refunds		\$79,155	\$831,124	\$730,000	114%	114%
Federal EITC (SRV 3o)		\$213,719	\$2,113,500	\$2,300,000	121%	92%
CalEITC (SRV 3o)		\$51,119	\$350,794	\$350,000	175%	100%
Total Refunds and Credits		\$1,025,403	\$8,874,867	\$6,880,500	139%	129%
Individual Taxpayer Identification Number (ITIN)		Month	YTD	Goal	Month Progress	Annual Progress
Applications		10	48	25	250%	192%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion plan.			N/A			
2. Build community awareness of VITA services.			14 GET bus' in targeted low income communities, radio ad on spanish station LA CALIENTE promoting new credits coming and ITIN eligile credits available.			
3. Develop and implement volunteer retainment plan.			N/A			

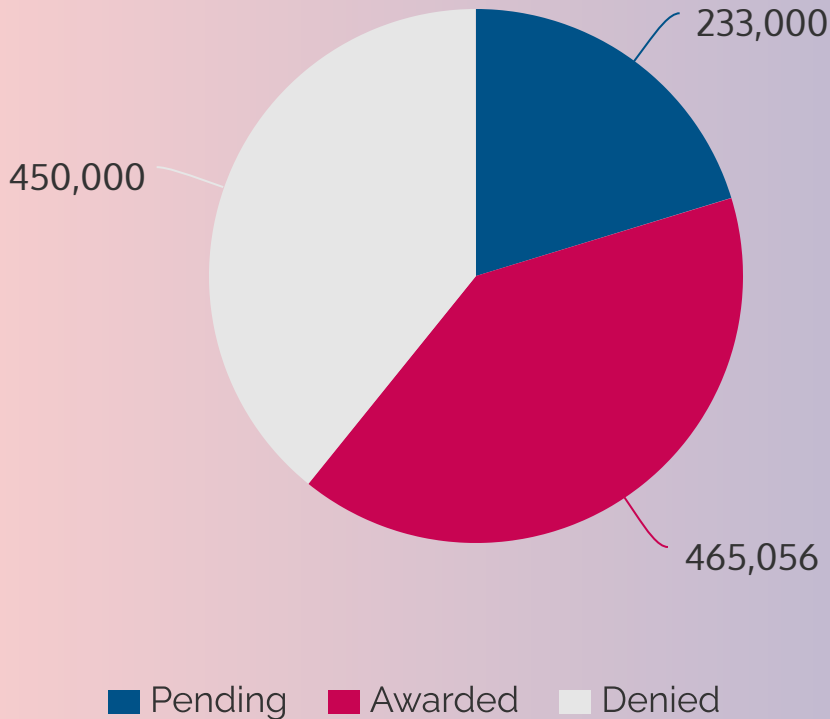
Community Action Partnership of Kern
Monthly Report 2021

Month	May	Program/Work Unit	Volunteer Income Tax Assistance (VITA)
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Application Status Report

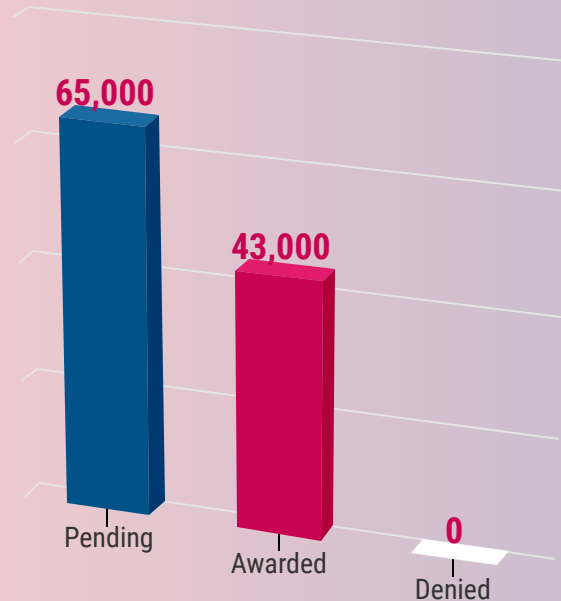
May 2021



\$ Grant Funding Year-to-Date

January 1, 2021, to
May 31, 2021

App Status May 2021



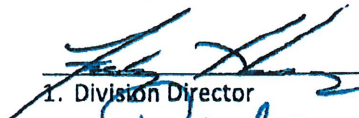
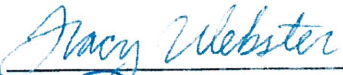
Donations Jan-May, 2021

197
\$31,713

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	CAPK Program	CAPK VITA
Funding Agency	US Internal Revenue Service	Project Name	Kern VITA Partnership (KVP)
CFDA	20.009	Target Population	Low-income Tax Payers
Reapplication (Y/N)	Yes-Renewal Y2	Number to be served	7,920
Estimated Request	\$200,693	Division Director	Freddy Hernandez
Award Period	Oct. 1 2021-Oct.	Program Manager	Jacqueline Guerra
Project Goal (One sentence goal statement)			
The Kern Vally Partnership will complete at least 7,920 tax-returns for the 2021-2022 tax season. VITA			
Project Description (Brief one paragraph description)			
The Kern VITA Partnership (United Way Kern County and CAPK), with assistance of additional collaborative relationships, will continue to provide no-cost tax preparation to Kern County's low-income tax payers. Special emphasis will be made to reach rural and/or Limited English Speakers. The KVP has 43 planned sites for the upcoming season to maximize reach.			
Estimated Budget Summary			
Requested funds include salaries and benefits @ \$127,480; Staff Mileage @ \$1,344; general supplies @ \$3,770; sub award @ \$43,000; Volunteer food @ \$500; Space Costs @ \$8,790; and indirect @ \$15,809.			

Approvals:

1.  _____ 1. Division Director  _____ 2. Director of Administration  _____ 3. Chief Program Officer	4.  _____ 4. Chief Financial Officer  _____ 5. Chief Executive Officer
6/4/2021 _____ Date 6/7/2021 _____ Date 6/7/2021 _____ Date	6/8/2021 _____ Date 6/8/21 _____ Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Multiple Funding Requests

May, 2021

Funding Information			
Funding Type	Private	CAPK Program	Oasis Family Resource Center
Funding Agency	Stater Bros. Charities	Project Name	Emergency Assistance of basic Needs
CFDA		Target Population	Ridgcrest low-income families
Request	\$2,500	Division Director	Freddy Hernandez
Award Period	2021-2022	Program Manager	Eric Le Barbe
Description	With funding from Stater Bros. Charities, the Oasis Center will be able to provide basic needs to families severely impacted by their current economical state. Some of these include diapers, formula, clothing, educational toys, books, and food.		

Funding Information			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Estimated Request		Division Director	
Award Period		Program Manager	
Description			

Funding Information			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Estimated Request		Division Director	
Award Period		Program Manager	
Description			

Funding Information			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Estimated Request		Division Director	
Award Period		Program Manager	
Description			

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: May 2021
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/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	Enrollment Breakdown	Disabilities (Based on Actual Enrollment)	Over Income
Head Start Kern *PY Services ended 5/22/2021	1317	935	71%		5.9% (8.3%)	10%
Early Head Start Kern - EHS Center Based - EHS Home Based - EHS Home Based-Interim	446 243 123 80	289	65%	185/243 86/123 19/80	12.8% (20.7%)	9%
Early Head Start San Joaquin	313	219	70%		23.3% (33%)	8%
Early Head Start Partnership - Angela Martinez - Bakersfield College - Blanton - Garden Pathways - Taft College - Escuelita Hernandez - Seeking Partner	152 24 32 16 11 42 16 11	61	41%	46% 34% 50% 73% 50% 12.5% 0%	11/24 11/32 8/16 8/11 21/42 2/16 0/11	7.8%

Early Head Start Partnership Enrollment Updates:

Escuelita Hernandez modifications to the outdoors are 80 % completed. The infant classroom is pending a building permit. Estimated completion is the end of July 2021 for all modifications.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	141	204

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
648	97	24	103

HIGHLIGHTS: 4 employees were promoted, 2 new hires and the Program Information Report (PIR) was sent to all part year staff.

Compliance

The Head Start/State Child Development division received two reviews during the month of May. One from our State funding source, the California Department of Education and one from our Federal funding source, Office of Head Start. We are pleased to inform our board that both extensive reviews were completed with no non-compliance findings. We were, in fact, complimented for our systems by both funding sources at the culmination of their reviews.

Central Kitchen May 2021				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Centers	30,763	11,437	9,889	9,437
Boxed Meals—Virtual	21,060	7,020	7,020	7,020
Home Based	4,095	1,365	1,365	1,365
TOTALS	55,918	19,822	18,274	17,822

HIGHLIGHT: In preparation for the Head Start Summer Program, new routes and delivery schedules have been planned to ensure seamless food deliveries.

CACFP

APRIL 2021

Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
64,526	8,279	72,805	45,564	27,241	51,881	71%



MEMORANDUM

To: Program Review and Evaluation Committee

From: Carolyn Coffey, Administrator of Education & Support Services

Date: June 16, 2021

Subject: *Agenda Item 5d:* Approval of Head Start 2021-2022 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 approval of the 2021-2022 Early Head Start and Head Start School Readiness Goals.

Attachment:

2021-2022 Early Head Start and Head Start School Readiness Goals.



Head Start & Early Head Start School Readiness Goals 2021-2022

SCHOOL READINESS PLAN 2021-2022

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 to 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 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 2020-2021 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2020-2021), 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 on the most up-to-date information on school readiness for **Early Head Start, Head Start, and Home-Based option**. 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 2020-2021 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	Cognition	COG 2 Classification
Older Infants 8 months to 17 months	Language and Literacy	LLD 2 Responsiveness to Language
Toddlers 18 months to 36 months	Language and Literacy Development	LLD 2 Responsiveness to Language
Preschool 3-year old's	Language and Literacy Development	LLD 5 Interest in Literacy
Preschool 4-year old's	Cognition	COG 4 Number Sense of Math Operations

BACKGROUND

Data Aggregation is the key element to ensure good practices when designing or identifying program improvement. Head Start / State Child Care have 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: May 2021

2020-2021 School Readiness Goals Data Aggregation and Analysis.

Phase Two: May 2021

2019- 2020, Collaborative School Readiness Meeting

Phase Three: May 2021

2020- 2021 School Readiness Goal Setting Collaborative Meeting

Phase Four: June 2021

2021-2022 School Readiness Administration Team Review and Feedback

Phase Five: June 2021

2021 – 2022 School Readiness Goals Policy Council Approval

Phase Six: June 2021

2021 – 2022 School Readiness Goals Board of Directors Approval

Phase Seven:

July–November 2021 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 Literacy	Mathematics Development Scientific Reasoning	Perceptual, Motor, and Physical Development

EARLY HEAD START/HEAD START

2021-2022 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.

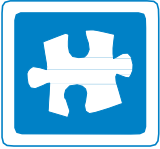


Early Head Start

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

Approaches to learning focus on how children learn. It refers to the skills and behaviors that children use to engage learning.

Goal: Children will exhibit increased skills in approaches to learning, including Self-Control of Feelings and Behaviors.		
Objective: By Spring 2022 infants and toddlers will develop strategies for regulating feelings and behavior, becoming less reliant on adult guidance over time.		
Young Infants: 80% will be at the “Responding Later” level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior	Older Infants: 80% will be at the “Exploring Earlier” level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior	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 2022, 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: • Be in close proximity when babies are lying or sitting close to each other. Gently separate them if they touch each other roughly, showing them how to be gentle. • Use clear language to communicate acceptable behaviors e.g., say, “Pat Juan’s arm gently”. • Use simple clear language and facial expressions to communicate acceptable behaviors. • Acknowledge when children show self-discipline. e.g., “You wanted Liz’s ball, but you waited until she was finished playing with it.” • Create clear boundaries to help children learn self-control by using trays, pictures, and defining spaces. • Use visual schedule for the classroom to establish a predictable routine and transitions. • Introduce daily classroom expectations and explain to children the reasons for the rules e.g., “Be kind to others, hitting hurts our bodies.” “Only three children may play in the block area.” “When there are too many children playing with blocks, they can get hurt”.		Families will: • Respond to children’s bids for attention. • Allow authentic expression of feelings by offering support and comfort rather than distracting children e.g., “I see you are frustrated with me, please give me a few more minutes to finish brushing my teeth and I will help you”. • Model and discuss emotions such as happy, mad, excited, and sad, with your child e.g., “I am so excited we are going to the park to see ducks”. • Express how your child’s actions make you or others feel e.g., “Your brother is sad because you do not want to play with him”. • Encourage child to engage with other children e.g., playdates to give children opportunities to practice social skills. • Establish rules and expectations e.g., “You cannot hit me, that hurts.” • Model taking deep breaths or count to five when situations are stressful and talk to your child about it e.g., “I am taking deep breaths because it helps me to relax”.



Head Start

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

Approaches to learning focus on how children learn. It refers to the skills and behaviors that children use to engage learning.

Goal: Children will demonstrate improved approaches toward learning, including self-comforting.	
Objective: By Spring 2022, children will increasingly develop the capacity to comfort or soothe self 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 2: Self-Comforting	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 2022, families will have increased understanding to support their child's Approaches Toward 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: - Set up their classroom environments to promote shared activities and developmentally appropriate activities that support social emotional skills. - Engage children in play specifically designed to promote pretend play and social play with teachers and peers. - Engage children in structured games and activities that have structured group activities with rules. - Utilize curriculum practices that support healthy social-emotional development, such as CLASS teacher sensitivity and behavior management, and The Pyramid model. - Provide specific feedback to children about their efforts, reinforcing their choices to support learning and linking their actions to outcomes. - Read a book on Emotions and have children draw a picture about how they feel and write what they said. - Place family photos in children's cubbies for them to access when need to comfort themselves. Teachers will support by asking open-ended questions children about the photos. - Observe children's behaviors and encourage children who need space away from active play to use the cozy space to comfort themselves. Teachers will provide and set up activities indoors and out that are meant for 1-2 children.	Families will: - Model desirable behaviors and attitudes in interactions with children and other adults. - Establish developmentally and culturally appropriate expectations for children's behavior, especially for self-control and self-regulation. - Read stories with their children about they were like as a baby and converse together about the ways they have changes and grown. - Share a storybook with children and wonder together how the story's characters might be feeling and why. Identify emotions and teach their child words like excited, surprised, and frustrated. - Encourage their child to get a special item that comforts and soothes their them (i.e., a teddy bear or blanket) when they feel distressed. - Families will sit with your child and ask questions as they play, such as, how did that work? Or a What if question which will support child with self confidence in being able to come up with his/her solutions. - Families can make an Emotion Chart and ask children daily how they feel? And document daily and have a discussion at the end of each week.



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 symbolic and sociodramatic play and social and emotional understanding.			
Objective: By Spring 2022 infants and toddlers will develop the capacity to use objects to represent other objects and develop and understanding of people’s behaviors, feelings, and thoughts.			
Young Infants: 70% will be at the “Responding Later” level or above in Measure SED 2: Social and Emotional Understanding		Older Infants: 75% will be at the “Exploring Earlier” level or above in Measure SED 5: Symbolic and Sociodramatic Play	
		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 2022, 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: • Build positive relationships with babies and convey warmth and affection by smiling, laughing, showing empathy, and using a gentle touch. • Post families, teachers, and child’s photos in the environment. Talk with children about the pictures and their relationships. • Label and talk about children’s emotions and their causes e.g., “Maria is angry because you took her doll.” • Make simple emotion books for children and talk about feelings e.g., “Tammy is smiling because she is happy.” • Offer children, books, stories, songs, and images that represent their feelings. • Use mirrors, puppets, dolls, stuffed animals to tell a story about feelings, model appropriate way to express it and how to resolve it. • Model respectful relationships with other adults in the program e.g., “Thank you Glenda for bringing our lunch to the table.” • Help children interpret cues about how someone feels e.g., “Miguel looks tired, he is yawning and rubbing his eyes. “I think he may be ready to rest”.		Families will: • Respond to children’s bids for attention. • Provide comfort and reassurance. • Respond to and play with your child as often as possible. • Label your child’s feelings and emotions when they are being expressed. • Adapt energy level and responses to your child’s current state of emotion. • Join child in looking through pictures in family photo album. Talk together with child, ask questions such as “Who do you see in the picture?” • Create a cozy space in your home to spend one on one time with your child. • Use toy telephones to engage in pretend phone calls with your child.	



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 self and social and emotional understanding.	
Objective: By Spring 2022, children will develop and understanding of people's behaviors, feelings, and thoughts as well as an increasing awareness of self as distinct from others.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure SED 1: Identity of Self in Relation to others	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure SED 2: Social & Emotional Understanding
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2022, 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: • Create an environment where children can make choices and where teachers can facilitate with problem solving and solutions. • Engage children in daily conversations about their day and acknowledge children's feelings, by encouraging discussion about different emotions and feelings. • Observe children interest and needs. Individualizing their support to build confidence and encourage social emotional understanding. • Facilitate by guiding children to be respectful during circle time to teachers and peers. • Involve children in activities and games which involve turn-taking. Encourage children to take turns leading the game or activity. • Use different emotional cards to see which children are feeling what type of emotions at that moment. By using different emotional cards, the children can demonstrate self-awareness towards their own emotions. • Help children find words to express their feelings by acknowledge children's feelings and helping them to understand their feelings by talking to them, reading books and role modeling.	Families will: • Name different emotions and talk about the possible feeling's children may experience, such as sad, mad, angry, disappointed, grumpy, frustrated, etc. • Plan a family activity or tradition where one night a week parents will allow their child to take turns planning a fun night. Parents can stick to a theme, like choosing which food to eat, movie to watch, or game to play. • Play games which involve turn-taking, such as have a family singing or dance competition. • View family photos with your child identifying themselves and each family member by name. invite your child to express their feelings and to consider what others might be feeling. • Ask questions such as, "What was the first thing you did after you woke up this morning? What did you do before lunch? What did you do between school and dinnertime?" Developing the concept of time can be challenging. Start by incorporating time-related words such as today, tomorrow, before, and after. • Model behavior and attitudes that are warm, respectful, and caring. Give their child full attention when their child is communicating with them and show interest in their child's perspective.



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 2022, 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 2: Responsiveness to Language		Older Infants: 70% will be at the "Exploring Earlier" level or above in Measure LLD 2: Responsiveness to Language	
Family Engagement Outcome: Families as Advocates and Leaders		Objective: By Spring 2022, 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: - Exaggerate facial expression and encourage babies to listen and focus on what is being said. - Introduce baby signs language. - Speak to children in their home language and provide ample time for them to respond. - Use language that is easy to understand, explaining new vocabulary words as you use them. - Make a reading cozy area in the environment where an adult can read to individuals or a small group of children. - Read books with children and describe pictures in the book. - Discuss family photos that are posted in the classroom, identify familiar people to the child, encourage child to repeat words. - Use self-talk and parallel talk throughout daily interactions with children.		Families will: - Hold baby in front of the mirror to engage in talking, singing, and dancing. - Read books to children at home. - Sing songs that are familiar to your child, e.g., "Twinkle, twinkle little star...." Improve by changing the words to a familiar tune or song. - Introduce new vocabulary words. - Speak in full sentences and complete sentences. - Share stories from home and label illustrations. - Allow enough wait time for child to respond to questions in conversations. - Create a family photo album. Talk about the family members and what they are doing in the pictures.	



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 interest in literacy.	
Objective: By Spring 2022, children will show an interest in books, songs, rhymes, stories, and other literacy activities in increasingly complex ways.	
3-year-olds: 70% will be at the "Exploring Later" level or above in Measure LLD 5: Interest in Literacy	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure LLD 5: Letter and Word Knowledge
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2022, 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
Teachers will: • Provide both picture books and textbooks in various areas of the classroom environment for children to explore. • Provide intentional activities and routine experiences where children build Language and Literacy. • Plan and incorporate the use of language, vocabulary, and grammar. Teachers will model correct forms and provide support in play through teacher-guided instructional activities. • Create a print-rich environment by adding labels, signs, sing-in sheets, helper charts and name tags throughout the classroom for children to see, point to, and recognize their print. • Provide a visual alphabet with an example of a picture that the alphabet letter relates to. • Use a visual example with the letter of the week that is a focus for children to learn the sound, what starts with that letter, and helps them recognize the alphabet. There will be a new letter of the week to focus on. • Make group time reading interesting by letting children act out the story. Teachers will engage children in activities that include tracing, matching, and naming letters. • Implement games that support the growth of vocabulary (i.e., guessing game offering description or clues to guess the item)	Families will: • Read books with children daily and encourage them to read along. • Introduce letter names and connect them with sounds. • Initiate discussions before, during, and after reading. • look for labels/signs while driving and or out in public and ask their child if they can guess what the label/sign says. • Describe and demonstrate objects in the home identifying the correct name and the letter it starts with including the sound. • Take their child to the library. • Follow their child's lead when selecting and reading books. • Engage children in storytelling and have books readily available for children to explore. • Ask their child open-ended questions (How, what, why) during back-and-forth conversations. • Engage their child in tracing their name and naming and repeating the letters in their name. • Engage their child in conversations encouraging descriptive language (i.e., ask them to describe their food's color, texture, and taste).



"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 2022, 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 2022, 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: • Use language and literacy activities that contain repetitive refrains. • Use different types of words and grammar while implementing expressive and receptive English. • Engage in conversations with children using back and forth exchanges. • Map your actions and give descriptions of objects, activities, or events with language. • Engage children in multiple literacy activities (i.e., reading books, singing songs, and reciting poetry). • Provide clear signs, pictures, and labels for interest's areas. • 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.	Effective Family Activities Families will: • Look at old photographs of your family and talk about them. Help your child write the names of family members on a piece of paper. • Translate school materials in the home language. • Read a book to your child and then ask them to look at the pictures to tell you their favorite part. • After reading a book together and ask your child to recount details from the story. • Visit the library and check out books in the home language and in English. • Print your child's name on a piece of cardboard. Help them glue yarn, beans, or pasta over the letters. Name each letter of your child's name. • Help your child cut out pictures of animals from old magazines and name each one as you glue them onto a piece of paper. Name the animals 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.



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 2022, 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 2022, 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: • Provide a variety of simple materials for babies to grasp and release. • Provide time for babies to actively explore materials. • Sing simple songs and rhymes that incorporate numbers. • Use number words (one, two, or three) to label objects for example, "Mary you are playing with two balls," "George I am giving you more milk." • Model comparison vocabulary for example, more, less, fewer, least, same as, and equal. • Use everyday activities for opportunities to count for example, "I wonder how many children are here today." Let's count." • Read stories to children that include numerals and items to count. • Provide opportunities for children to count using one-to-one correspondence.		Families will: • Provide safe materials for your child to explore using their senses, as child explores describe characteristic of each item e.g., soft, rough, and bumpy. • Provide materials such as nesting cups, puzzles, risers, and shape sorters. • 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. • Provide your child with opportunities to explore items in their environment such as plastic cups, plates, lids and other easy to grasp items. • Use simple songs, fingerplays, and chants to encourage counting. • Use daily routines for counting opportunities for example, "one arm, two arms" while helping your child to get dressed. • Provide opportunities to count a small quantity of items for example three blocks. • Develop rituals that include numbers, e.g., “counting our eyes and toes at bath time."	



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 2022, children will show an increasing ability to add and subtract small quantities of objects.	
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 4: Number Sense of Math Operations
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2022, 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: - Point to each small object as children count slowly, saying the numbers. - Facilitate counting activities during large group time (i.e., marching and singing to number songs). - Engage children in counting the toys they are playing with. - Encourage children to chart tally graphs by counting the number of children in attendance daily. - Plan and implement a daily read-aloud that includes numerical concepts (adding and subtracting). - Provide multiple manipulatives for sorting, counting, and comparing the quantities of two groups. - Facilitate flannel stories that include adding and subtracting, children will participate in adding and or removing and counting the remaining groups. - plan and implement subitizing games (i.e., dots on plates) - Use a balance scale and have children gather items from the classroom that will fit in the scale bucket. Children will place items in the scale bucket and decide which items weigh more, less, or the same.	Families will: - Help their children to count the socks in the laundry basket. - Encourage their child to recite numbers 1-10 while singing or marching. - Use pots and pans and decide which pots and pans are bigger or smaller. - Engage their child in counting and comparing the quantities of two groups. - Assist their child to count their snacks (i.e., crackers, apple/orange slices, and berries) - Sing counting nursery rhymes with their child (i.e., 5 little monkeys jumping on the bed) - Help their child to make sets of two. - Encourage their child to count their fingers and toes. - Ask their child to show their age with their fingers. - Provide big and small pots or containers and ask their child to add the big Legos in the big container and the small Legos in the small container.



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 knowledge, gross motor skills and knowledge of safety.			
Objective: By Spring 2022, infants and toddlers will increase proficiency in gross motor manipulative skills, safety, and personal care routines.			
Young Infants: 80% will be at the "Responding Later" level or above in Measure PD-HTH 3: Gross Motor Manipulative Skills		Older Infants: 80% will be at the "Exploring Earlier" level or above in Measure PD-HTH 5: Safety	
Toddlers: 60% will be at the "Exploring Later" level or above in Measure PD-HTH 8: Personal Care Routines: Dressing			
Family Engagement Outcome: Families as Advocates and Leaders		Objective: By Spring 2022, 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: • Provide tummy time opportunities for babies throughout the day. • Provide balls and manipulatives of various sizes, textures, and grips to explore. • Provide push and pull toys for child to explore in the environment. • Provide appropriate safety rules for children e.g., such as walking feet and teachers open the door to go outside first. • Provide visual safety reminders in the environment, e.g., laminated posters, rules, stop sign, and program wide expectations. • Provide opportunities for children to participate in handwashing routine, e.g., washing hands with soap, using a paper towel to dry own hands. • Provide opportunities for children to assist with dressing themselves e.g., pushing arms through a jacket sleeve, pushing leg through a pair of pants, slipping on shoes. • Provide opportunities for children to assist in toileting routines e.g., pulling pants up/down or indicating when diaper is soiled.		Families will: • Provide opportunities for babies to engage in tummy time. • Provide babies with opportunities to grasp and release objects nearby. • Provide a safe space for exploration and movement. • Provide opportunities to engage in ball play with child, e.g., roll a ball back and forth with child. • Introduce simple safety rules to child e.g., holding adult's hand when going outside. • Include child in simple daily clean up routines e.g., throwing away own garbage, putting toys away and handwashing. • Provide opportunities for child to dress dolls and stuffed animals.	



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 physical development, including perceptual and fine motor skills.	
Objective: By Spring 2022, children will demonstrate increasing awareness of own physical effort, body awareness, and spatial awareness. They will also demonstrate increasing precision, strength, and coordination when using muscles of the hand.	
3-year-olds: 80% will be at the “Exploring Later” level or above in Measure PD-HLTH 1: Perceptual Motor Skills	4-year-olds: 80% will be at the “Building Earlier” level or above in Measure PD-HLTH 4: Fine Motor Manipulative Skills
Family Engagement Outcome: Families as Advocates and Leaders	Objective: By Spring 2022, 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: • Offer activities that encourage children to hold items with one hand while manipulating them with the other hand or another part of the body. • Provide equipment such as a bean bag or scarf. The children will place their right arm behind their back and throw scarf and or bean bag up into the air. Children will retrieve an object with the left hand. They will alternate between the left and right arm as the teacher instructs. • Create a path with sidewalk chalk or tape for child to follow. The path can have zigzag or curves for children to move in different directions. Teacher will encourage walking, jumping, or galloping as the child follows the path. • Play volleyball with balloons. Keep a balloon afloat by hitting it back and forth to each child. • Play Hop! Place a broomstick on the floor. Stand on one side with both feet together. Jump over the stick and back 10 times. • Plan and implement physical activities twice a day. • Promote intentional large muscle body movements throughout the day. (i.e., animal movement, yoga, Simon says, and Hokey Pokey). • Engage children in guided activities that include the use of fine motor development.	Families will: • Provide activities that encourage children to manipulate items with one hand while holding it with the other hand or another part of the body (i.e., using a butter knife spreading jelly on toast or scooping dirt into a container while holding it with one hand and the other holding the container). • Encourage their child to help with unpacking groceries and placing them on the shelves. • Play sock basketball (toss rolled socks into a laundry basket). • Take their child on a walk after dinner and look for specific shapes. • Play music and have a family dance party. • Provide their child with manipulatives, such as puzzles and snap Lego’s. • Engage their child in ball play by throwing the ball in a specific direction and bouncing the ball. • Promote large muscle movements at home by playing pretend animal movements. • Encourage their child to go up and down stairs when available and safe.



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 curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on Classroom Management. Teachers learning collaboratives (TLC) Support teaching staff and home-based educators to promote effective teaching practices and ensure curriculum is implemented to fidelity, to strengthen CLASS/HOVRS with the emphasis on Classroom Management/HOVRS Support teaching staff by establishing a year-long professional development plan focused on CLASS, specializing in Classroom Management.	Administrator of Education and Support Services Education Managers Mentor Coaches Data Analyst Site Supervisors Teaching Staff Home Based Supervisor and Educators Administrator of Education and Support Services Education Managers Mentor- Coaches Data Analyst Site Supervisors Teaching Staff Home Based Supervisor and Educators	August 2021 March 2022 August 2021 July 2022	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 Communication Perceptual Motor and Physical Development Approaches to Learning Environments and Environmental Rating Scales Responsiveness to dual language learners CLASS: Facilitated Exploration Engaged Support for Learning Instructional Support Classroom Management My Teachstone ChildPlus Mobile

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 parents as lifelong educators.	Family Engagement Inclusion Manager Family Engagement Specialists Program Governance Coordinator Site Supervisors Family Service Workers Home Based Educators	August 2021	Very Important Parent (VIP) meetings Ready Rosie Workshops Parent Training & Workshops Pre/Post Parent Surveys	Very Important Parent (VIP) Meetings Regional Parent Committee Meetings Parents Trainings & Workshops to identify how literacy activities support School Readiness Goals.
Health & Nutrition Support parents by promoting awareness of the importance of on-going hearing, vision, and dental checkups for children to develop sounds, speech recognition, and the use of language. 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 and staff workshops. Introduce a new sanitizing method into the sites to improved cleanliness and reduce communicable diseases.	CAS- Health Family Service Workers Site Supervisors Teaching Staff CAS-Nutrition Central Kitchen Staff Family Service Workers Site Supervisors Teaching Staff	August 2021 August 2021 Quarterly Meetings July 2022	Hearing, Vision and Dental ChildPlus Data Very Important Parent (VIP) Meeting/training sign in/out forms Parent Handbook 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



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

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



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 Literacy	Mathematics Development Scientific Reasoning	Perceptual, Motor, and Physical Development



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 Manager: Heather McCarley
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, Janey Felsoci Content Area Specialists- Family Engagement: Priscilla Hicks, Leah Green, Claudia Sanchez, Stephanie Teodosio

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: Laura Gonzales (Harvey Hall Child Development Center)

Secretary: Agueda Hernandez (California City Child Development Center)

Treasurer: Ashley McAllister (Pete Parra Child Development Center)

Parliamentarian: Kaylonie Howard (Home Based)

Community Representative: Nila Hogan

Policy Council School Readiness Sub-Committee

Chairperson: Agueda Hernandez (California City Child Development Center)

Policy Council Members: Rosalinda Valencia (SJC Walnut), Laura Gonzales (Harvey Hall Child Development Center), Teresa Fajardo (Home Based), Brittany Dunbar (Rosamond).



MEMORANDUM

To: Program Review and Evaluation Committee

From: Pritika Ram, Director of Administration

Date: June 16, 2021

Subject: *Agenda Item 6a*: Follow-Up Items from the May 12, 2021 Meeting – **Info Item**

At the May 12, 2021 Program Review & Evaluation Committee meeting, committee members requested information on the following topics:

1. Training involved with Draft Opioid Overdose Response & Naloxone (Risk Management Department / Operations Division)

Laurie Sproule, Risk Management Supervisor, reported the following:

Training was held at Kern County Public Health and conducted by Andrew Mattas, Paramedic, Emergency Medical Services Coordinator. The training lasted 30-45 minutes with a question/answer session. Staff to attend annual refresher training. Below are items covered in the training:

- Understanding Opioids & Risk Factors for Overdose (OD) (Drop in tolerance, abstinence then restarting, mixing drugs & alcohol, variation in strength & quality, using alone).
- OD prevention techniques
- Recognizing signs and symptoms of overdose
- Calling 911 and the Good Samaritan Law
- Naloxone storage & administration
- Post-overdose follow-up care

2. Youth & Community Center Summer Programs (Youth & Community Services Division)

The free Summer Program at the CAPK Friendship House Community Center will be provided from June 9 - Aug 6 for youth ages 6 and older. The program provides a welcoming and safe environment for community youth, where they can have fun and explore new interests. A variety of activities will be offered, which includes a summer tutoring program, STEM, computer lab activities, arts & crafts, educational group games, and recreational activities. To help promote the fun of reading, the Kern County Library's Story Tours Bookmobile will be visiting the center every Tuesday at 10:30am, to provide youth with an opportunity to check out books to be enjoyed at the center as well as at home. In addition, free breakfast and lunch will be provided at the Friendship House during the summer. The meals are provided by the Kern County Superintendent of Schools, and will be offered to any child aged 18 and under, program registration is not required.

KCSOS, who provides the summer meals, has been given the green light to extend the summer meals until 8/6/21, which means that our summer program can also be provided until 8/6/21, instead of ending July 21st.

Attachments:

Summer Program Flyers



Get children ready for kindergarten

- ✓ Daily activities
- ✓ Nurturing environment
- ✓ Learn classroom & social skills
- ✓ Small class size following COVID-19 safety guidelines



Oasis Family Resource Center



Summer Bridge Program Ridgecrest

Who: Children entering kindergarten in the fall 2021

How to register:
Call (760)-248-3221
or email oasisfrinfo@capk.org

Where:
Pierce Elementary School
Ridgecrest

When: Session 1 OR Session 2
Session 1: June 7th to June 24th
Monday to Thursday
9 AM to Noon

Session 2: July 5th to July 22nd
Monday to Thursday
9 AM to Noon



Welcome to
Kindergarten!



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In partnership with Sierra Sands Unified School District



SIERRA SANDS
Unified School District
Engaging All Learners



Oasis Family Resource Center

Oasis Family Resource Center is a regional service facility based in Ridgecrest, California, that assists individuals and families in North Eastern Kern County Communities. The Oasis Family Resource Center is the central location for services in Ridgecrest and neighboring communities.

PROGRAMS & SERVICES

1. Case Management Services: Provides direct family support services through case management, parenting classes (including court-mandated), referrals, and promotes parents' knowledge of developmental milestones and norms. Provides early learning through home-based and kindergarten transition activities.

2. Summer Bridge Program is offered in June and July to children who will be five years old by September 1st and entering kindergarten in the upcoming school year who have not had any classroom experience. The focus is to prepare children for a successful entry into kindergarten quickly.

3. Referrals offered include:

- Medical and dental care
- Mental health counseling
- Emergency services
- County and community programs
- Food and clothing assistance

4. Utility Assistance: Access to HEAP applications and technicians for Ridgecrest residents.

Contact

814 N. Norma St. Ridgecrest, CA 93555
(760) 248-3221 • oasisfrcinfo@capk.org

Staff

Program Manager: Eric Le Barbé



FRIENDSHIP HOUSE



FREE SUMMER PROGRAM

JUNE 9TH - AUGUST 6TH 2021

FREE BREAKFAST & LUNCH PROVIDED

REGISTER NOW. SPACE IS LIMITED!



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SUMMER TUTORING PROGRAM

SPORTS

ARTS & CRAFTS

EDUCATIONAL GAMES

COMPUTER LAB

STEM

FOR YOUTH AGES 6 AND OLDER

2424 COTTONWOOD RD.

(661) 369-8922



DATE	June 23, 2021
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: 185 897 901#

Budget & Finance Committee Minutes

Per Governor's Executive Order N-25-20, 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 Fred Plane called the meeting to order at 12:01 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: Janea Benton, Fred Plane, Ana Vigil, Jonathan Mullings

Absent: Guadalupe Perez

Others present: Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start/State Child Development; Lisa McGranahan, Director of Human Resources; Freddy Hernandez, Director of Youth & Community Services; Emilio Wagner, Director of Operations; Pritika Ram, Director of Administration; other CAPK staff and John La Salle from USI.

3. Public Comments

No one addressed the Committee.

4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for May 2021 – Heather McCarley, Finance Manager – **Info Item**

Heather McCarley presented the above informational reports to the Committee.

Janea Benton acknowledged Heather and the Fiscal team on their hard work regarding the budget.

- b. Amendment to Accounting and Financial Policies and Procedures Manual – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner presented the above action item for approval.

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

- c. Workers Compensation Insurance Renewal – Emilio Wagner, Director of Operations - **Action Item**

Emilio Wagner and John LaSalle from USI presented the above action item for approval.

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

d. HUD Continuum of Care Program Grant Agreement – Traco Matthews, Chief Program Officer – **Action Item**

Traco Matthews presented the above action item for approval.

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

e. Allied Universal Security Services Contract – Laurie Hughey, Homeless Services Program Manager – **Action Item**

Laurie Hughey presented the above action item for approval and noted that an error had been made on the memo in the agenda packet.

Fred Plane noted that the contract expired in May and asked what the center has done in the interim. Laurie Hughey responded that the center has continued to utilize their services at their current rate.

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

f. Finance Manager Title and Job Description Change – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval.

Janea Benton inquired if other comparable positions align with the job description, pay, and structure. Tracy Webster responded that the changes are comparable to the market and further analysis of the Finance org chart will be reviewed. Tracy added that management has developed the accountants into leaders and will continue to review the structure to ensure career growth and succession.

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

g. May 2021 Financial Statements – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the May financial statements to the Committee for approval and added that the organization did not require a draw from the line of credit.

Janea Benton questioned the difference in the discretionary fundraising budget. Tracy Webster responded that the budget was not modified when we extended the distance learning assistance, so discretionary funds were utilized for this purpose.

Motion was made and seconded to approve the May 2021 financial statements. Carried by unanimous vote (Benton/Vigil).

5. Committee Member Comments

- Janea Benton commented on the great job Finance as done.

6. Next Scheduled Meeting

Budget & Finance Committee
12:00 pm
Wednesday, August 18, 2021
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:41 pm.



MEMORANDUM

To: Budget & Finance Committee
From: *Heather McCarley*
Heather McCarley, Finance Manager
Date: June 23, 2021
Subject: *Head Start - Kern*
Budget to Actual Report for the period ended May 31, 2021 – **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, 2021 through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021 through May 31, 2021. Three months (25.0%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 21% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 10% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 48% of the budget. We anticipate additional COVID funding for the 2021-22 budget period, as well.

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

Non-Federal share is at 35% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - May 31, 2021
 Month 3 of 12 (25.0%)

Prepared 6/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	1,991,872	8,008,650	20%	80%
FRINGE BENEFITS	2,787,432	549,288	2,238,144	20%	80%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	115,639	617,800	16%	84%
CONTRACTUAL	148,506	15,307	133,199	10%	90%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	708,986	2,039,840	26%	74%
INDIRECT	1,583,809	338,101	1,245,708	21%	79%
TOTAL BASE FUNDING	18,002,533	3,719,191	14,283,342	21%	79%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	0	41,904	0%	100%
SUPPLIES	23,986	79	23,907	0%	100%
CONTRACTUAL	22,800	3,094	19,706	14%	86%
OTHER	72,752	13,693	59,059	19%	81%
INDIRECT	16,144	1,686	14,458	10%	90%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	18,551	159,035	10%	90%

COVID CARES

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	32,350	262,984		
OTHER	155,558	52,701	102,857		
INDIRECT	46,675	21,850	24,825		
TOTAL COVID CARES	497,567	240,284	257,283	48%	52%

GRAND TOTAL HS FEDERAL FUNDS	18,677,686	3,979,959	14,697,727	21%	79%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	540,873	1,026,765	35%	65%
CALIF DEPT OF ED	5,193,619	1,800,562	3,393,057	35%	65%
TOTAL NON-FEDERAL	6,761,257	2,341,435	4,419,822	35%	65%

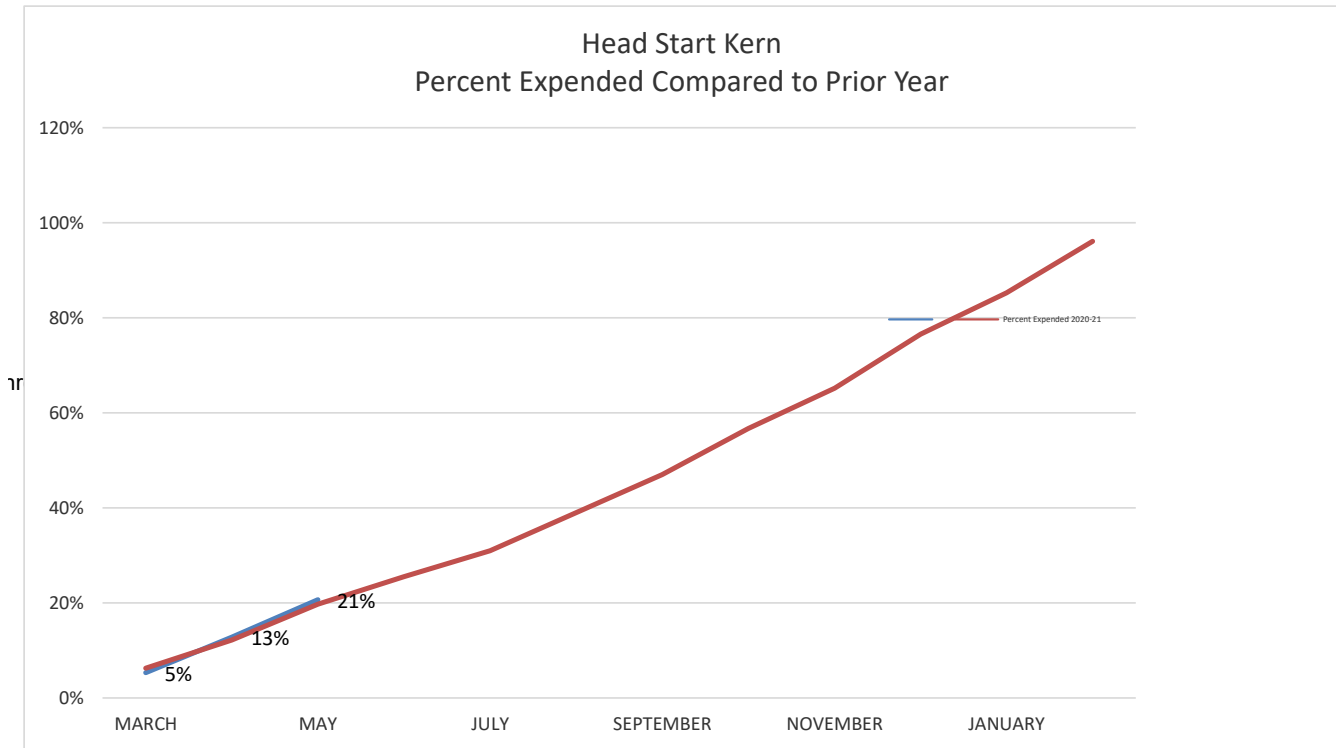
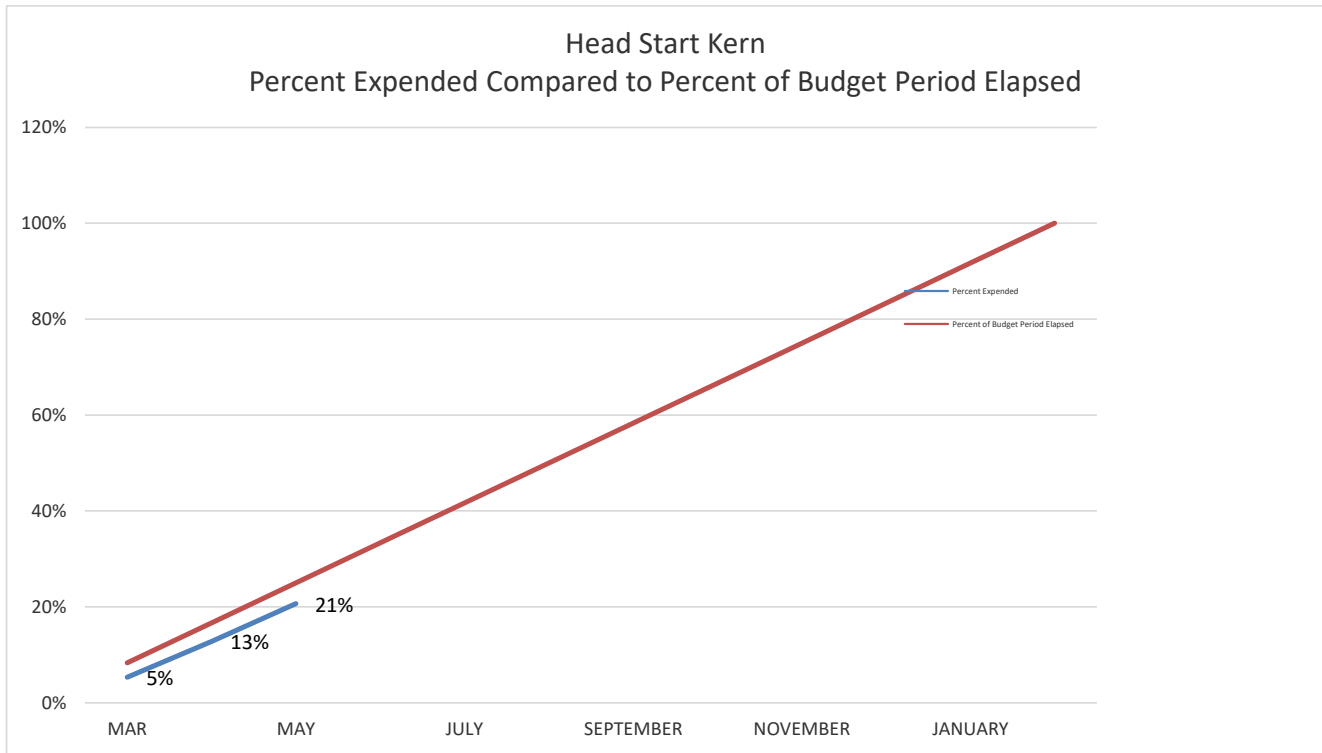
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2021

Administrative Cost for HS and EHS Kern 6.7%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	9,984				9,984	6/8/2021
Lowe's	2,633.16				2,633	6/12/2021
Smart & Final	641.34				641	6/1/2021
Save Mart	1,579.49				1,579	5/7/2021
Chevron & Texaco Business Card	6,565				6,565	6/6/2021
Home Depot	2,841				2,841	6/4/2021
	24,244	0	0	0	24,243	





MEMORANDUM

To: Budget & Finance Committee

Heather McCarley

From: Heather McCarley, Finance Manager

Date: June 23, 2021

Subject: *Early Head Start - Kern*

Budget to Actual Report for the period ended May 31, 2021 – **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, 2021 through February 28, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021 through May 31, 2021. Three months (25.0%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 15% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 6% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 100% of the budget. The remaining COVID expenditures will be applied towards the American Rescue Funding.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - May 31, 2021
 Month 3 of 12 (25.0%)

Prepared 6/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	5,021,133	821,634	4,199,499	16%	84%
FRINGE BENEFITS	1,751,175	239,705	1,511,470	14%	86%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	48,886	434,558	10%	90%
CONTRACTUAL	36,432	7,120	29,312	20%	80%
CONSTRUCTION	0	0	0		
OTHER	920,158	141,549	778,609	15%	85%
INDIRECT	809,704	125,889	683,815	16%	84%
TOTAL BASE FUNDING	9,022,046	1,384,784	7,637,262	15%	85%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	32,253	0	32,253	0%	100%
SUPPLIES	6,807	26	6,781	0%	100%
CONTRACTUAL	11,412	2,681	8,731	23%	77%
OTHER	102,788	5,902	96,886	6%	94%
INDIRECT	15,326	861	14,465	6%	94%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	9,470	159,116	6%	94%

COVID CARES

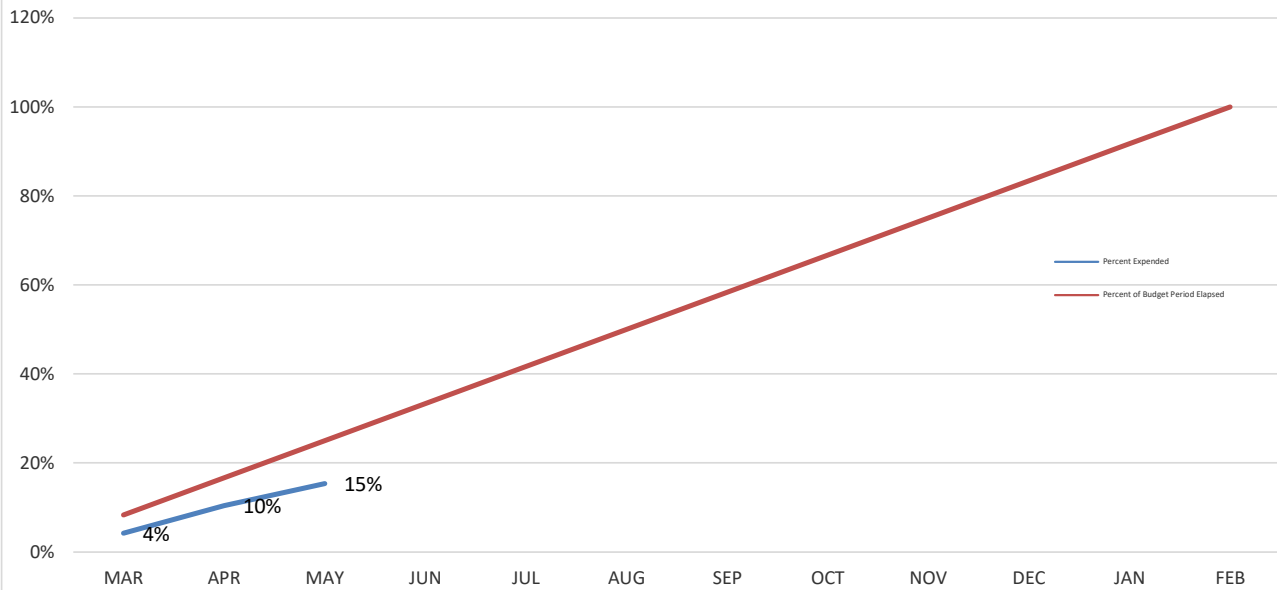
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	10,870	56,051	16%	84%
OTHER	18,194	10,494	7,700	58%	42%
INDIRECT	9,068	9,147	(80)		
TOTAL COVID CARES	94,182	94,183	(0)	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	9,284,814	1,489,665	7,795,150	16%	84%
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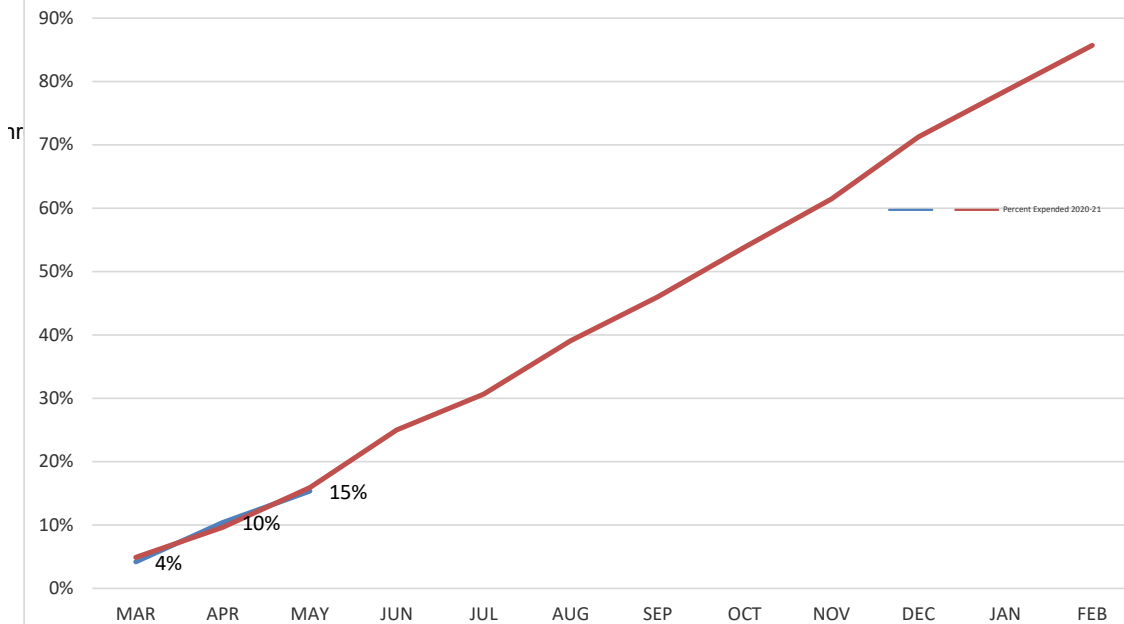
Budget reflects Notice of Award #09CH011132-02-03

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2021

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



Early Head Start Kern
Percent Expended Compared to Prior Year



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, 2021 through February 28, 2022

Report for period ending **May 31, 2021** (Month 3 of 12)

Percent of budget period elapsed: **25%**

LOCATION	Enroll- ment	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	3,806	3,344	1,135	8,284	70,588	12%
Alicante	20	2,759	2,527	0	5,286	17,647	30%
Broadway	40	9,072	8,492	6,628	24,192	35,294	69%
California City	34	7,513	7,727	3,833	19,073	30,000	64%
Cleo Foran	23	15,779	14,629	9,844	40,252	20,294	198%
Delano	76	19,953	21,082	15,436	56,470	67,058	84%
East California	56	14,322	16,129	16,248	46,699	49,411	95%
Fairfax	40	8,429	9,249	4,292	21,970	35,294	62%
Fairview	40	7,209	8,499	5,236	20,944	35,294	59%
Harvey L. Hall	156	11,454	13,555	0	25,009	137,646	18%
Heritage	40	5,914	6,825	3,367	16,105	35,294	46%
Home Base	124	12,854	9,424	0	22,278	54,706	41%
Jewett	0	1,682	5,056	0	6,738	0	0%
Lamont	40	0	0	0	0	35,294	0%
Martha J. Morgan	44	7,896	5,847	0	13,743	38,823	35%
McFarland	20	2,099	2,182	0	4,281	17,647	24%
Mojave	20	7,890	9,060	2,545	19,494	17,647	110%
Oasis	57	5,094	7,564	0	12,659	50,294	25%
Pete H. Parra	128	9,302	10,728	0	20,029	112,940	18%
Planz	20	0	1,168	0	1,168	17,647	7%
Primeros Pasos	80	13,394	9,779	0	23,172	70,588	33%
Rosamond	80	4,972	2,225	0	7,197	70,588	10%
San Diego Street	40	2,566	2,282	0	4,849	35,294	14%
Seibert	40	0	0	0	0	35,294	0%
Shafter	20	3,661	2,948	0	6,609	17,647	37%
Shafter HS/EHS	26	1,137	2,606	0	3,744	22,941	16%
Sterling	124	7,289	8,233	0	15,522	109,411	14%
Sunrise Villa	20	2,328	1,874	0	4,203	17,647	24%
Taft	66	4,500	5,261	0	9,761	58,235	17%
Tehachapi	34	2,181	0	0	2,181	30,000	7%
Vineland	20	4,160	2,420	0	6,580	17,647	37%
Virginia	40	3,948	4,425	0	8,373	35,294	24%
Wesley	60	27,407	27,036	0	54,443	52,941	103%
Willow	55	5,130	4,162	0	9,292	48,529	19%
Administrative Services		0	0	0	0	0	NA
Program Services		23	130	119	272	66,765	0%
SUBTOTAL IN-KIND	1,763	235,722	236,469	68,682	540,873	1,567,638	35%

State General Child Care*	218,706	214,532	221,798	655,036	1,871,571	35%
State Preschool*	395,510	387,783	334,094	1,117,387	3,074,165	36%
State Migrant Child Care*	9,413	9,710	9,016	28,139	184,872	15%
SUBTOTAL CA DEPT of ED	623,628	612,025	564,909	1,800,562	5,130,608	35%

GRAND TOTAL **859,350** **848,494** **633,591** **2,341,435** **6,698,246** **35%**

*May include estimates



MEMORANDUM

To: Budget & Finance Committee

Heather McCarley

From: Heather McCarley, Finance Manager

Date: June 23, 2021

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended May 31, 2021 – **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 May 31, 2021. Four months (33.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 22% of the budget, which is slightly below where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 26% of the budget. The combined personnel and fringe benefit expenses are at 31% of this budget.

COVID Cares Funds

The remaining COVID funding will be carried over into the current budget period. Of the remaining balance overall expenditures are at 100% of the budget. The remaining COVID expenditures will be applied towards the American Rescue Funding.

Non-Federal Share

Non-Federal share is at 47% of the budget.

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

Budget Period: February 1, 2021 - January 31, 2022

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

Month 4 of 12 (33.3%)

Prepared 6/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,239,569	678,574	2,560,995	21%	79%
FRINGE BENEFITS	913,403	232,229	681,174	25%	75%
TRAVEL	0	3,431	(3,431)	0%	0%
EQUIPMENT	45,000	0	45,000		
SUPPLIES	130,220	28,167	102,053	22%	78%
CONTRACTUAL	9,500	4,157	5,343	44%	56%
OTHER	720,292	162,152	558,140	23%	77%
INDIRECT	498,077	114,010	384,067	23%	77%
TOTAL	5,556,061	1,222,720	4,333,341	22%	78%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	49,670	14,631	35,039	29%	71%
FRINGE BENEFITS	21,950	7,217	14,733	33%	67%
TRAVEL	3,260	0	3,260	0%	100%
SUPPLIES	6,815	0	6,815	0%	100%
CONTRACTUAL	7,345	1,350	5,995	18%	82%
OTHER	19,301	4,673	14,628	24%	76%
INDIRECT	10,834	2,622	8,212	24%	76%
TOTAL	119,175	30,493	88,682	26%	74%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	72,943	42,545	30,398	58%	42%
OTHER	24,314	30,090	(5,776)	124%	-24%
INDIRECT	9,726	11,814	(2,088)	121%	-21%
TOTAL	106,983	106,983	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	5,782,219	1,360,196	4,422,024	24%	76%
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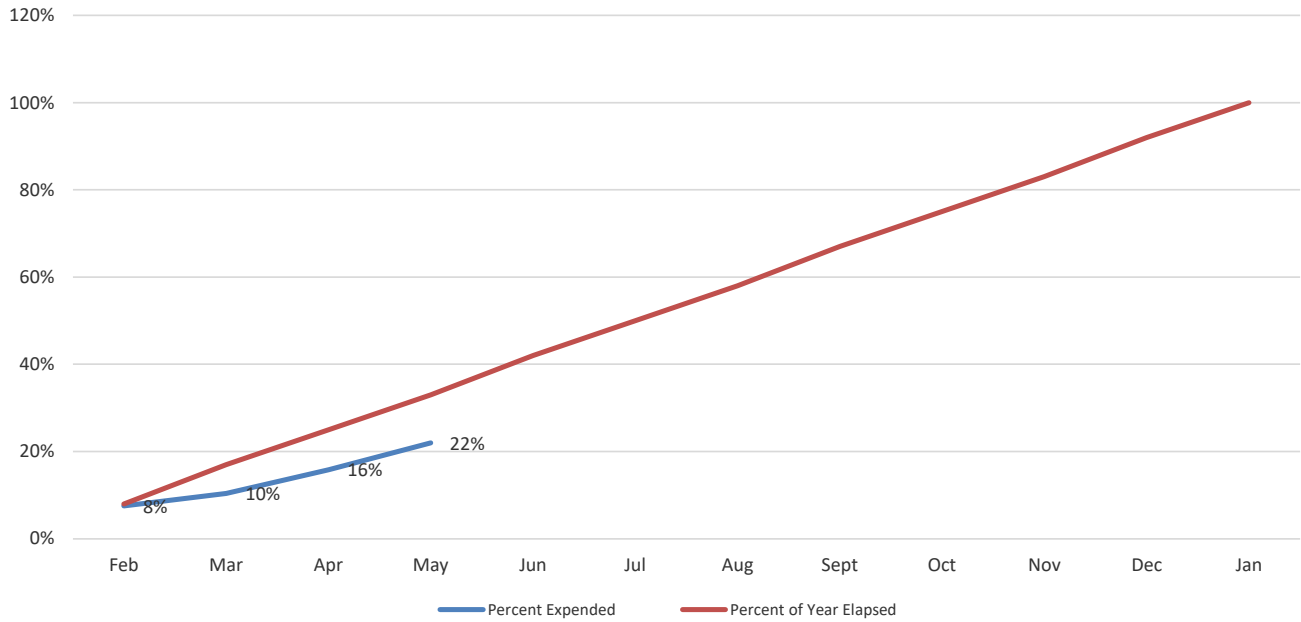
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,402,068	654,079	747,989	47%	53%
TOTAL NON-FEDERAL FUNDS	1,402,068	654,079	747,989	47%	53%

Centralized Administrative Cost	5.8%
Program Administrative Cost	2.5%
Total Administrative Cost	8.3%

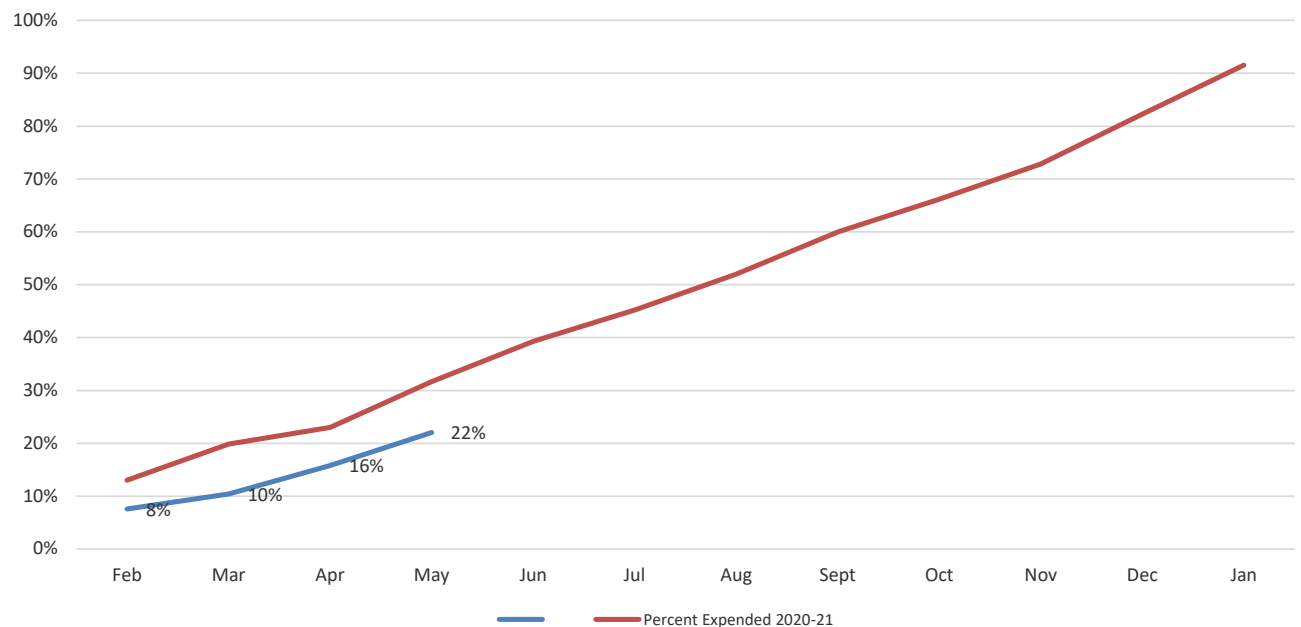
Budget reflects Notice of Award #09CH011406-02-02

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2021

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern

San Joaquin Early Head Start

Non-Federal Share and In-Kind Year-to-Date Report

Budget Period: February 1, 2021 through January 31, 2022

Report for period ending May 31, **2021** (Month 4 of 12)

Percent of budget period elapsed: **33%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,442	0	5,096	39,314	13%
Chrisman	30	2,493	2,090	0	4,583	49,142	9%
Gianone		1,009	1,300	1,254	3,563	0	#DIV/0!
Kennedy	16	1,188	858	751	2,797	26,209	11%
Lodi Home Base	35	0	4,009	1,004	5,014	28,666	17%
Lodi UCC	30	3,271	3,946	1,746	8,964	49,142	18%
Manteca Home Base	12	1,106	3,329	3,285	7,719	9,828	79%
Marci Massei	24	2,453	3,257	2,327	8,037	39,314	20%
St. Mary's	16	3,029	2,492	0	5,521	26,209	21%
Stockton Home Base	90	5,231	8,300	6,022	19,552	73,714	27%
Tracy Home Base	12	0	0	0	0	9,828	0%
Walnut	24	3,004	3,254	3,278	9,536	39,314	24%
Administrative Services		0	0	0	0	0	
Program Services		15,169	15,194	18,213	126,470	108,412	117%
Policy Council		0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	313	40,606	50,470	37,881	206,852	500,094	41%

State General Child Care*	120,553	164,511	162,164	447,227	846,988	53%
SUBTOTAL CA DEPT of ED	120,553	164,511	162,164	447,227	846,988	53%

GRAND TOTAL **161,159** **214,981** **200,045** **654,079** **1,347,082** **49%**

*May include estimates



MEMORANDUM

To: Budget & Finance Committee

Heather McCarley

From: Heather McCarley, Finance Manager

Date: June 23, 2021

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended May 31, 2021 – **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, 2021. Three months (25.0%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 14% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 0% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 11% of the budget.

Non-Federal Share

Non-Federal share is at 11% 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, 2022

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

Month 3 of 12 (25.0%)

Prepared 6/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	658,760	116,279	542,481	18%	82%
FRINGE BENEFITS	179,894	31,028	148,866	17%	83%
SUPPLIES	37,083	28,738	8,345	77%	23%
CONTRACTUAL	1,078,826	61,144	1,017,682	6%	94%
OTHER	231,300	71,690	159,610	31%	69%
INDIRECT	212,544	28,038	184,506	13%	87%
TOTAL BASE FUNDING	2,398,407	336,917	2,061,490	14%	86%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	142	29,251	0%	100%
INDIRECT	5,107	14	5,093	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	157	56,028	0%	100%

COVID CARES

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	81,981	6,946	75,035	8%	92%
OTHER	20,082	0	20,082	0%	100%
INDIRECT	10,239	1,108	9,131	11%	89%
TOTAL COVID	112,302	12,255	104,248	11%	89%

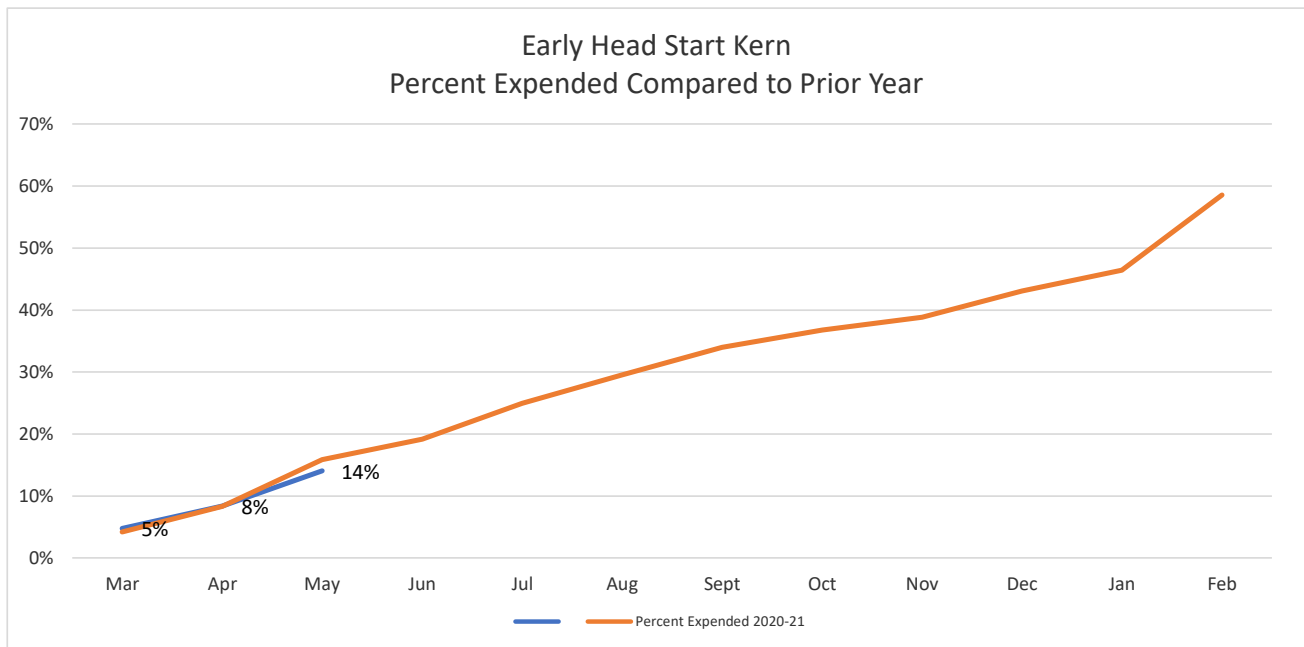
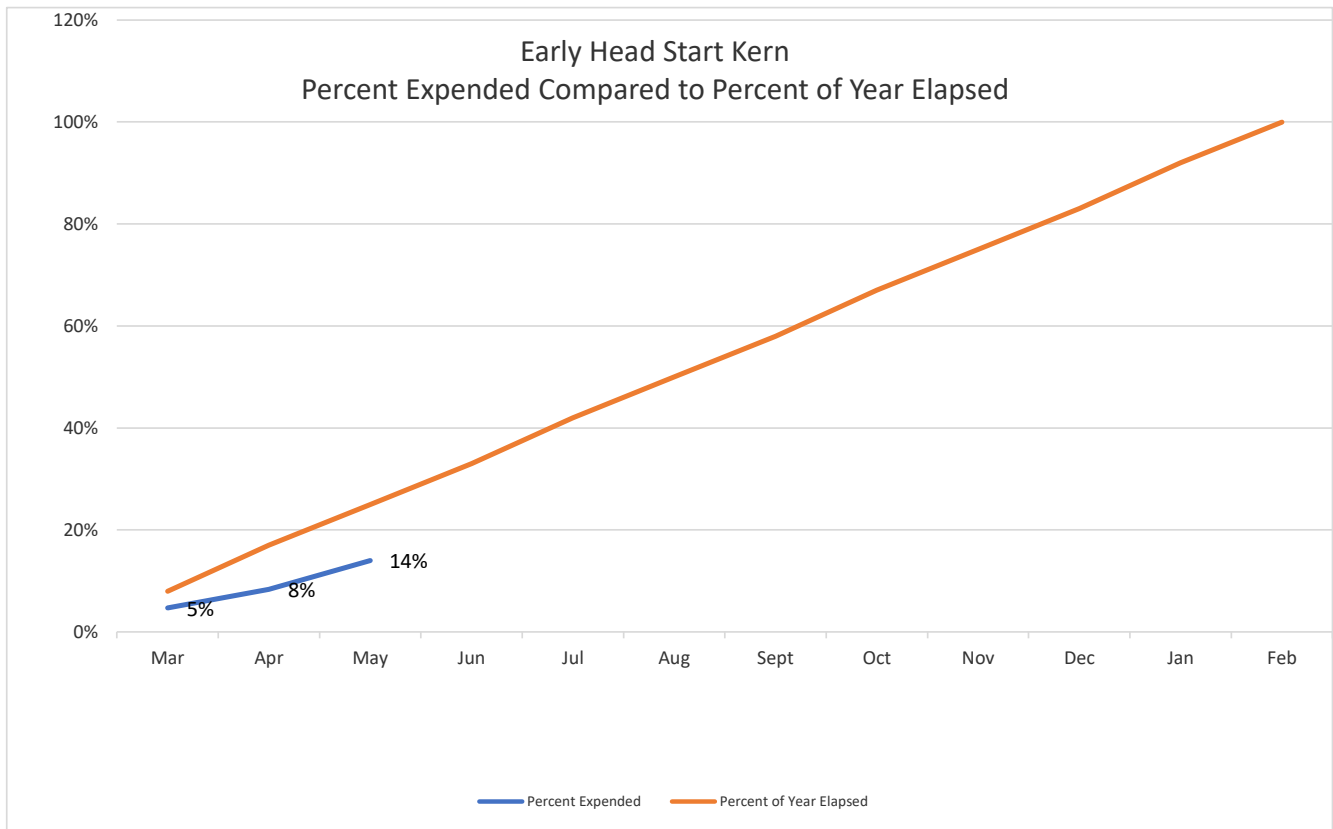
GRAND TOTAL EHS FEDERAL FUNDS	4,065,103	349,329	3,719,975	9%	91%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	62,713	525,543	11%	89%
TOTAL NON-FEDERAL	588,256	62,713	525,543	11%	89%

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

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2021





MEMORANDUM

To: Budget and Finance Committee

From: Emilio G. Wagner, Director of Operations

Date: June 23, 2021

Subject: *Agenda Item 4(b)*: Amendment to Accounting and Financial Policies and Procedures Manual – **Action Item**

In January 2020, Wipfli, LLP was retained to complete a review of CAPK's financial processes. As a result of their review, it was recommended that the expenditure authority levels be reduced to provide greater oversight surrounding purchases, yet still maintain some flexibility to approve purchases.

Pursuant to this memorandum, to align with the changes recommended by Wipfli, the Accounting and Financial Policies and Procedures Manual will be amended to adopt these changes as part of our procurement process.

As a result of the recommendations, staff reviewed the existing purchasing and expenditure thresholds and identified the attached proposed adjustments to gain efficiencies and greater oversight in the purchasing process. The proposed adjustments were presented to Division Directors, Chief Program Officer, Chief Financial Officer, and the Chief Executive Officer for approval to submit to the Budget and Finance Committee.

Recommendation:

Staff requests that the Finance Committee approve the amendment to the Accounting and Financial Policies and Procedures Manual with an effective date of July 1, 2021.

Attachment:

Proposed Changes to Authorization Limits

Proposed Changes to Procurement Thresholds and Authorization Limits

Draft 07/1/2021

Procurement Thresholds and Authorization Limits

All completed requisitions and purchase orders must be initiated through the electronic requisition system and approved by those with the appropriate expenditure level. The following table summarizes the required approval levels, solicitation, and documentation:

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ \$9,999.99 (or \$2,000 if subject to Davis-Bacon)	Manager or higher	• Price must be considered reasonable based on current market. • Purchase can be made from a contractor successfully used in the past, with reasonable pricing. • As much as possible, micro-purchases will be rotated among qualified suppliers, provided pricing is comparable	• Receipt or invoice approved by individual(s) in Required Approvals column
\$10,000 ≤ \$99,999.99	• Administrator; or • Assistant Director (≤ \$20,000); or • Director (≤ \$30,000); or • Chief Program Officer (≤ \$100,000)	• 3 quotes (catalogue, Internet, written, etc.) • Or select a contractor from pre-qualified contractor list	• Documentation of quotes obtained. • How procurement decision was made
\$100,000 ≤ \$249,999.99	• Chief Financial Officer (≤ \$150,000); or • Chief Executive Officer (≤ \$250,000); or • Board of Directors (> \$250,000)	• 3 written quotes (catalogue, internet, written, etc.) • Or select a contractor from pre-qualified contractor list	• Attached documentation of quotes received • How procurement decision was made

Proposed Changes to Procurement Thresholds and Authorization Limits

Draft 07/1/2021

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
> \$250,000 and above	• Chief Executive Officer ($\leq$ \$250,000); or • Board of Directors ($>$ \$250,000)	• 3 written bids/proposals (Request for Bids or Request for Proposals)	• Copy of RFB or RFP • Proposal scoring grids, including who participated in the scoring • Proposal and contract of winning bidder/proposer • How procurement decision was made
Construction/Major Renovations over \$250,000	Chief Executive Officer and Board of Directors	• 3 written bids/proposals (Request for Bids or Request for Proposals)	• Copy of RFB or RFP • Proposal scoring grids, including who participated in the scoring. • Proposal and contract of winning bidder/proposer • How procurement decision was made

Additional Board Approval Requirements

The Board must approve the following items regardless of threshold:

1. Any single item or aggregate over \$250,000, including estimated purchases from preferred vendors.
 - In the event that procurement was initiated under the \$250,000 limit and later amendments to the contract would exceed this limit, additional amendments must receive Board approval;
2. Procurement of all audition, legal or professional services that are agency-wide in nature.
3. Construction contracts and/or major renovations over \$250,000 require Board approval.
4. If a Program or Grant has stricter limits than those set by the Agency, the Program's/Grant's guidelines must be followed.

Proposed Changes to Procurement Thresholds and Authorization Limits

Draft 07/1/2021

Expenditure Limits

Managers	Up to \$10,000
Administrators	Up to \$15,000
Assistant Director	Up to \$20,000
Division Directors	Up to \$30,000
Chief Program Officer	Up to \$100,000
Chief Financial Officer	Up to \$150,000
Chief Executive Officer	Up to \$250,000
Board of Directors	Over \$250,000

The Chief Executive Officer is authorized to enter into any contract on behalf of CAPK. Contracts between \$30,000 and \$150,000 must be reviewed and approved by the Division Director, Chief Program officer (program related) and the Chief Financial Officer but do not require approval from the Chief Executive Officer. These policies will also apply to renewals of existing contracts.



MEMORANDUM

To: Budget and Finance Committee

From: Emilio G. Wagner, Director of Operations

Date: June 23, 2021

Subject: *Agenda Item 4(c): Workers Compensation Insurance Renewal* – Emilio Wagner, Director of Operations – **Action Item**

The workers compensation policy of CAPK is due to expire on July 31, 2021, and requires a renewal to prevent a lapse of coverage. In an effort to receive timely competitive proposals, USI the insurance broker that represents CAPK, requested proposals 90 days prior to the expiration of the worker compensation policy. USI has solicited proposals from several insurance carriers in an attempt to find the most qualified and cost-effective coverage provider. As a result, the following carriers submitted proposals, and the attached Workers Compensation Insurance Proposal identifies all carriers that were solicited and their response:

State Fund	\$688,000
Berkshire Hathaway	\$734,972
Applied	Declined
Everest	Declined
Alaska National	Declined

As part of USI's services they evaluate the proposals to ensure that the most cost-effective proposal will meet the needs of CAPK. As identified in the proposal summary those that declined to propose were either not able to be competitive or it was attributed to the number of COVID-19 claims. Although State Fund's proposal is the most cost effective as it relates to the current experience modification factor the service is lacking when compared to Berkshire Hathaway as noted in the following:

Claim Management: It is well known through the network that State Fund's claims adjusters are inundated with claims and are in the habit of pushing claims through without much review or question. This is due to State Fund's claims adjusters having approximately three times the number of claims of those at other carriers. If we elect to move forward with State Fund, it is anticipated that the experience modification factor will go up 10 points over the next year and at the next renewal we will see an estimated increase of \$64,000. With the alternative, Berkshire Hathaway works with their clients to review the claim, questions the validity and contest the claim when applicable. CAPK and Berkshire Hathaway have been working diligently over the past years to reduce the experience modification factor by working hand in hand to manage claims.

Claim Review: State Fund does not provide a monthly claim review with their clients to discuss progress of the claim and validity of statements made in the case. These meetings with Berkshire Hathaway are extremely beneficial as CAPK is integral in the decision-making process with regards to next steps in the handling of the claim. These meetings are also an opportunity to make projections of how the outcome of the claim will affect the experience modification factor and allow CAPK to adjust

and minimize future risk. These discussions also lead to inserting support/training for sites based on factors found within the claim to reduce future exposure.

Loss Control Inspections: Although State Fund offers a similar service as Berkshire to ensure safe practices at the work sites, the safety engineers at State Fund are extension of an Cal OSHA enforcement and will shut down a facility until the issue is resolved. With Berkshire Hathaway the inspector works with CAPK to develop a plan of action and assists with implementation and provides guidance on how to quickly resolve the issue without the need to shut down the facility. The potential of a closed facility can affect the performance of CAPK's programs in meeting their goals.

After evaluation and consideration of the services and premium USI is recommending a renewal with Berkshire Hathaway. The policy ending July 31, 2021 has a total premium of \$714,056 and the proposed renewal with Berkshire Hathaway is \$734,972 which is a 3% increase. The increase for the 20/21 policy year is attributed to the 12% increase in payroll, while although the experience modification increased by 4% from 1.06 to 1.10 rates across all classification were reduced. Staff are in agreement with USI recommendation to select Berkshire Hathaway.

Recommendation:

Staff recommends the Budget and Finance Committee approve the selection of Berkshire Hathaway and grant authority to the Chief Executive Officer to bid coverage for the 2021-2022 policy year.

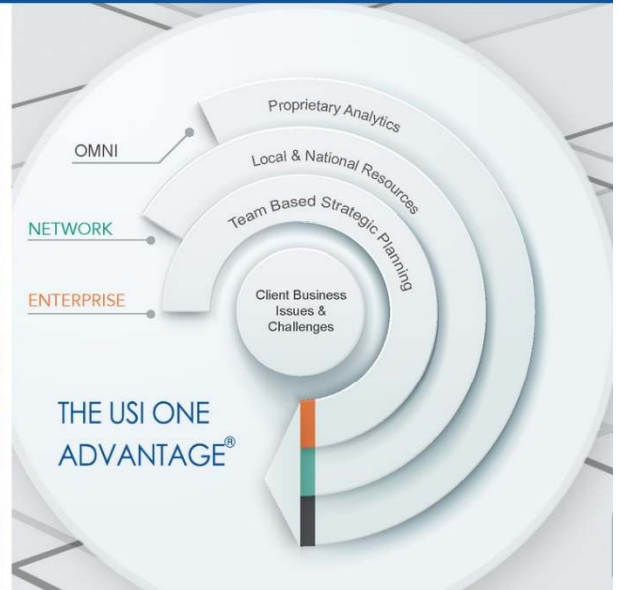
Attachment

2021-2022 Workers Compensation Proposal

Community Action Partnership of Kern

Workers Compensation Insurance Proposal

Policy Term: 7/31/2021 – 7/31/2022



John LaSalle, Senior Vice President
Tara Hemmingsen, Senior Account Executive



Date Prepared: June 14, 2021

© 2018 USI Insurance Services. All rights reserved. This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage. Higher limits and additional coverage may be available. Please contact us if you are interested in additional quotes

About USI Insurance Services

USI is one of the largest brokerage and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 6,000 industry leading professionals across more than 150 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts [best-in-class industry talent](#) with a long history of deep and continuing investment in our [local communities](#). For more information, visit [usi.com](#).

The USI ONE Advantage®

What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI One Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE™ represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

Omni – USI's Proprietary Analytics

Omni, which means “all,” is USI's one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 100,000 clients, thousands of professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

Network – USI's Local and National Resources

USI has made a very large investment in local resources and technical expertise, with more than 4,400 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

Enterprise – USI's Team Based Strategic Planning

USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.

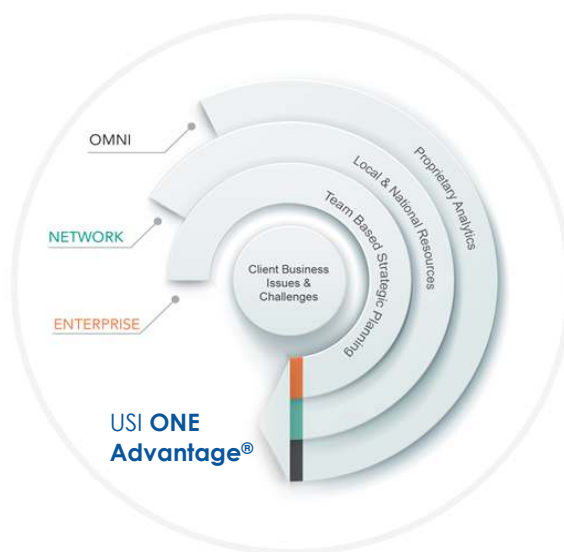


Table of Contents

About USI Insurance Services..... 2

Service Team..... 4

Marketing Summary 5

Named Insureds..... 6

Workers Compensation 7

Accident Insurance 10

Client Authorization to Bind Coverage12

Coverages to Consider13

USI Privacy Notice15

Insurance Carrier Ratings16



Service Team

Sales Executive

Manages your overall account and brings all of USI's resources together for your benefit.

Account Executive

Responsible for completing all technical transactions regarding the delivery and maintenance of insurance and underwriting services.

P&C Claims

Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.

Workers Comp Claims

Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.

Safety & Risk Control Consultant

Conducts site inspections, provides loss control insights, and acts as your advocate in relation to carrier loss control representatives.

Other telephone numbers

Office hours

John LaSalle

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Main office: 424-390-0000

8 a.m. – 5 p.m. Pacific Standard Time M - F

Marketing Summary

Insurer	Response	Explanation
Berkshire	Pending	WC Incumbent – See Proposal
AIG	Quoted	AD&D Incumbent – See Proposal
State Fund	Quoted	Quoted \$688k – monthly payroll reporting
Applied	Declined	Heavy Covid-19 claims
Alaska National	Declined	Cannot compete with Berkshire pricing
Everest	Declined	Nature of operations – Homeless shelter operations
ICW	Declined	Cannot compete with Berkshire pricing
Compwest	Declined	Nature of operations (Contractors) & Loss History
Omaha National	Declined	Cannot compete with Berkshire pricing
Liberty	Declined	Nature of operations & Loss History
AmTrust	Declined	Nature of operations – Homeless Shelter & Day Care class codes
Starr	Declined	Nature of operations – Day Care class codes
Core Specialty	Declined	Nature of operations – Day Care class codes
Preferred Employers	Declined	Nature of operations – Contractors & Day Care class codes

Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.

Named Insureds

Note: Any entity not named as an insured may not be covered under this proposal. This includes partnerships, joint ventures, and newly formed entities of any type.

Named Insureds	FEIN #
Community Action Partnership of Kern	95-2402760
Corporate Mailing Address	
5005 Business Park North, Bakersfield, CA 93309	
Schedule of Locations	
As per schedule on file dated 1/27/2021	

Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.

Workers Compensation

Named Insured		Community Action Partnership of Kern			
Policy Term		July 31, 2020 to July 31, 2021		July 31, 2021 to July 31, 2022	
Carrier		Berkshire: Cypress Insurance Company		Berkshire: Cypress Insurance Company	
Admitted		Yes		Yes	
A.M. Best's Rating		A++ XV		A++ XV	
Workers Compensation Coverage Part					
Policy Form		Occurrence		Occurrence	
Program Type		Guaranteed Cost		Guaranteed Cost	
Bodily Injury by Accident		\$1,000,000		\$1,000,000	
Bodily Injury by Disease – Policy Limit		\$1,000,000		\$1,000,000	
Bodily Injury by Disease – Each Employee		\$1,000,000		\$1,000,000	
Excluded Officers		None		None	
CA Experience Mod		1.06		1.10 +4%	
Payroll and Net Rate by Class Code Comparison					
		Payroll Comparison		Net Rate Comparison*	
Code	Classification	2020-2021	2021-2022	2020-2021	2021-2022
5140	Electrical Wiring – High Wage >\$32/hr	\$82,820	\$84,652	\$2.44	\$1.86
5146	Cabinet or Fixtures Install NOC	\$271,742	\$232,040	\$6.48	\$5.69
5479	Insulation Work	\$172,999	\$175,276	\$7.12	\$6.77
8018	Stores – Wholesale	\$449,114	\$1,009,386	\$7.28	\$6.47
8078	Sandwich Shops	\$0	\$0	\$2.34	\$1.58
8227	Construction/ Erection Yards	\$53,773	\$39,825	\$6.30	\$4.96
8742	Salespersons	\$1,974,339	\$2,389,378	\$47	\$41
8804	Social Rehab Facilities – All EE's	\$692,709	\$707,442	\$3.94	\$3.38
8810	Clerical Office Employees	\$9,033,407	\$9,660,139	\$32	\$26
9059	Day Care Centers	\$18,046,444	\$19,794,052	\$3.05	\$2.74
9067	Clubs – Boys and Girls	\$278,354	\$550,362	\$2.37	\$2.10
9519	Household Appliances	\$0	\$0	\$9.35	\$8.01
Total		\$31,055,701	\$34,642,552	*Net Rates are calculated including all rating factors, premium credits and net commission for comparison purposes.	
Difference		+12%			

Premium Comparison	2020-2021	2021-2022
Base Premium	\$935,471	\$1,078,029
Blanket Waiver of Subrogation	\$18,709	\$21,561
Experience Modification Factor	\$57,251	\$109,959
Risk Adjustment Factor	-\$290,094	-\$471,279
Premium Discount	-\$30,574	-\$31,387
Total Estimated Annual Premium after Modifications	\$690,763	\$706,883
Mandatory Surcharges and Assessments	\$23,643	\$28,089
Total Estimated Annual Workers Compensation Policy Premium	\$714,056	\$734,972 +3%
Gross or Net of Commission	Net	Net
Subject to Audit	Yes	Yes
Payment Terms	Direct Bill 15% Deposit and 11 Monthly payroll reports	Direct Bill 15% Deposit and 11 Monthly payroll reports
Deposit including all taxes and surcharges	\$127,272.45	\$137,173.00

2021-2022 Berkshire Notable Terms and Conditions

- **Coverage for volunteers is not included.**
- **Independent Contractors and Subcontractors:** In the event that an insured utilizes subcontracted labor, the insured must furnish satisfactory evidence that the subcontractor has workers compensation insurance in force, covering the work performed for the insured. The following documents may be used to provide satisfactory evidence:
 - Certificate of insurance for the subcontractor's workers compensation policy
 - Certificate of exemption (if available in their state – not available in CA)
 - Copy of the subcontractor's workers compensation policy

In the event any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of final audit premium.
- USL&H coverage is not included.
- Please note dual wage thresholds displayed on this proposal are subject to change due to statutory revisions. It is the responsibility of the policyholder to use the classifications that comply with the correct wages.
- Please be aware that the 15% deposit will be applied to your 12th policy month's premium, which will be handled as part of your final audit. Afterwards, any remaining deposit will be returned to you.
- Please note: Participants of the Berkshire Payroll Reporting Plan must register and report payroll online through the BHHC Policyholder Portal at BHHC.com. For assistance with accessing the Portal, please contact webmaster@bhhc.com

Subjectivities:

- Completed & Signed Client Authorization to Bind Coverage Form (Page 12)
- Signed Work Comp Acord Applications

2021-2022 Berkshire Scheduled Policy Forms, Endorsements and Exclusions

- Into114 - Privacy Policy
- Policyholder Registration Instructions
- WC990312 - Information Page (Dec Page)
- WC990313 - Policy Info Page (Class Schedule)
- Premium Pay Table
- Loss Control Availability
- **WCo40317 Endorsement Agreement Limit and Restricting This Insurance – Employee Insured by General Employer Excluded**
- Into478 - Electronic Claims Kit Notification
- WC000000C - WC and Employers Liability Insurance Policy
- WC000421D - Catastrophe Premium Endorsement
- WC000422B - Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement
- WCo40360B - CA Employers Liability Coverage Amendatory Endorsement
- WC990302 - Longshore & Harbor WC Act Exclusion
- WC990410B - CA Waiver of Right to Recover - Blanket Endorsement
- WCo40421 - Optional Premium Increase Endorsement - California
- WC990301A – Endorsement Agreement Limiting and Restricting this Insurance – Ownership Definitions and Restrictions regarding Insured Persons – Relatives, Private Residence Employees and Sole Proprietors are not insured.
- PNo49902B - CA Policyholder Notice - WC Rating Laws
- PNo49904 - CA Ins. Guarantee Assoc. (CIGA) Surcharge
- WCo40002 - CA Ext of Info Page-Schedule of Named Insured
- WCo40003 – CA Ext of Info Page-Schedule of Locations
- WCo40004 - CA Ext Of Info Page-Schedule of Forms
- WCo40301B - Policy Amendatory Endorsement-California
- WC990407A - Premium Discount Endorsement
- Policyholder Notice – Payroll Record Requirements for Dual Wage Construction or Erection Classifications
- WC990413 - California Contractors Schedule Endorsement
- WC990607D - California Cancellation Endorsement
- WC990608 - Premium Endorsement
- PNo49901G – Your Right to Rating and Dividend Information

Excluded coverage or other coverages sought may be available. Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sub-limits that will govern in the event of a loss.

Accident Insurance

Policy Holder	Community Action Partnership of Kern	
Policy Term	August 1, 2020 to August 1, 2021	August 1, 2021 to August 1, 2022
Carrier	AIG: National Union Fire Insurance Company of Pittsburgh, PA	AIG: National Union Fire Insurance Company of Pittsburgh, PA
Admitted	Yes	Yes
A.M. Best's Rating	A XV	A XV
Workers Compensation Coverage Part		
Policy Form	Occurrence	
Eligible Persons	All registered participants of the policyholder; excluding teachers.	
Covered Activities	While participating in policyholder scheduled and sponsored activities (on or off the premises), while traveling directly to and from the activity and home, while traveling with a policyholder supervised group in connection with such activities.	
Benefit Schedule		
Aggregate Limit	\$250,000	
Accidental Death Benefit	Maximum Amount: \$10,000	
Accidental Dismemberment Expense Benefit	Maximum Amount: \$10,000	
Accident Medical Expense Benefit		
Overall Accident Medical Expense	Maximum Amount: \$10,000	
Dental Maximum Amount per tooth	\$250 per accident	
Note: Expenses charged to the maximum for the above dental services per tooth are also subject to the Overall Accident Medical Expense Maximum Amount shown above.		
Catastrophe Cash Benefit	Maximum Amount: \$50,000	
Rating Basis	2020-2021	2021-2022
Annual Estimated Student & Volunteer Headcount	2,469	2,453
Net Rate* per person	\$2.58	\$2.43
* Net Rates are calculated net commission for comparison purposes.		
Premium Comparison	2020-2021	2021-2022
Base Premium	\$7,200.00	\$7,000.00
Gross or Net Commission	Net	Net
Total Net Premium Comparison	\$6,120.00	\$5,950.00
Subject to Audit	No	No
Payment Terms	Agency Bill, Full Pay	Agency Bill, Full Pay
Subjectivities	None	

2021-2022 AIG Scheduled Policy Forms, Endorsements and Exclusions

- C11695DBG-CA Blanket Accident Insurance Policy
- C11696DBG (Rev. 01/15)-CA Master Application for Blanket Accident Insurance Policy
- C11716DBG – Subrogation and Right of Recovery Endorsement
- C11721DBG – Coordination of Benefits Rider
- S30399DBG-CA Injury Definition and Exclusions Amendatory Endorsement
- S30549DBG-CA Rev 11/10 – Accident Medical Expense Benefit Rider
- S30554 DBG – Catastrophe Cash Benefit Rider
- U40016 – Civil Unions/State Registered Domestic Partnership Endorsement
- S30612DBG-CA – Amendatory Endorsement for Domestic Partners
- GA-CA 5/18 Notice of Protection provided by California Life and Health Insurance Guarantee Association
- 89644 6/13 – Economic Sanctions Endorsement
- Policyholder Notice – office of Foreign Assets Control (OFAC) – 5/16 Ed.
- 107436 (04/14) – HIPAA Privacy Notice
- AGLC100605-NTCRev0216- Notice of Availability of HIPAA Notice of Privacy Practices

Client Authorization to Bind Coverage

TO: USI Insurance Services
21250 Hawthorne Blvd., Ste. 380
Torrance CA 90503

RE: Community Action Partnership of Kern – Workers Compensation and AD&D Insurance Proposal
Term: 7/31/2021 – 7/31/2022

This proposal contains proprietary confidential information concerning USI Insurance Services (“USI”) and our Clients. It may not be distributed or reproduced without the express prior written consent of USI. No disclosure concerning this proposal shall be made without the express prior written consent of USI.

The intent of this proposal is to provide a highlight of the coverage offered in our insurance program and is not meant to be all-inclusive. Read your actual policies for complete details including terms, conditions, limitations, and exclusions.

Exposure information, including but not limited to property values, auto schedules, payroll, and revenues, used in the proposal were those presented by you and should be carefully reviewed and/or appraised for adequacy.

I hereby acknowledge that, upon the renewal of the coverage described herein, unless I otherwise direct USI or USI otherwise notifies me, USI intends to renew my coverage with the insurer that, at the time of such renewal, underwrites my coverage and thus USI will not solicit any quotes or proposals from insurers on my behalf in connection with such renewal.

I have read and understand the terms and conditions of this proposal and the compensation USI may receive in connection with USI’s services described in this proposal. All questions and concerns I had regarding any of the terms outlined above have been discussed and addressed with USI.

Please check one:

- ☐ After careful review of your proposal dated 6/14/2021, we have decided to accept your proposal as presented.
- ☐ After careful review of your proposal dated 6/14/2021, we have decided to accept your proposal with the following changes:
-

Policy delivery (please check all that apply):

- ☐ Electronically via email
- ☐ Other _____

Please have binders and your invoice prepared for the agreed-upon coverage.

Client signature

Name

Date

Company

Title



Coverages to Consider

In evaluating your exposures to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention.

Specifically, we ask that you review the following items:

Higher limits:

In today's litigious society, many businesses have found it necessary to increase the limits of liability to ensure they are adequate to protect their assets in the event of a loss. Higher limits of liability may be available. Please carefully review the limits to ensure your level of comfort with the limits.

USI Disclosures

Direct Bill DISCLOSURE: The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

Information Concerning Our Fees: As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

Reviewing Client Contracts DISCLOSURE: As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

USI Privacy Notice

Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the “protected information”) that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called “cookies.”

What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

Our Legal Use of Information

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

Your Right to Review Your Records

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

A. M. BEST RATINGS

A++ & A+	Superior	D	Poor
A & A-	Excellent	E	Under Regulatory Supervision
B++ & B+	Good	F	In Liquidation
B & B-	Fair	S	Rating Suspended
C++ & C+	Marginal	NR	Not Rated

FINANCIAL SIZE CATEGORY

(In \$ Thousands)

Class I	Less than	1,000
Class II	1,000	to 2,000
Class III	2,000	to 5,000
Class IV	5,000	to 10,000
Class V	10,000	to 25,000
Class VI	25,000	to 50,000
Class VII	50,000	to 100,000
Class VIII	100,000	to 250,000
Class IX	250,000	to 500,000
Class X	500,000	to 750,000
Class XI	750,000	to 1,000,000
Class XII	1,000,000	to 1,250,000
Class XIII	1,250,000	to 1,500,000
Class XIV	1,500,000	to 2,000,000
Class XV	2,000,000	to or greater

RATING "NOT ASSIGNED" CLASSIFICATIONS

NR-1 Insufficient Data

NR-3 Rating Procedure Inapplicable

NR-5 Not Formally Followed

NR-2 Insufficient Size and/or Operating Experience

NR-4 Company Request



MEMORANDUM

To: Budget and Finance Committee

From: Traco Matthews, Chief Program Officer

Date: June 23, 2021

Subject: *Agenda Item 4(d)*: HUD Continuum of Care Program Grant Agreement -
Action Item

The HUD Continuum of Care (CoC) program is designed to promote a community-wide commitment to the goal of ending homelessness; provide funding for efforts to quickly rehouse homeless individuals and families, which minimizes the trauma and dislocation caused by homelessness; promote access to, and effective use of, the mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness. The CoC Program provides funding to nonprofit organizations, States and units of local governments, instrumentalities of local governments, and public housing agencies.

The CoC Program provides funds to support activities within five program components: Permanent Housing, Transitional Housing, Supportive Services, Homeless Management Information System, and Homelessness Prevention.

HUD awards funds through an annual national competition, funding is received through the United States Department of Housing and Urban Development (HUD) and is expended through CAPK's Coordinated Entry Services program under Supportive Services (addressing the special needs of program participants), to include \$215,307 for supportive services and \$21,531 for 10% administrative costs.

Recommendation:

Staff recommends the Budget and Finance Committee to approve the US Department of Housing and Urban Development (HUD) contract and authorize the Chief Executive Officer to execute the contract in the amount of \$236,838 for the contract period of 8/1/2021 to 7/31/2022.

Attachment:

HUD Contract CA1799L9D042002



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
300 N. Los Angeles Street Suite 4054
Los Angeles, CA 90012

Grant Number (FAIN): CA1799L9D042002
Tax ID Number: 95-2402760
DUNS Number: 072947617

CONTINUUM OF CARE PROGRAM (CDFA# 14.267)
GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Community Action Partnership of Kern (the “Recipient”).

This Agreement, the use of funds provided under this Agreement (the “Grant” or “Grant Funds”), and the operation of projects assisted with Grant Funds are governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”), the Continuum of Care Program rule at 24 CFR part 578 (the “Rule”), as amended from time to time, and the Fiscal Year (FY) 2020 Continuum of Care (CoC) Program Non-competitive Funding Notice, Notice CPD-21-01. Capitalized terms that are not defined in this Agreement shall have the meanings given in the Rule.

Only the project (those projects) listed below are funded by this Agreement. HUD’s total funding obligation for this grant is \$6,121,475, allocated between the projects listed below and, within those projects, between budget line items, as shown below.

Project No.	Grant Term	Budget Period/Performance Period	Total Amount
CA1799L9D042002	12	-08/01/2021 to 07/31/2022	\$236,838

allocated between budget line items as follows:

a. Continuum of Care planning activities	\$0
b. Leasing	\$0
c. Rental assistance	\$0
d. Supportive Services	\$215,307
e. Operating costs	\$0
f. Homeless Management Information System	\$0
g. Administrative costs	\$21,531
h. Relocation costs	\$0
i. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium term rental assistance	\$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the start date of the award budget period/performance period, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

The Agreement constitutes the entire agreement between the parties, and may be amended only in writing executed by HUD and the Recipient.

The budget period/performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period/performance period (or final operating year for Supportive Housing Program (SHP) and Shelter Plus Care (S+C) grants being renewed for the first time) under the grant agreement being renewed. Eligible costs incurred between the end of Recipient's budget period/performance period (or final operating year for SHP and S+C grants being renewed for the first time) under the grant agreement being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period/performance period (or final operating year for SHP and S+C grants being renewed for the first time) under the grant that has been renewed.

The Recipient must complete the attached "Indirect Cost Rate Schedule" and return it to HUD with this Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the Recipient will be incorporated into and made part of this Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

This Agreement shall remain in effect until the earlier of 1) written agreement by the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the budget period/performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of Grant Funds for all projects funded under this Agreement.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

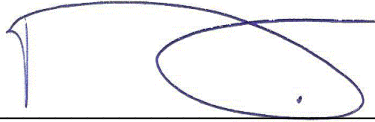
The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

Rufus Washington, Director

(Typed Name and Title)

April 29, 2021

(Date)

RECIPIENT

Community Action Partnership of Kern

(Name of Organization)

By:

(Signature of Authorized Official)

Jeremy T. Tobias, Chief Executive Officer

(Typed Name and Title of Authorized Official)

(Date)

INDIRECT COST RATE SCHEDULE

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
Community Action Partnership of Kern	10 %	MTDC
	%	
	%	
	%	

This schedule must include each indirect cost rate that will be used to calculate the Recipient's indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR §200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Base Allocation Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).



MEMORANDUM

To: Budget & Finance Committee

Laurie Hughey

From: Laurie Hughey, Homeless Services Program Manager

Date: June 23, 2021

Subject: Agenda Item 4(e) - Allied Universal Security Services Contract – **Action Item**

The M Street Navigation Center currently contracts with Allied Universal Security Services to provide two (2) full-time officers per shift 24/7. The officers are responsible for securing the property of M Street by ensuring residents are searched prior to entering the center, performing safety checks on all doors of the property, patrolling the property, monitoring live video footage during overnight shift, and sending out daily Heliaus reports.

Allied has requested an increase to their annual contract. The current contract was fully executed on May 4, 2020 and expired on May 4, 2021. The amount of the original contract is \$378,566/year. Allied Universal Security Services would like to request a 3% increase for the next contractual year, from July 1, 2021 thru June 30, 2022. The new amount of the contract will be \$389,922.98, which is an additional \$11,352.98/year or \$946.42/month. When compared to the California Consumer Price Index the increase is 1% lower than the California average of 4% over last year.

Recommendation

Staff recommends the Budget & Finance Committee approve the Allied Universal Security Services Contract amendment and authorize the Chief Executive Officer to execute the amendment and any subsequent amendments related to term and cost.

Attachment

Allied Universal Security Services Contract



Community Action Partnership of Kern
5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement ("Agreement") dated May 4, 2020, by and between Universal Protection Services, LP dba Allied Universal Security Services ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment I will be July 1, 2021.

Section 3 of the original Agreement is revised to read as follows:

Payment shall be made when CAPK has confirmed receipt of formal invoices. Vendor will submit monthly invoices that are not to exceed the total amount of \$393,359.57. Vendor shall hold pricing for the term of the contract and will have the ability to negotiate an increase not to exceed the Consumer Price Index (CPI) with subsequent renewals. A price breakdown of Vendor's total estimated value can be found in **Attachment A** attached hereto and incorporated herein for reference. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Section 4 of the original Agreement is revised to read as follows:

The period of performance for this Agreement is July 1, 2021, through June 30, 2022. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. 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.

Section 5 of the original Agreement is revised to read as follows:

Upon mutual agreement of both parties, this agreement can be renewed for (2) two additional (1) one-year terms following the expiration of this Agreement. CAPK shall notify Vendor of its intent to exercise such option by giving 30 days written notice prior to the expiration of this Agreement. During any such renewal period, all terms and conditions of this agreement shall remain in full force and effect.

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

VENDOR: Universal Protection Services, LP dba Allied Universal Security Services

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

Attachment A



Security Service

NAME	WEEKLY HOURS	PAY RATES	BILL RATES	HOLIDAY RATE	WEEKLY	MONTHLY	ANNUALLY**
Security Professional	336.00	\$15.45	\$21.94	\$32.91	\$7,371.50	\$31,943.18	\$383,318.21
TOTAL Hours	336.00						
* Monthly average based on yearly cost				Total	\$7,371.50	\$31,943.18	\$383,318.21

Equipment

	Monthly	Annual
HELIAAU	\$398.00	\$4,776.00
Total	\$398.00	\$4,776.00

Billed as Incurred Items

	Monthly	Annual
*Holidays 8 per year	\$351.02	\$4,212.29
****Sick days (CA mandated 3 sick days per year)	\$87.76	\$1,053.07
Total	\$438.78	\$5,265.36
GRAND TOTAL		
	\$32,779.96	\$393,359.57

NOTES TO PRICING

*HOLIDAYS - Allied Universal recognizes the following 8 holidays in compliance to the CBA:

New Year's Day	President's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day	President's Day

****Sick Days shall be billed as incurred pursuant to the California requirement; 3 sick days per year per employee effective



MEMORANDUM

To: Personnel Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 9, 2021

Subject: *Agenda Item 4(f)*: Finance Manager Title and Job Description Change –
Action Item

During the last few months, Finance and Head Start Leadership have collaborated to discuss and review the existing Finance Manager's role as it relates to the goals and objectives of the organization. Head Start is experiencing tremendous growth and requires an advanced role to better understand the full business scope as well as the additional department initiatives. As such, after discussion and analysis of the current role, the proposal is to redirect the current Finance Manager to Finance Administrator with a grade increase from 11 to 12.

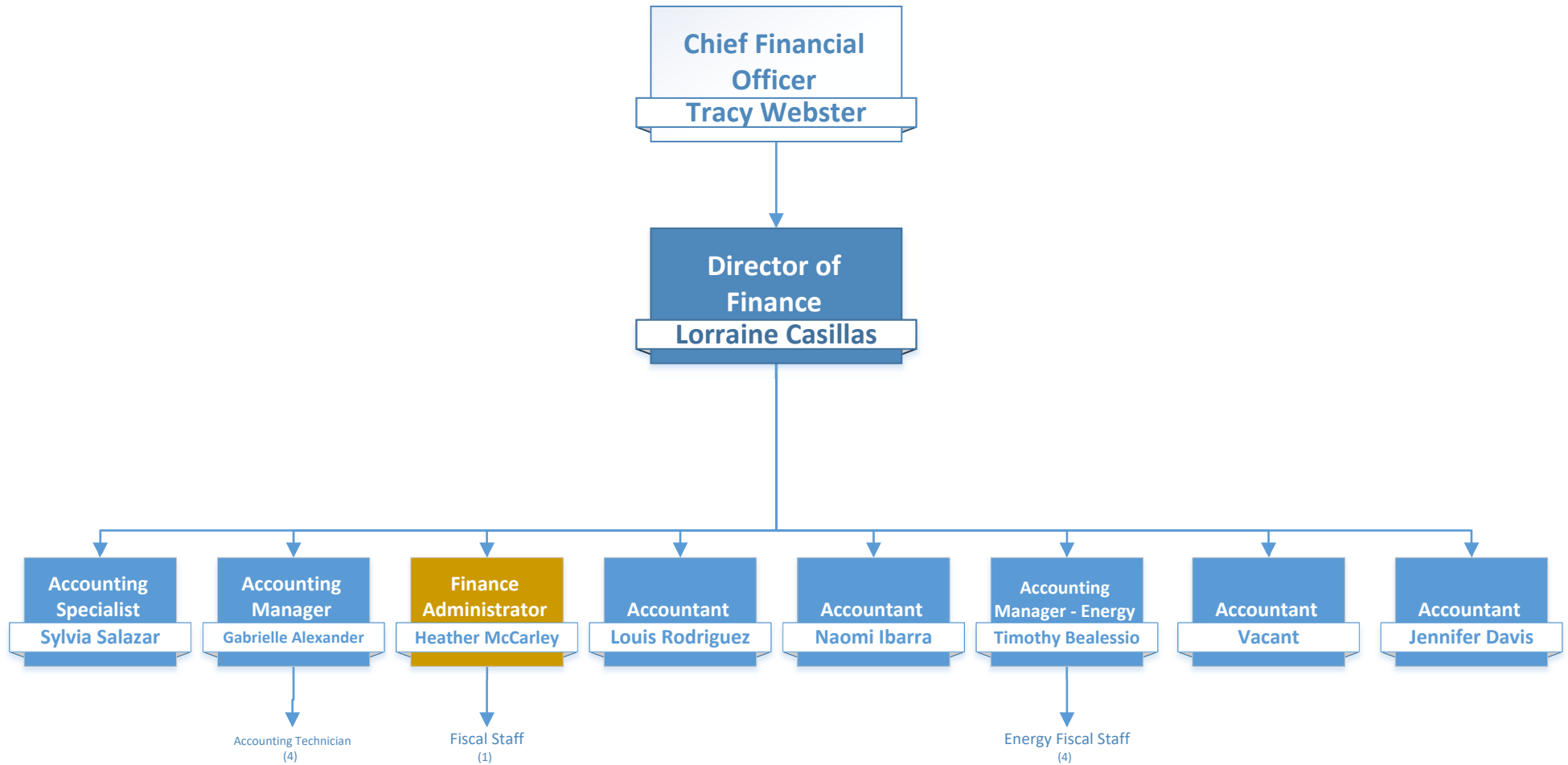
With the addition of responsibilities, the new Finance Administrator will depart from some of the accounting functions but will assume other financial responsibilities. This change in job responsibilities aligns with the current fiscal need of Head Start. The change in title and job description will not change the current Finance structure, and the Finance Manager will continue to report to the Director of Finance. The scope and grade are consistent with other similar roles in the agency.

Recommendation:

Staff recommends that the Personnel Committee approve the title change from Finance Manager to Finance Administrator with a grade change from 11 to 12.

Attachment:

*Finance Division Org Chart
Revised Job Description*





Finance Administrator

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 12

FLSA Status: Exempt

Date Approved: 6/30/2021

SUMMARY:

Under general supervision, responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, preparing budget to actual reports, and monitoring and analyzing assets, liabilities, revenue, and expenditures accounts.

SUPERVISION RECEIVED:

Receives supervision from the Director of Finance or from the Chief Financial Officer in the absence of the Director of Finance.

SUPERVISION EXERCISED:

Directly supervises Fiscal Technicians.

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:

- Maintains an effective working relationship with the Head Start/State Child Development Division in implementing agency accounting policies, procedures, and controls within the program division; facilitates communication and coordination between the program division and Finance Division; in conjunction with the Director of Finance, acts as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Supervises, monitors, directs, and reviews performance of subordinate staff.
- Trains key management staff and division staff on effective use of the accounting software modules/applications.
- Prepares financial reports for grants/contracts in accordance with funding source requirements.
- Prepares and analyzes budget to actual reports monthly.
- Reviews and analyzes general ledger accounts to ensure reliability and accuracy.
- Analyze organization cash balances daily by grant and program.
- Prepares U.S. Treasury cash drawdown supporting schedules.
- Monitor revenues and expenditures of a diverse variety of grants, awards, and contracts under the program division, including Head Start, Early Head Start (Kern County and San Joaquin County), Child Care Partnerships, California Department of Education, and Child and Adult Care Food Program.
- Prepares periodic and special reports for financial, statistical, and other purposes for

Finance Manager

1

use by management staff.

- Prepares annual audit schedules, special purpose audit, and year-end adjustments.
- Provides technical support to program staff in resolving budget, financial, and reporting issues.
- Prepares and presents various reports of financial status to advise the Board of Directors, Policy Council, and staff of program progress; works with the Board of Directors and Policy Council in addressing the program division's budget and financial concerns; provides staff support to the Finance Committee.
- Stays current with relevant federal and state regulations and policies.
- Keeps Chief Financial Officer and Director of Finance informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.
- Performs other financial and accounting duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Performs any other like duties 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:

- Organization and Finance Division policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles, methods, practices, and procedures concerning financial record management and reporting systems.
- Computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs, and data processing related equipment.
- Accounting, budget planning, and fiscal record management, storage, and retrieval systems.
- Advance accounting concepts, cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis.

Ability to:

- Prepare financial statements and reports.
- Analyze financial data.
- Research and resolve accounting issues.
- Work independently.
- Work under frequent time pressures and deadlines.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, both internally and externally.
- Supervise and motivate a diverse group of individuals.
- Coordinate work requiring attention to detail.
- Exercise good and independent judgment.

- Demonstrate initiative and ingenuity.
- Prepare fiscal, statistical, and written reports in a clear and concise manner.

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 in accounting, business administration or related field with at least 24 units in accounting and accounting related courses.
- Five (5) years of progressive accounting experience, including two (2) years of supervisory experience.
- Financial accounting experience in 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.
- 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.

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.

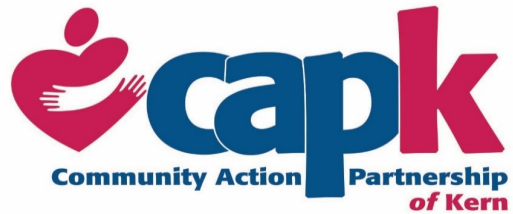
ESSENTIAL PHYSICAL DEMANDS:

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 Finance Manager				
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		



BUDGET AND FINANCE COMMITTEE

JUNE 23, 2021

FINANCIAL REPORT

TABLE OF CONTENTS

<u>SECTION</u>	<u>Pages (s)</u>
A. Schedule of Programs for the period March 1, 2021 through February 28, 2022	A1 - A6
B. Functional Classification by Fund	B1 - B3
C. Line of Credit Summary	C1
D. - Cash Summary as of May 31, 2021	D1
- Bank Reconciliations	D2 - D8
E. Wells Fargo Visa Summary and Statements	E1 - E14
F. Central Kitchen Budget to Actual May 31, 2021	F1
G. State Department of Education Contract - Earned Revenue	G1 - G2
H. Finance Division Monthly Report	H1
I. Financial Statements as of February 29, 2020	I1
J. Financial Statements as of May 31, 2021	J1
K. Agency-wide Budget to Actual as of May 31, 2021	K1 - K7
L. Indirect Fund Budget To Actual as of May 31, 2021	L1

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/21 - 02/28/22	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/21 - 02/28/22	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/21 - 02/28/22	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/21 - 02/28/22	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/21 - 02/28/22	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/21 - 02/28/22	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	541	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/21 - 02/28/22	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,454,592	93.600	09HP000163-03	03/01/21 - 02/28/22	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START EXPANSION - CARES ACT	133,579		09HP000163-02C3	03/01/20 - 02/28/21		
EARLY HEAD START/HEAD START	27,045,025	93.600	09CH011132-03	03/01/21 - 02/28/22	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - CARES ACT	1,549,338		09CH011132-02C3	03/01/20 - 02/28/21		
EARLY HEAD START SAN JOAQUIN	5,608,269	93.600	09-CH011406-02	02/01/21 - 01/31/22	117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN - CARES ACT	275,067		09-CH011406-01C3	02/01/20 - 01/31/21		
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/20 - 04/01/21	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	166,842	21.009	21VITAA0243	10/01/20 - 09/30/21	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,535,543 1,535,543	93.569	20F - 3015 21F - 4015	01/01/20 - 05/31/21 01/01/21 - 05/31/22	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
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,000,000	93.391		9/17/20 - 12/30/20	137	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
CSBG CARES ACT DISCRETIONARY (YOUTH CENTER CARES)	40,370	93.569	20F - 3654	03/27/20 - 05/31/22	175/008	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

A2

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,606,069 9,323,755	93.568 93.568	20B - 2012 21B - 5012	10/01/19 - 06/30/21 11/01/20 - 06/30/22	122-30 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443	93.568	20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 0052	07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 0052	07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 28,000	93.575	CMAF - 9000 CMAF - 0000	07/01/20 - 06/30/21 07/01/20 - 06/30/21	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.575	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,735,694	10.561	19-10324	10/01/20 - 09/30/21	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
UNITED WAY STANISLAUS 211 RENTAL ASSISTANCE	93,600	21.023		03/01/21 - 12/31/21	185	U.S. DEPT OF HEALTH & HUMAN SERVICES, COUNTY OF STANISLAUS, UNITED WAY OF STANISLAUS
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C	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	10/01/20 - 09/30/21	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	20,205	10.568/.569		10/01/20 - 09/30/21	105-094	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, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	113,134	10.568/.569		10/01/20 - 09/30/21	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRS)	288,169	10.568/.569		10/01/20 - 09/30/21	105-098	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 37	58,005	97.024		4/1/2020 - 5/31/2021	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S CARES Act	82,698	97.024		7/1/2020 - 3/31/2021	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S State Set Aside (SSA)	18,900	97.024		7/1/2020 - 3/31/2021	114-097	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/20 - 09/30/21	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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
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
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/20 - 09/30/21	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	10/01/20 - 09/30/21	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/20 - 09/30/21	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/20 - 09/30/21	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM SSI	43,513	10.561		10/01/20 - 09/30/21	164-005	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	07/01/20 - 06/30/21	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	07/01/20 - 06/30/21	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/20 - 06/30/21	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	4,173,683		CMAF - 0000	07/01/20 - 06/30/21	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 0052	07/01/20 - 06/30/21	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,367,697		CSPP-0126	07/01/20 - 06/30/21	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 0004	07/01/20 - 06/30/21	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 0004	07/01/20 - 06/30/21	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)	3,460,624 4,227,141		N/A	07/01/20 - 06/30/21 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	07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	328,862		509-2019	07/01/20 - 06/30/21	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	2,054,472		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	363,636		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/20 - 06/30/21	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/20 - 06/30/21	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/20 - 06/30/21	280	OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	82,149 87,948		2020.2.05	07/01/20 - 06/30/21 07/01/21 - 06/30/22	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	138,262 142,167		2020.2.06	07/01/20 - 06/30/21 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	156,092 163,032		2020.1.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	90,717 154,174		2020.2.18	01/01/21 - 06/30/21 07/01/21 - 06/30/22	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER 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	07/01/20 - 06/30/21	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/20 - 06/30/21	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
FEEDING AMERICA SENIOR HUNGER	50,000		25618	11/01/20 - 01/31/22	422	FEEDING AMERICA SENIOR HUNGER, MULTI-PRIVATE DONORS
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681 25,000		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
211 ENERGY UPGRADE CA PROGRAM	30,000		N/A	11/01/20 - 09/30/21	432	COMMUNITY RESOURCE PROJECT, INC.
SVCF MIGRANT CHILDCARE ALTERNATIVE PAYMENT	250,000		N/A	08/01/20 - 07/31/21	451	SILICON VALLEY COMMUNITY FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	22,868		N/A	07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	70,019		N/A	07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
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
FOOD BANK FREE FARMERS MARKET - WASCO	100,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
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 2021/22

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				
	Food Bank		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 2021/22

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 2021/22

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 2021/22

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/21	n/a				
03/31/21	n/a				
04/30/21	n/a				
05/31/21	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
12/31/20 - 3/31/21	90 days	\$ 1,781.05	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, 2021	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(143,246.65)
HEAD START/EARLY HEAD START	16,940.75
SUBTOTAL	(126,305.90)
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	139,844.04
MIGRANT A/P	1,515,519.66
MIGRANT CHILD CARE	15,220.50
MIGRANT SPECIALIZED SERVICES	(13,976.19)
SAN JOAQUIN COE GENERAL CHILD CARE	(118,867.47)
STATE PRESCHOOL	1,612,713.27
SUBTOTAL	3,150,453.51
ANTHEM BLUE CROSS FOOD BANK	17,349.79
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	201,246.65
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(82,163.55)
COUNTY OF KERN CARES ACT	(6,000.00)
EFAP	(39,453.93)
FEEDING AMERICA SENIOR HUNGER	43,999.10
FOOD BANK	469,816.20
FOOD BANK EXPANSION	22,712.89
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	96,500.03
KAISER	95,000.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	16,254.00
TRADE MITIGATION	22.00
WONDERFUL FOUNDATION	36,841.53
SUBTOTAL	1,053,942.71
ENERGY	(200,363.64)
DOE WAP	22,820.29
LIHEAP	(537,949.63)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(75,014.11)
TRANSFER NEGATIVE BALANCE	806,228.08
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	505,339.50
211 ENERGY UPGRADE CA PROGRAM	(1,422.54)
211 HOSPITAL PREPAREDNESS PROGRAM	(10,493.56)
AMERICORPS - CALIFORNIA VOLUNTEERS	(1,833.37)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(322.72)
CAL FRESH	(20,627.20)
CALEITC	(66,803.61)
CAPK FOUNDATION	(56,196.39)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(8,331.40)
COST POOLS	(10,936.82)
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	(8,286.99)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(68,108.84)
CSBG	35,960.53
CSBG CARES ACT	267,128.19
CSBG DISCRETIONARY	439.42
DIFFERENTIAL RESPONSE	(29,691.25)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,984,950.42
ECONOMIC EMPOWERMENT	(0.56)
EAST KERN FAMILY RESOURCE CENTER	8,651.54
ESG CARES ACT HOMELESS SERVICES	(246,208.37)
FIRST 5 KERN 211	4,625.19
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(15,341.84)
FIRST 5 HELP ME GROW	(8,775.33)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(22,147.77)
FRIENDSHIP HOUSE	7,850.19
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	559,752.66
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(6,460.89)
HOME VISIT INITIATIVE (CO OF KERN)	(112,919.21)
HOUSING FOR THE HARVEST STATE	(13,114.03)
HUD-COORDINATED ENTRY SYSTEM	(20,098.12)
INDIRECT FUND	470,561.65
IRS - VITA	(102,814.77)
M ST NAVIGATION CENTER	28,390.00
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(277,288.89)
POSITIVE YOUTH DEV SVC	(10,848.39)
POSITIVE YOUTH M	(34,227.33)
SHAFTER YOUTH CENTER	20,500.58
SIERRA FOUNDATION - ASTHMA MITIGATION	98,569.40
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	66,416.50
SO CA EDISON - 211 CUSTOMER RELATIONS	18,210.55
UNITED WAY 211	981.55
UNITED WAY CESH	(3,093.10)
UW STANTISLAUS 211 RENTAL ASSISTANCE	(4,116.42)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	84,611.36
WELLS FARGO FOUNDATION	46,981.80
WIC	(630,655.22)
LESS: ENERGY NEGATIVE BALANCE	(806,228.08)
ADD: LINE OF CREDIT	
SUBTOTAL	1,899,374.76
TOTAL OPERATING CASH	5,979,465.08

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, 2021

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	05/31/21		6,664,126.81
LESS: OUTSTANDING CHECKS		683,359.81	
ADJUSTED BANK BALANCE AT	05/31/21		5,980,767.00
GENERAL LEDGER BALANCE AT	04/30/21		5,690,531.82
ADD: DEPOSITS		4,033,884.83	
US TREAS DRAWDOWNS		1,749,545.88	
FUNDS FROM OTHER GRANTS		350,676.39	
TRANSFERS FROM RESTRICTED ACCOUNTS			
ADP /HEALTH EQUITY REFUND		1,414.27	
LINE OF CREDIT LOAN		-	
ONLINE DONATION		-	
REIMBURSEMENT OF ALTERED PAYEE		-	
		-	
LESS: CHECKS		1,721,378.86	
ADP PAYROLL 4/7/21		1,458,365.34	
ADP PAYROLL 4/21/21		1,450,376.32	
EFTS FOR HRA/HSA/ STD/403B		214,384.20	
REC LOAN PRINCIPAL/INT EXPENSES		31,256.57	
CREDIT CARD		11,528.57	
BANK FEES		1,466.09	
ACH VOUCHERS		956,530.24	
GENERAL LEDGER BALANCE AT	05/31/21		5,980,767.00

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/10/2021
APPROVED BY: *Amey Webster* TITLE: Chief Financial Officer DATE: Jun 14, 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION***

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
May 31, 2021**

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	05/31/21	977,965.06
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	05/31/21	977,965.06

BALANCE PER G/L	04/30/21	977,913.62
ADD:		
DEPOSITS		0.00
INTEREST		51.44
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	05/31/21	977,965.06

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 06/09/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 14, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2021

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 05/31/21 1,090,182.30

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/21 1,090,182.30

BALANCE PER G/L 04/30/21 1,090,034.16

ADD: DEPOSITS 0.00

INTEREST 148.14

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 05/31/21 1,090,182.30

* 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: 06/09/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 15, 2021

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	05/31/21	80,334.08
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	05/31/21	80,334.08

BALANCE PER GENERAL LEDGER	04/30/21	76,785.96
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	3,742.31	
PAYPAL DEPOSIT	0.00	
INTEREST	10.79	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	17.45	
BANKCARD FEES	187.53	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	05/31/21	80,334.08

* 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: 06/15/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 15, 2021



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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2021

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 05/31/21 7,530.07

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/21 7,530.07

BALANCE PER G/L 04/30/21 7,529.05

ADD: DEPOSITS 0.00

INTEREST 1.02

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 05/31/21 7,530.07

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/09/21

APPROVED BY:  TITLE: Chief Financial Officer DATE: Jun 14, 2021

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2021

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 05/31/21 34,981.33

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/21 34,981.33

BALANCE PER G/L 04/30/21 34,976.58

ADD: DEPOSITS 0.00

INTEREST 4.75

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 05/31/21 34,981.33

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/09/21

APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Jun 14, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED May 1, 2021 - May 31, 2021

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	1,999.00
Freddy Hernandez	Director of Youth and Community Services	94.15
Traco Matthews	Chief Program Officer	1,245.99
Lisa McGranahan	Director of Human Resoures	306.50
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	183.70
Pritika Ram	Director of Administration	2,975.00
Carmen Segovia	Director of Health & Nutrition Services	97.81
Sheila Shegos	Director of Community Development	-
Jeremy Tobias	Chief Executive Officer	1,225.49
Emilio Wagner	Director of Operations	1,442.45
Tracy Webster	Chief Financial Officer	414.02
Total		\$ 9,984.11



Statement Expenses

 06/08/2021 11:00 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	05/31/2021
Status:	Cardholder Reviewed	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	1,999.00 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	1,999.00 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/19/2021	05/20/2021	Zoom.us 888-799-9666 Www.zoom.us,CA		CAPK Pcard(CAPL Pcard)	No	1,999.00 USD / 1,999.00
	Description	Zoom account for Yolanda Gonzales and Administrative Team conference meetings.					

Total Charges: 1,999.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 11:15 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	05/31/2021
Status:	Cardholder Reviewed	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	414.02 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	414.02 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/05/2021	05/06/2021	American Payroll Assoc 210-226-4600,TX		CAPK Pcard(CAPL Pcard)	No	499.00 USD / 499.00
	Description		Lunch and Learn Series for Payroll				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/26/2021	05/27/2021	Apa Learning System 6519052600,MN		CAPK Pcard(CAPL Pcard)	No	(84.98) USD / (84.98)
	Description		Adjustment for training refunded tax				

Total Charges: 414.02 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 11:05 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MATTHEWS, TRACO	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-3726	End Date:	05/31/2021
Status:	Open	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	1,245.99 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	1,245.99 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Cal Chamber Of Commerce 800-331-8877,CA		CAPK Pcard(CAPL Pcard)	No	199.20 USD / 199.20
	Description		CalChamber CFRA/FMLA Bootcamp for Kristen Rubio				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/18/2021	05/19/2021	Grubhubvictorsmexican Grubhub.com,NY		CAPK Pcard(CAPL Pcard)	No	111.01 USD / 111.01
	Description		VITA - meals for volunteers				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/19/2021	05/20/2021	Smiths Bakeries Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	143.52 USD / 143.52
	Description		Oasis FRC - cookies for grand opening event				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/21/2021	05/24/2021	Wipfillip 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	500.00 USD / 500.00
	Description		Registration for in-person Wipfli conference				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/23/2021	05/24/2021	Tct Anderson's 800-328-9650,MN		CAPK Pcard(CAPL Pcard)	No	247.62 USD / 247.62
	Description		East Kern FRC - graduation gowns for children				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/29/2021	05/31/2021	Tct Anderson's 800-328-9650,MN		CAPK Pcard(CAPL Pcard)	No	44.64 USD / 44.64
	Description		East Kern FRC - graduation gown for child				

Total Charges: 1,245.99 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 11:12 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	05/31/2021
Status:	Cardholder Reviewed	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	2,975.00 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	2,975.00 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/03/2021	05/04/2021	Elementor Pro Httpselemento,DE		CAPK Pcard(CAPL Pcard)	No	(49.00) USD / (49.00)
	Description		Refund Issued for US Census Website recurring fee that was meant to be a one-time fee				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/06/2021	05/07/2021	Hoo Hootsuite Inc 778-5889767,CA		CAPK Pcard(CAPL Pcard)	No	774.00 USD / 774.00
	Description		Subscription Renewal - Social Platform Manager				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/27/2021	05/28/2021	Wipfli 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	2,250.00 USD / 2,250.00
	Description		Registration Fee for Wipfli Conference for Pritika Ram				

Total Charges: 2,975.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 11:06 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MCGRANAHAN, LISA	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-9914	End Date:	05/31/2021
Status:	Cardholder Reviewed	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	306.50 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	306.50 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/10/2021	05/12/2021	Biometrics4all Inc 714-568-9888,CA		CAPK Pcard(CAPL Pcard)	No	7.50 USD / 7.50
	Description Relay Fees for running New Hire Fingerprints Invoice Period 4/1/2021-4/30/2021 Invoice Date 5/1/2021						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/16/2021	05/17/2021	Ihire, Llc 301-668-4437,MD		CAPK Pcard(CAPL Pcard)	No	299.00 USD / 299.00
	Description Charges made for vacant position needed in Health Nutrition Division Position - WIC Administrator						

Total Charges: 306.50 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 02:54 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MEADE, JERRY	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-5025	End Date:	05/31/2021
Status:	Open	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	183.70 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	183.70 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/30/2021	05/03/2021	Cps Human Resource Servc 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Registration for CCL Licensing Operations Record Keeping for Site Supervisor				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/30/2021	05/03/2021	Cps Human Resource Servc 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Registration for CCL Licensing Operations Record Keeping for Site Supervisor				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/08/2021	05/10/2021	Pma Online 201-871-0427,NJ		CAPK Pcard(CAPL Pcard)	No	(79.00) USD / (79.00)
	Description		Refund from Vendor for a training cancelation.				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/14/2021	05/17/2021	Smore.com - Educator www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00
	Description		Subscription for Professional Development SMORE account				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Paypal Trifoia 402-935-7733,OR		CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00
	Description		Registration for Pyramid Model Reduce Implicit Bias for HVP Staff Member				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Paypal Trifoia 402-935-7733,OR		CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00
	Description		Registration for Pyramid Model Reduce Implicit Bias for HVP Staff Member				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Paypal Trifoia 402-935-7733,OR		CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00
	Description		Registration for Pyramid Model Reduce Implicit Bias for HVP Staff Member				
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Paypal Trifoia	E8	CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00

		402-935-7733,OR			Pcard)		
	Description	Registration for Pyramid Model Reduce Implicit Bias for HVP Staff Member					
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Paypal Trifoia 402-935-7733,OR		CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00
	Description	Registration for Pyramid Model Reduce Implicit Bias for HVP Staff Member					
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/18/2021	05/19/2021	Paypal Trifoia 402-935-7733,OR		CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00
	Description	Registration for Pyramid Model Reduce Implicit Bias for HVP Staff Member					
Total Charges: 183.70 USD							

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 11:13 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	05/31/2021
Status:	Cardholder Reviewed	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	1,225.49 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	1,225.49 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/21/2021	05/24/2021	Logcabinflorist Httpslogcabin,CA		CAPK Pcard(CAPL Pcard)	No	56.18 USD / 56.18
	Description		Thank You Flowers for Dr. Mary Barlow - Speaker at Head Start Event				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/25/2021	05/26/2021	Caplaw.org Caplaw.org,MA		CAPK Pcard(CAPL Pcard)	No	1,100.00 USD / 1,100.00
	Description		Reg. Fee for M. Panos M. Jara-Rangel to attend Virtual Conference				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/26/2021	05/28/2021	Chevron 0207904 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	69.31 USD / 69.31
	Description		Gasoline for CEO Agency Vehicle				

Total Charges: 1,225.49 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

06/08/2021 10:59 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	05/31/2021
Status:	Open	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	0.00 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	0.00 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

There are no results.

---End of Report---



Statement Expenses

 06/08/2021 02:55 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HERNANDEZ, FREDDY	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-8850	End Date:	05/31/2021
Status:	Open	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	94.15 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	94.15 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/27/2021	05/28/2021	Eb 30th Annual Commun 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	81.20 USD / 81.20
	Description		United Way Community Professional Development Con. - Fred				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/28/2021	05/31/2021	Canva 03066-24975915 Httpscanva.co,DE		CAPK Pcard(CAPL Pcard)	No	12.95 USD / 12.95
	Description		VITA - monthly software subscription				

Total Charges: 94.15 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 11:14 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	05/31/2021
Status:	Cardholder Reviewed	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	1,442.45 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	1,442.45 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/07/2021	05/10/2021	Ls Delmac Products Jmcmurtrey@pu,CA		CAPK Pcard(CAPL Pcard)	Yes	436.43 USD / 436.43
	Description		Vehicle repair maintenance HS-EHS Maintenance Pool				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Msoft E0600egcpl 800-642-7676,WA		CAPK Pcard(CAPL Pcard)	Yes	252.37 USD / 252.37
	Description		Purchase of Windows 10 License for Operations				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/18/2021	05/19/2021	Microsoft Store 800-6427676,WA		CAPK Pcard(CAPL Pcard)	Yes	99.00 USD / 99.00
	Description		Purchase of Windows 10 License for Operations				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/19/2021	05/20/2021	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	Yes	209.25 USD / 209.25
	Description		Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/20/2021	05/21/2021	Mindbody 805-5462000,CA		CAPK Pcard(CAPL Pcard)	Yes	445.40 USD / 445.40
	Description		Premier Basic monthly charge and subscriptions fee for May 2021 service. See Attached.				

Total Charges: 1,442.45 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 06/08/2021 11:13 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	05/31/2021
Status:	Open	Reminder Period:	06/01/2021 through 06/03/2021
Charges:	97.81 USD	Grace Period:	06/04/2021 through 06/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/07/2021 through 06/10/2021
Total Amount:	97.81 USD	Download Period:	06/11/2021 through 06/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/17/2021	05/18/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	73.35 USD / 73.35
	Description		Central Kitchen - food for special diets				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/27/2021	05/31/2021	Albertsons #0336 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	24.46 USD / 24.46
	Description		Food Bank - ice cream for recognition celebration				

Total Charges: 97.81 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022 (3 OF 12 MONTHS OR 25.0%)**

Line Item	2021/22 Budget	3/1/21 - 2/28/22 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,272,351	275,851	21.7%	996,500
Head Start Subsidy	<u>623,738</u>	<u>206,232</u>	33.1%	<u>417,506</u>
Total Revenue	<u>1,896,089</u>	<u>482,084</u>	25.4%	<u>1,414,005</u>
Expenditures (Note B)				
Salaries	605,614	124,671	20.6%	480,943
Benefits	187,409	44,427	23.7%	142,982
Vehicle Gasoline, Repair/Maintenance	51,300	8,989	17.5%	42,311
Space Costs	94,700	17,048	18.0%	77,652
Supplies - Office & Food Service	86,000	28,586	33.2%	57,414
Equipment Repair/Maintenance & Lease	38,000	3,041	8.0%	34,959
Communication	13,000	3,550	27.3%	9,450
Risk Insurance	12,700	4,443	35.0%	8,257
Printing	1,000	30	3.0%	970
Hiring & Employee Costs	100	175	175.0%	(75)
First Aid	500	50	10.0%	450
Raw Food/Vended Meals	<u>586,803</u>	<u>188,480</u>	32.1%	<u>398,323</u>
Sub Total	1,677,126	423,491	25.3%	1,253,635
Adult Meals Prepared	51,251	24,276	47.4%	26,975
Indirect	<u>167,712</u>	<u>34,317</u>	20.5%	<u>133,395</u>
Total Expenditures	<u>1,896,089</u>	<u>482,084</u>	25.4%	<u>1,414,005</u>

	Prior Period	May 2021	Cumulative
Total Meals Prepared and Vended (Note C)	136,497	56,692	193,189
Total Meals Claimed	<u>85,984</u>	<u>33,885</u>	<u>119,869</u>
Difference	50,513	22,807	73,320

Percentage Claimed to Prepared/Vended		59.8%	62.0%
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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 7/1/20 - 6/30/21 (10 OF 12 MONTHS = 83.33%)

Contract CMAP-0000	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	Total	%	% Earned to MRA
Provider Payments	\$ 431,498	\$ 519,622	\$ 587,970	\$ 548,956	\$ 552,571	\$ 542,057	\$ 537,155	\$ 568,201	\$ 617,073	\$ 638,629			\$ 5,543,732		
Add: Family Fees	-	-	8,573	10,051	10,477	11,989	12,474	12,677	13,586	14,063	-	-	\$ 93,890		
Net Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 554,046	\$ 549,629	\$ 580,878	\$ 630,659	\$ 652,692	\$ -	\$ -	\$ 5,637,622	84.80%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		71.30%
Administration & Support Services Revenue															
Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 554,046	\$ 549,629	\$ 580,878	\$ 630,659	\$ 652,692	\$ -	\$ -	\$ 5,637,622		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	\$ 91,530	\$ 110,223	\$ 126,539	\$ 118,577	\$ 119,434	\$ 117,525	\$ 116,588	\$ 123,216	\$ 133,776	\$ 138,450	\$ -	\$ -	\$ 1,195,858		
Program Administration/Support Services Costs	65,934	71,199	62,745	61,441	58,730	85,290	55,534	125,281	2,204	63,494			651,852	9.81%	
Indirect (10% x MTDC) Costs	57,151	58,299	66,003	62,267	62,443	64,350	60,978	71,096	63,862	72,242			638,692	5.39%	
Transfer Indirect to CSBG	-	(42,232)	(12,105)			(225,908)							(280,246)		
Total Operating Costs	\$ 123,085	\$ 87,266	\$ 116,643	\$ 123,709	\$ 121,172	\$ (76,269)	\$ 116,512	\$ 196,377	\$ 66,066	\$ 135,736	\$ -	\$ -	1,010,298	15.20%	
Revenue Earned Over/(Under) Costs	\$ (31,555)	\$ 22,957	\$ 9,896	\$ (5,132)	\$ (1,738)	\$ 193,793	\$ 76	\$ (73,161)	\$ 67,710	\$ 2,713	\$ -	\$ -	185,560		
TOTAL COSTS - NET OF FAMILY FEES	\$ 554,583	\$ 606,888	\$ 713,186	\$ 682,715	\$ 684,221	\$ 477,777	\$ 666,141	\$ 777,255	\$ 696,725	\$ 788,429	\$ -	\$ -	6,647,920	100.00%	

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

Provider payments	5,637,622
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>1,195,858</u>

Note 2: The maximum reimbursable amount per the 2020/21 State contract is as follows:

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	239,617	2.50%
Maximum Reimbursable Amount (MRA)	<u>9,584,682</u>	<u>100.00%</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/20 - 6/30/21 (11 OF 12 MONTHS = 91.67%)

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-0052)</u>														
Adjusted Days of Enrollment - Certified	2,921	2,982	2,982	4,174	3,418	5,326	4,536	4,334	6,073	5,757	5,952		48,455	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 144,717	\$ 147,753	\$ 147,728	\$ 206,780	\$ 169,309	\$ 263,850	\$ 224,713	\$ 214,706	\$ 300,856	\$ 285,202	\$ 294,862	\$ -	\$ 2,400,477	67.91%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%	97.42%	98.93%	98.97%	98.34%	99.45%	98.39%	99.22%	97.48%			99.04%
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%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-0126)</u>														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,220	5,396	4,615	5,977	6,813	6,520	7,934	7,779	6,702		57,710	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 58,501	\$ 78,791	\$ 160,517	\$ 268,991	\$ 230,058	\$ 297,953	\$ 339,628	\$ 325,003	\$ 395,510	\$ 387,783	\$ 334,095	\$ -	\$ 2,876,829	65.87%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%	98.38%	97.03%	99.55%	99.31%	99.51%	98.92%	98.41%	98.84%			98.02%
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%
<u>MIGRANT CHILD CARE (CMIG-0004)</u>														
Adjusted Days of Enrollment - Certified	195	159	138	159	147	331	171	145	190	196	182		2,013	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 9,664	\$ 7,886	\$ 6,837	\$ 7,868	\$ 7,276	\$ 16,398	\$ 8,471	\$ 7,191	\$ 9,413	\$ 9,710	\$ 9,016	\$ -	\$ 99,729	39.21%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%	100.00%	98.52%	100.00%	100.00%	100.00%	94.08%	100.00%	100.00%			99.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.08%	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 2020/21 State contracts

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2021

ASSETS

Cash in Bank	6,762,684
Cash - Vacation Reserve	977,652
Petty Cash	-
Accounts Receivable	1,210,986
Travel Advance	-
Prepaid Expense	357,118
Inventory	1,464,105
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,072,807

Total Assets 21,187,499

LIABILITIES AND NET ASSETS

Accounts Payable	2,199,257
Accrued Expenses	797,317
Accrued Vacation	1,663,810
Line of Credit	-
Note Payable	1,473,224
Advance Payable	310,063
Deferred Revenue	-

Total Liabilities 6,443,671

Total Net Assets 14,743,828

Total Liabilities and Net Assets 21,187,499

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021

REVENUE

Grant Revenue	73,525,163
Donations	517,235
Other Revenue	1,333,324
In-Kind	361,570

Total Revenue 75,737,293

EXPENDITURES

Salaries	32,643,960
Benefits	9,263,992
Travel	264,341
Space Costs	6,346,909
Supplies	2,958,177
Consultant/Contract Services	2,328,920
Other Costs	2,901,198
Program Costs	11,394,298
Capital Expenditures	-
Indirect	6,430,044
In-Kind	361,570

Total Expenditures 74,893,410

Net Change in Assets 843,883

Net Assets, beginning 13,899,945

Net Assets, ending 14,743,828

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF MAY 31, 2021

ASSETS

Cash in Bank	7,192,309
Cash - Vacation Reserve	977,965
Petty Cash	-
Accounts Receivable	36,686,969
Travel Advance	-
Prepaid Expense	732,071
Inventory	1,491,880
Net Fixed Assets - Unrestricted	1,261,624
Net Fixed Assets - Restricted	<u>9,126,464</u>

Total Assets 57,469,282

LIABILITIES AND NET ASSETS

Accounts Payable	1,493,524
Accrued Expenses	(9,450)
Accrued Vacation	977,532
Line of Credit	-
Note Payable	1,392,702
Advance Payable	300,751
Deferred Revenue	<u>38,624,333</u>

Total Liabilities 42,779,392

Total Net Assets 14,689,890

Total Liabilities and Net Assets 57,469,281

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO MAY 31, 2021

REVENUE

Grant Revenue	15,655,682
Donations	55,371
Other Revenue	1,603,641
In-Kind	<u>1,130,062</u>

Total Revenue 18,444,756

EXPENDITURES

Salaries	7,488,798
Benefits	2,338,675
Travel	73,552
Space Costs	1,198,344
Supplies	703,125
Consultant/Contract Services	611,855
Other Costs	710,175
Program Costs	2,520,046
Capital Expenditures	275,034
Indirect	1,449,027
In-Kind	<u>1,130,062</u>

Total Expenditures 18,498,694

Net Change in Assets (53,938)

Net Assets, beginning 14,743,828

Net Assets, ending 14,689,890

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 05-31-21 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,932,538	7,075,887	31,856,651	18%
BENEFITS	11,352,568	2,175,438	9,177,130	19%
TRAVEL	723,003	81,863	641,140	11%
SPACE COST	8,679,577	1,135,498	7,544,079	13%
SUPPLIES	2,639,488	677,971	1,961,517	26%
EQUIPMENT	291,353	58,304	233,049	20%
CONSULTANT/CONTRACT SERVICES	4,224,507	445,277	3,779,230	11%
OTHER COSTS	2,571,193	575,887	1,995,306	22%
PROGRAM COSTS	11,336,024	2,497,722	8,838,302	22%
INDIRECT	7,471,110	1,418,418	6,052,692	19%
TOTAL	88,221,361	16,142,266	71,830,095	18%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 05-31-21 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,385,371	5,555,676	22,829,695	20%
BENEFITS	8,621,872	1,717,303	6,904,569	20%
TRAVEL	481,785	37,767	444,018	8%
SPACE COST	6,895,025	728,586	6,166,439	11%
SUPPLIES	1,650,819	479,139	1,171,680	29%
EQUIPMENT	249,000	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,383,171	98,144	1,285,027	7%
OTHER COSTS	1,134,919	256,109	878,810	23%
PROGRAM COSTS	7,854,382	1,769,747	6,084,635	23%
INDIRECT	4,918,173	1,047,713	3,870,460	21%
TOTAL	61,574,517	11,690,184	49,635,333	19%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 05-31-21 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,972,150	628,020	3,344,130	16%
BENEFITS	1,132,141	201,459	930,682	18%
TRAVEL	98,318	25,075	73,243	26%
SPACE COST	698,065	172,281	525,784	25%
SUPPLIES	310,315	105,023	205,292	34%
EQUIPMENT	-	22,767	(22,767)	Not budgeted
CONSULTANT/CONTRACT SERVICES	594,403	88,293	506,111	15%
OTHER COSTS	392,841	103,784	289,057	26%
PROGRAM COSTS	1,451,836	644,921	806,915	44%
INDIRECT	728,776	172,184	556,592	24%
TOTAL	9,378,845	2,163,807	7,215,038	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 05-31-21 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,936,728	282,524	1,654,204	15%
BENEFITS	443,603	88,145	355,458	20%
TRAVEL	62,566	4,615	57,951	7%
SPACE COST	228,147	43,304	184,843	19%
SUPPLIES	95,424	15,462	79,962	16%
EQUIPMENT	8,603	-	8,603	0%
CONSULTANT/CONTRACT SERVICES	1,623,380	178,130	1,445,250	11%
OTHER COSTS	796,060	117,436	678,624	15%
PROGRAM COSTS	722,281	53,641	668,640	7%
INDIRECT	590,819	75,828	514,991	13%
TOTAL	6,507,611	859,085	5,648,526	13%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 05-31-21 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,352,398	393,334	2,959,064	12%
BENEFITS	801,121	97,190	703,931	12%
TRAVEL	33,264	14,362	18,902	43%
SPACE COST	687,660	144,418	543,242	21%
SUPPLIES	483,773	39,557	444,216	8%
EQUIPMENT	33,750	35,537	(1,787)	105%
CONSULTANT/CONTRACT SERVICES	275,443	58,109	217,334	21%
OTHER COSTS	153,543	89,434	64,109	58%
PROGRAM COSTS	1,276,858	29,413	1,247,445	2%
INDIRECT	690,452	84,604	605,848	12%
TOTAL	7,788,262	985,958	6,802,304	13%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 05-31-21 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,193,191	179,926	1,013,265	15%
BENEFITS	334,364	62,402	271,962	19%
TRAVEL	28,920	44	28,876	0%
SPACE COST	168,480	46,915	121,565	28%
SUPPLIES	80,157	38,791	41,366	48%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	285,610	62	285,548	0%
OTHER COSTS	49,420	7,911	41,509	16%
PROGRAM COSTS	30,667	-	30,667	0%
INDIRECT	517,047	31,228	485,819	6%
TOTAL	2,687,856	367,278	2,320,578	14%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 05-31-21 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	92,700	36,407	56,293	39%
BENEFITS	19,467	8,938	10,529	46%
TRAVEL	18,150	-	18,150	0%
SPACE COST	2,200	(5)	2,205	0%
SUPPLIES	19,000	-	19,000	0%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	62,500	22,539	39,961	36%
OTHER COSTS	44,410	1,213	43,197	3%
PROGRAM COSTS	-	-	-	0%
INDIRECT	25,843	6,861	18,982	27%
TOTAL	284,270	75,953	208,317	27%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2021/22
BUDGET TO ACTUAL - 03/01/21 TO 05/31/21 (3 OF 12 MONTHS = 25.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,471,110	\$ 1,447,138	19.4%	\$ 6,023,972
Expenditures				
Salaries	3,983,144	765,699	19.2%	3,217,445
Benefits @ 23.6% actual	<u>931,312</u>	<u>190,521</u>	<u>20.5%</u>	<u>740,791</u>
Total Personnel Costs	4,914,456	956,221	19.5%	3,958,235
Operating Costs				
Travel	62,350	3,371	5.4%	58,979
Space Costs	206,370	106,133	51.4%	100,237
Supplies	150,200	28,316	18.9%	121,884
Equipment	196,000	216,730	110.6%	(20,730)
Consultant/Contract	956,000	190,558	19.9%	765,442
Other Operating Costs	<u>352,750</u>	<u>121,894</u>	<u>34.6%</u>	<u>230,856</u>
Total Operating Costs	1,923,670	667,002	34.7%	1,256,668
Total Expenditures	<u>\$ 6,838,126</u>	<u>\$ 1,623,222</u>	<u>23.7%</u>	<u>\$ 5,214,904</u>
Excess Indirect Revenue	<u>\$ 632,984</u>	<u>\$ (176,084)</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,262,307	\$ 201,667	16.0%	\$ 1,060,640
Operations	2,324,790	698,113	30.0%	1,626,677
Executive	1,133,815	330,928	29.2%	802,887
Program Administration	330,664	31,088	9.4%	299,576
Finance	<u>1,786,550</u>	<u>361,427</u>	<u>20.2%</u>	<u>1,425,123</u>
	<u>\$ 6,838,126</u>	<u>\$ 1,623,222</u>	<u>23.7%</u>	<u>\$ 5,214,904</u>

Prepared Date: 06/15/2021



CAPK 2016-2021 Strategic Plan Final Report, June 30, 2021

Over the last five years, our organization has seen many changes and tremendous growth. Throughout, this time, work continued to implement the goals and objectives of the 2016-2021 CAPK Strategic Plan.

The main focus of the 2016-2021 Strategic Plan was to strengthen the agency. There was a clear implementation plan and the goal groups were enthusiastic. A good part of the work was completed within the first 2 years. However, around year three there was a loss of momentum and in year four COVID became the top priority of the agency. Goal group members rallied and gave a strong effort in this last year and were able to nearly complete all of the strategies.

As in previous updates, goal leads were asked to give the percent complete for each strategy under their goal, (detailed reports are attached, “2016-2021 Strategic Plan Goals Final report”). The goal groups were able to implement 94% of the plan’s strategies. Many of the strategies that weren’t 100% completed will be carried over into the upcoming strategic plan.

Goals	June 2021	Key Accomplishments
Goal 1. CAPK will develop an agency-wide understanding of the needs of its priority populations and develop organizational goals that unify the efforts of programs throughout the agency.	95%	Completed three Community Needs Assessments. The most recent in May 2021, identified six priority areas which are being incorporated in the new Strategic Plan.
Goal 2. CAPK will establish a system so that individuals and families can easily access the full spectrum of CAPK services.	96%	The CRM system is being piloted in several programs. This is a long term and complex project. When completed, CAPK will be able to track client progress across programs and services and will be able to report stronger outcomes.
Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization’s efforts.	99%	Communication has greatly improved internally and externally through efforts including improved website; CAPK Communications Plan; CAPK Branding Manual; and Manager’s Toolkit. Breaking down silos among programs is an ongoing task. Plans for maintaining and expanding this work are in place and systems that will be implemented in the next six months through the CAPK Communications Plan will create a long-term culture of cross-program communication.

CAPK 2016-2021 Strategic Plan Final Report, June 30, 2021

Goal 4. CAPK will actively advocate on behalf of issues affecting its target populations.	82%	Established communications channels with elected officials; track communications and have participated actively in support of legislative initiatives identified by state and national partners; work within the CAA network through partners like CSD, CalCAPA, and NCAF; an advocacy taskforce has been formed; and Executive Division staff are tasked with implementing advocacy efforts. Advocacy will be a key component in the next strategic plan.
Goal 5. CAPK will have an engaged and retained workforce.	93%	Many of the objectives were established and are ongoing. HR instituted ADP online application system; new orientation video and program materials so new staff have an increased awareness of who CAPK is; there is more consistency in job descriptions; and they have improved applicant screening criteria. Employee development and engagement will be a key focus area in the next strategic plan.
Goal 6. CAPK will develop a strategic financing framework to ensure it is prepared for the future and has an adequate understanding of its financial position	96%	Agency has established the indirect fund; Finance staff continue monthly budget meetings with program managers and directors; directors and managers assist with annual budget creation; and finance works with staff in developing and approving new program budgets.
Total Completion	94%	

Lessons Learned:

- A five-year plan is too long for an agency that is constantly changing.
- Involvement from all levels of the agency creates more enthusiasm/buy-in.
- Groups with standing calendared meetings, met more often.
- Shared leadership for groups assures that work can carry on through attrition.
- Regular progress reporting helps keep people on track.



CAPK Strategic Plan Progress Report

Goal 1

Completed By: Kathline Moessner

Report Period
Month/Year

June 2021

Goal 1. CAPK will develop an agency-wide understanding of the needs of its priority populations and develop organizational goals that unify the efforts of programs throughout the agency.					
Objectives	Strategies	Last Update Oct 2020	Last Update Feb 2021	FINAL	Comments
Objective 1.1: Review and analyze the needs of our target populations.	1.1.1 Identify and prioritize needs of our target population by using information contained in the CAPK 2016-2017 Community Action Plan (CAP).	100%	0%	100%	Completed 2021 Community Needs Assessment and identified the following priority needs: 1. Nutritious Food; 2. Affordable Housing; 3. Homeless Services; 4. Affordable Childcare; 5. After School/Summer Recreation; and 6. Job Skills training.
	1.1.2 Conduct annual surveys of CAPK clients, employees, partner agencies, and the general public to identify and prioritize agency and programs' needs.	100%	50%	100%	Surveys were conducted in February of 2021
	1.1.3 Key information collected in Strategies 1 and 2 above will be shared with all agency employees, community members, and partners.	100%	0%	100%	2021 Community needs Assessment and Community action plan was shared throughout the community and presented to the BOD in May.
Objective 1.2: Develop organizational goals and shared	1.2.1 Use National Performance Indicators (NPIs) as a basis to establish organizational goals and how each program contributes to meeting the goals.	100%	0%	100%	Provided analysis and priority needs to the Strategic Planning committee for the 2021 Strategic plan that is under development.

CAPK Strategic Plan Progress Report

Goal 1

outcomes between CAPK programs.	1.2.2 Develop process for all programs to collect and share needs data within the universal system developed in Goal 2.	0%	20%	76%	See goal 2, CRM project.
Total Progress		80%	14%	95%	



CAPK Strategic Plan Progress Report Goal 2

Completed By: **Ryan Dozier**

Report Month/Year

June 2021

		. CAPK will establish a system so that individuals and families can easily access the full spectrum of CAPK services.			
Objectives	Strategies	Update Oct 2020	Update Mar 2021	FINAL	Comments
Objective 2.1 Establish a single point of entry for all CAPK services.	2.1.1 Develop central intake and case management systems to ensure clients receive holistic, integrated, and seamless services that meet their needs and provide follow-up services. The committee will gather information about data collection practices, software used, data export capability, data security requirements, ability to link database systems, and determine the impact of future system upgrades. a. Develop a software inventory matrix to include but not limited to; department, cost, connectivity, requirements, capabilities, and pain points. b. Collect all intake forms in use by programs. c. Develop and solicit RFP to select a consultant to assist with platform design and development	100%	100%	100%	
	2.1.2 Evaluation of current software and processes to determine current gaps and program needs. a. Analyze current software matrix to determine options for integration and consolidation. b. Interviews with Program leads to determine how existing software is utilized and current gaps. c. Develop Program process flow diagrams highlighting software usage. d. Create user stories / requirements backlog for each program.	100%	100%	100%	



CAPK Strategic Plan Progress Report Goal 2

	2.1.3 Identify roadmap and vision to consolidate and streamline the technology landscape. a. Future State Architecture Diagram and Roadmap. b. Implementation timeline and estimates. c. Align key stakeholders to the vision and purpose of the software. d. Executive summary of key findings and recommendations.	100%	100%	100%	
	2.1.4 Proof of Concept of a software platform to review with key stakeholders. a. Trial environment focused on selecting a future process. b. Reporting & Data Management POC. • The initial design, approach, and build of one report. c. Integration with TBD Systems. Initial Design, approach, and build of one integration.	100%	100%	100%	
	2.1.5 Implementation and phased roll-out of a software platform to all programs. a. Develop a customized database for service programs that do not have software for tracking client data. Shafter Youth Center, Friendship House, LBNC, Rental assistance. b. Integrate Dynamics with Customer insights to merge data and produce a holistic view of a client for reporting purposes. Using Power Bi for displaying information.	15%	75%	76%	Deployment of the FRC Dynamics Intake form we have digitized another program. We are currently in UAT for Volunteer management application and developing the architecture for the CDP.
Total Progress		83%	95%	96%	

CAPK Strategic Plan Progress Report Goal 3

Completed By: James Burger

Report Period Month/Year June 2021

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.					
Objectives	Strategies	Update Oct 2020	April 2021	Final	Comments
Objective 3.1: Establish a communications plan that directs how CAPK will proactively communicate with its employees, the public, partner agencies and key stakeholders in the community	3.1.1 Identify the best communication methods/templates and review current (past) CAPK internal/external communication plan.	100%	100%	100%	
	3.1.2 Develop a customized communications plan (internal and external) for CAPK (using Virtual CAPK's online resources), and share with all CAPK employees and Board Members.	75%	100%	100%	
	3.1.3 Assess the structure of internal resources tasked with implementing the communications plan and make any adjustments needed to ensure appropriate implementation, e.g.: a. Respond in a more focused way to the needs of the various programs; b. Interact with the various program outreach teams to strategize and roll out a more cohesive branding strategy considering the individual programs and their place within the CAPK umbrella; c. Look for or access new opportunities for outreach, including testimonials from clients and staff); d. Implement an employee recognition committee to acknowledge various employees' milestones (anniversary dates, accomplishments, etc.)	90%	100%	100%	

CAPK Strategic Plan Progress Report Goal 3

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.					
Objectives	Strategies	Last Update Oct 2020	April 2021	Final	Comments
Objective 3.2: Implement internal communication activities to support knowledge transfer.	3.2.1 Strengthen internal communications efforts	100%	100%	100%	
	3.2.2 Break down informational silos among programs.	90%	90%	95%	Breaking down silos among programs is an ongoing task. Plans for maintaining and expanding this work are in place and systems that will be implemented in the next six months through the CAPK Communications Plan will create a long-term culture of cross-program communication.
	3.2.3 Use monthly joint Managers/Directors meetings to provide a forum for sharing of information	100%	100%	100%	
	3.2.4 Revamp CAPK's Intranet so that: a. It is a user-friendly and interactive information hub for employees; b. It is easy to use for a number of administrators/editors who will be empowered to post and update useful information from their own departments designed to facilitate communications and work efficiencies for all; c. The upkeep thereof is a SHARED responsibility for the sake of continuity and the safeguarding of agency information (contingency planning).	100%	100%	100%	

CAPK Strategic Plan Progress Report Goal 3

	3.2.5 Create a new employee orientation video designed to introduce the various programs of CAPK to employees as they are on-boarded.	100%	100%	100%	
Total Progress		98%	98%	99%	

CAPK Strategic Plan Progress Report Goal 3

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.					
Objectives	Strategies	Last Update Oct 2020	April 2021	Final	Comments
Objective 3.3: Implement external communication activities to increase awareness of and support for CAPK among all community stakeholders (clients, partners, funders, etc.).	3.3.1 Develop communications content items (include press releases, letters to the editor, and human interest stories) to share with external audiences.	100%	100%	100%	
	3.3.2 Identify and attend networking events throughout CAPK's service area.	100%	100%	100%	
	3.3.3 Use social media to increase awareness of CAPK's programs, e.g., launch Facebook Page for East Kern Family Resource Center as a viable resource for CAPK information in East Kern County.	100%	100%	100%	
Total Progress		93%	99%	99%	

CAPK Strategic Plan Progress Report

Goal 4

Completed By: Pritika Ram, Director of Administration Report Period: June 2021
Month/Year

Goal 4. CAPK will actively educate and advocate on behalf of issues affecting its target populations.					
Objectives	Strategies	Update Oct 2020	Update May 2021	Final	Comments
Objective 4.1: Track and respond to changes in local, state, and federal legislation affecting our service populations	4.1.1 Identify mechanisms within National CAP, NASCSP, NCAF, and CAPLAW to track legislation, policies, and initiatives that affect CAP agencies.	70%	80%	80%	We track communications and have participated actively in support of legislative initiatives identified by state and national partners. In partnership with our regional, National and federal partners, we are updated on relative information for our services and scope.
	4.1.2 Actively participate within CalCAPA's Legislative Committee to identify national and state legislations, regulations, and initiatives that affect California CAPs.	70%	85%	85%	We continue to receive updates from CalCAPA on CAA specific related bills and legislative changes that impact our work.
	4.1.3 Monitor local legislations or regulations that affect our service population.	90%	100%	100%	We utilize our program staff and their designated association and advocacy groups to communicate and lead support on legislative bills. Completed May 2021.
	4.1.4 Assign staff to respond to legislation and regulations that affect CAPs and our service population.	100%	100%	100%	We continue to work within the CAA network through partners like CSD, CalCAPA, and NCAF. Completed Sept. 2019.

CAPK Strategic Plan Progress Report

Goal 4

Objective 4.2: Pro-actively develop and implement an advocacy agenda.	4.2.1 Assign staff to spearhead the development of a special Advocacy <i>unit</i> .	60%	85%	85%	An advocacy taskforce has been formed and Executive Division staff are tasked with implementing advocacy efforts.
	4.2.2 Develop a business plan for the Advocacy unit, identifying staff, resources, strategies, and advocacy goals for CAPK.	50%	50%	50%	Through the Executive Division, we have created e-forms around advocacy, and have identified a lead staff to manage this activity. We have opportunities to build out the advocacy goals for the Agency and can be carried forward.
	4.2.3 Establish priorities and implement CAPK's Advocacy agenda.	50%	75%	80%	The Communication and Advocacy Plan housed in the Executive Division, provides guidance on how to address agenda items, including training provided by the outreach staff.

CAPK Strategic Plan Progress Report

Goal 4

Goal 4. CAPK will actively educate and advocate on behalf of issues affecting its target populations.					
Objectives	Strategies	Update Oct 2020	Update May 2021	Final	Comments
Objective 4.3: Identify, formalize, nurture, and maintain relationships with key policy stakeholders	4.3.1 Identify local, state, and federal policy stakeholders and research how they impact the work of CAPK and our service population.	100%	100%	100%	We have established good, working communications channels with elected officials and regularly engage them in CAPK activities. Completed Oct. 2020.
	4.3.2 Develop individual strategies to recruit, inform, and/or educate stakeholders. Prepare presentation materials for in-person visits to policy stakeholders. Develop a monthly or bi-monthly schedule to correspond individually to elected officials and feature elected officials in CAPK newsletters.	50%	50%	50%	More robust and proactive strategies for stakeholder development are being constructed currently and will require involvement from program staff and administration.
	4.3.3 Schedule in-person meetings with stakeholders to discuss the importance of collaboration and how it is an effective strategy in meeting the needs of the people we serve. Maintain annual calendars to meet regularly with each stakeholder.	70%	70%	85%	We have regular communications with elected officials and legislative staff. A more consistent schedule for that communication is being prepared.
Total Progress		71%	79%	82%	

CAPK Strategic Plan Progress Report

Goal 5

Completed By: Lisa McGranahan Report Period Month/Year June 2021

Goal 5. CAPK will have an engaged and retained workforce.				
Objectives	Strategies	Update Oct 2020	FINAL	Comments
5.1: Develop an organization-wide talent management plan	5.1.1 Begin with a critical review of current positions; evaluating positions with an emphasis on scope of work, balance of work load, and the end product being a revised/final organizational chart. Divisions review grant's scope of work, performance standards and other regulations to determine and develop positions, with appropriate job descriptions to best accomplish the task. Revise organizational structure to efficiently accomplish the mission of the agency.	25%	75% (ongoing)	Because this is a large and on-going task; we are reviewing positions as we fill vacancies, and at other critical times. COVID has changed not only the world but also how we engage and do work which makes this continuous and ongoing work.
	5.1.2 Job description review that brings consistency in format, an expectation that follows a "position not person" mentality, qualifications, wage analysis, requirements for testing, F.L.S.A.	100%	100%	Also continuous and on-going as the world and how we do business continues to change. However, this item has been completed and continues to be the standard process.
	5.1.3 Provide revised job descriptions to each Division Director who then signs off for finalization.	100%	100%	Also part of the ongoing process and part of our standard operation.
	5.1.4 Talent Management Plan: maintain, regularly evaluate, and follow same process for new positions.	100%	100%	This has been transitioned to 100% electronic process via our ADP system.

Goal 5. CAPK will have an engaged and retained workforce.				
Objectives	Strategies	Update Oct 2020	FINAL	Comments
5.2: Develop the internal systems necessary to recruit the best people and place them in the right positions.	5.2.1 Develop an efficient ADP electronic application system inclusive of an integrated online recruitment method for web-based sites such as: EDJOIN, Indeed, etc. The system would include an electronic basic skills testing based on position requirements and data gathering capability to assist in the sharing of applicants' qualifications to recruit for other open positions throughout the agency.	100%	100%	This has been improved in the last year to become more applicant-friendly; this will be an area of continued focus. We also have created leadership training to help our recruiting managers perform optimally in the recruitment process.
	5.2.2 Evaluate screening process of applications to ensure consistency for all recruited positions. Applications would be screened for meeting the minimum qualifications for education and level of experience; being reviewed by HR and program management.	100%	100%	Again, completed but will be an area of continuous improvement.
	5.2.3 Evaluate and revamp the current interview process. The interview process elicits specific information that will determine which candidate is most qualified to accomplish the scope of work of the position. The interview process will be based on the needed competencies specific to each position. These competencies will be based on the job descriptions developed to ensure that the scope of work dictated by each grants is efficiently and effectively accomplished.	90%	90%	Again, as COVID has changed the world; this will demand that we remain agile and continue to change and update as we learn how candidate preferences change. This will likely not be 100% achieved as it is ever transitioning.

CAPK Strategic Plan Progress Report

Goal 5

	5.2.4 Create position-specific electronic competency testing to assist in determining qualifications of applicants.	100%	100%	
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Objectives	Strategies	Update Oct 2020	FINAL	Comments
5.3: Establish an onboarding process that positions new employees for success.	5.3.1 Develop “new” CAPK orientation process. The orientation process should be the first stepping stone to establishing the culture of the agency. Orientation should instill pride in the agency and emphasize the privilege it is to be able to assist in the furtherance of our mission, as well as completion of required information and documentation needed for employment.	100%	100%	
	5.3.2 Division-level Orientation: basic expectations of position, training plan orientation, peer resources.	100%	100%	
	5.3.3 Transition agency mandated training to occur monthly. (training required of all CAPK EEs)	100%	100%	
5.4: Create a consistently applied process for developing employees.	5.4.1 Division/Position 6 Month Training Plan development for new hires and EEs entering into a new position to include: Civility Training, retention testing, follow up plan, and an auditing or compliance system to ensure managers are monitoring the success of the training. Develop written training plans for 6 month introductory period. All training plans need to be specific to	100%	100%	

CAPK Strategic Plan Progress Report

Goal 5

	position with documented timelines and follow up to ensure that all employees receive training to be competent in the essential functions of their position. Management accountability to ensure the completion of all training plans on a consistent manner at all levels of employment.			
	5.4.2 Develop Performance Evaluation tools based on needed competences of each position. Develop calibration methods that establish constancy in the evaluation of employee performance. Develop supervisory accountability to ensure all employees are fairly evaluated (goal driven/non-subjective) and delivered in a timely manner.	100%	100%	
	5.4.3 Develop an Employee Feedback Survey to monitor training effectiveness, EE retention, and any needed revisions.	100%	100%	
5.5: Establish a culture of talent appreciation recognizes the contributions of all staff.	5.5.1 Establish and Employee Recognition Committee to support a Recognition Program for improved EE morale.	50%	50%	As previously mentioned, the world has changed how we administer this and because those requirements are ever-changing, this cannot possibly resolve but will continue to evolve.
	5.5.2 Develop an Incentive/Reward System that holds an intrinsic value for EEs and encourages camaraderie amongst the team.	100%	100%	
	5.5.3 Establish and issue a feedback mechanism to identify any shifts in organizational culture related to talent appreciation.	100%	100%	

CAPK Strategic Plan Progress Report

Goal 5

5.6: Create and share a succession strategy that will reward employees for advanced placement.	5.6.1 Identify potential through tracking/documenting EE evaluations with “Above Standard” ratings to receive advantages in promotion.	100%	100%	
	5.6.2 Introduction to preferred positions for cross training that involves evaluating education requirements and strategies to reach goals of promotion (Professional Growth Plan)	50%	65%	Because our position requirements continue to change, this is solid progress in an ever-changing world. We are staying relevant and flexible.
	5.6.3 Promotion: Policy to enable promoting successful candidates to be placed in positions without going through the interview process.	50%	75%	At the risk of sounding repetitive, we have made significant progress on this item however, it continues to be a source of continuous improvement. The future of “shared work” and trial positions (shadowing) are in planning phase.
Total Progress		88%	93%	



CAPK Strategic Plan Progress Report

Goal 6

Completed By: Tracy Webster

Report Period Month/Year June 2021

Goal 6. CAPK will develop a strategic financing framework to ensure it is prepared for the future and has an adequate understanding of its financial position.					
Objectives	Strategies	Update Oct 2020	Update March 2021	FINAL	Comments
6.1: Develop a long-range financial plan.	6.1.1 Identify all costs and projected revenue associated with ongoing support for each division within CAPK over a 5-year period of time.	100%	100%	100%	This is an ongoing and regular practice.
	6.1.2 Develop a formal, comprehensive cost/benefit analysis for all expansion/capital projects, to include initial costs, ongoing maintenance budgets and potential benefits/revenue.	80%	80%	80%	This is an ongoing and regular practice in collaboration with Operations. The only missing component is a detailed list of deferred maintenance and equipment/vehicle replacement.
	6.1.3 Combine data collected in strategies 6.1.1 and 6.1.2 to develop a 5-year projected revenue and anticipated expense financial plan framework.	80%	80%	80%	This is an ongoing and regular practice in collaboration with Operations. The only missing component is a detailed list of deferred maintenance and equipment/vehicle replacement.
	6.1.4 Develop written guidelines for implementing financial plan and addressing funding changes, near-term and long-term.	100%	100%	100%	Financial protocols with respect to addressing funding changes are addressed in both the Accounting and Financial Procedures Manual and Standardized Operating Procedures.



CAPK Strategic Plan Progress Report

Goal 6

	6.1.5 Based upon results of needs analysis in Objective 1.1, identify programs with an opportunity to develop enhanced and/or new revenue streams.	100%	100%	100%	This is an ongoing and regular practice that is principally led by the Grants group. Finance does not lead new programming and grant writing.
	6.1.6 Establish a robust committee to develop opportunities to generate \$1MM in the discretionary fund as an initial tier goal.	100%	100%	100%	Achieve in Fiscal Year 2019/20
6.2: Build upon financial practices which provide CAPK with better budget flexibility.	6.2.1 Provide training to managers and/or designees to facilitate (program, division) budget development utilizing the financial plan.	100%	100%	100%	This is an ongoing activity.
	6.2.2 Create a formalized process for budget adjustments.	100%	100%	100%	This is an ongoing and regular practice.
	6.2.3 Perform quarterly reviews of budget to actuals, making necessary changes and reporting to the CAPK board.	100%	100%	100%	This is an ongoing and regular practice.
Total Progress		96%	96%	96%	



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administrator

Date: June 30, 2021

Subject: *Agenda Item V(b): 2021-23 Strategic Implementation Plan (draft) Update – Info Item*

Since late 2020, staff and the Board of Directors have been working on the development of CAPK's 2021-23 Strategic Plan. Several interviews were conducted with leadership, Program Managers, and Board members, including surveys sent to all staff and a series of virtual retreats to guide the creation of new organizational goals and strategies.

As we near the completion of the plan, enclosed is the draft implementation plan and below is a summary of the key areas of focus.

<i>Domain</i>	<i>Goal</i>	<i>Focus Areas</i>	<i>Description</i>
Family	1	Health & Nutrition	Increase access to healthy, affordable food to support the health of the communities we serve.
Family	2	Childcare & Education	All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs.
Community	3	Workforce Development, Housing & Financial Services	Advance economic empowerment and financial stability for low-income people in Kern County.
Agency	4	Workforce Development	CAPK is an employer of choice and attracts and retains a high-quality workforce to achieve organization's desired results.
Agency	5	Process Improvement & Information Systems	Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results
Agency	6	Capacity Building	Increase fiscal health and stability to build staff capacity and serve clients better

The final plan will be brought to the Board in August 2021, and the launch is scheduled to begin in September 2021. Prior to that, goal group assignments will be made with staff and board members.

Attachment:

CAPK 2021-2023 Strategic Plan Implementation Plan

CAPK 2021-2023 Strategic Plan Implementation Plan



[FAMILY]

Goal # 1: Increase access to healthy, affordable food to support the health of the communities we serve.

Org Std. 6.2, ROMA Goals: 1, 6
NPI: 1.2, 4.1, 6.2, 6.4, 6.5

- Obtained food assistance
- Pounds of food
- Food boxes
- Obtained skills/competencies required for employment

Objectives	Activities	Indicator	Timeline
Objective 1.1 Enhance accessibility through expansion of food distribution sites and services	1.1.1 Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity. a) Develop/update existing pantry site maps and include both CAPK and external programs (i.e., Gleaners); update GIS mapping (ref. Map the Meal). b) Analyze food pantry maps against food security assessment to determine the extent to which needs are being met. c) Work with community partners to ensure assessment includes needs of frail, homebound older adults and adults with disabilities and/or limited mobility.	▪ Completion of assessment, geographic analysis ▪ # of potential new CAPK sites planned and established	Y1
	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.	▪ # of new sites located (external)	Y1
	1.1.3 Secure additional funding to enhance existing food bank infrastructure, increase hours and days of operations, and support startup of new food pantry sites.	▪ # grants submitted ▪ Amount \$ raised ▪ # of new sites	Y2 / Y3
	1.1.4 Develop food service delivery model and program plan to support increased food access for older adults and adults with disabilities. <i>Plan to include:</i> ▪ Evidence-based program model (e.g., “Food as Medicine”) ▪ Partners that may support transportation ▪ Potential funding sources	▪ Completion of plan	Y2
	1.1.5 Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public transit routes.	▪ # partnerships ▪ # advocacy engagements	Y3

		# Expanded transit routes	
Objective 1.2 Leverage new and strengthened partnerships to reach additional families and communities	1.2.1 Develop streamlined pathway for development of pantry partnerships. a) Create and disseminate materials that help CBOs/partners to learn the process of becoming a partner. b) Proactive support and outreach to organizations to increase partnerships and sites.	# of new partnerships established # of collaborative/work group memberships	Y1
	1.2.2 Strengthen and expand partnerships with schools to reach additional children and families. a) Partner with Brighter Bites to support nutrition education and food distribution at Bakersville sites. b) Expand Backpack Buddy and Snack Attack programs to additional schools. c) Explore the potential to establish distribution sites at school sites.	# of participating schools in the Backpack Buddy # of schools participating in Snack Attack program	Y1/Y2
	1.2.3 Increase food donations by expanding food sourcing partners and becoming a member of Feeding America. a) Target outreach to farmers outside of Kern County, corporations, and grocery chains. b) Engage local politicians to support push for membership to Feeding America. c) Engage Fresno Food Bank in discussion of establishing separate membership.	# new partnerships - Feeding America application/ approval milestones # of lbs. increase in food donations	Y2/Y3
Objective 1.3: Implement “Screen and Intervene” initiative to screen clients for food insecurity and provide referrals for food assistance	1.3.1 Select and implement a universal food insecurity screening tool to be used across CAPK programs and external community organizations. a) Identify if any existing and/or similar screening tools are already in use within the County. b) Pilot screening tool to ensure feasible inclusion existing intake processes.	# CAPK programs implementing tool	Y1
	1.3.2 Provide training on the use of screening tool and referral interventions for all CAPK program staff.	# staff trained	Y2
	1.3.3 Conduct targeted outreach to community partners and health care facilities to promote use of universal food security screening tool and referral interventions.	# of partners trained/implementing tool	Y2/Y3



[FAMILY]

Goal #2: All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs.

Org Std. 6.2, ROMA Goals: 1, 4, 6
NPI: [1.1, 1.2, 2.1, 4.1, 6.2, 6.3,]

- # Accessible childcare or development placement opportunities created
- # Enrolled children in before school care
- #Obtained care for child
- Children develop school readiness skills

Objectives	Activities / Implementation Notes		Indicator	Timeline
Objective 2.1 Expand access pre-school and early Head Start	2.1.1 Identify and leverage emerging funding opportunities to expand full day/full year services for working parents and increase slots for early head start. a) Assess needed investment required to increase full day/full year option to distinguish from district/state programs (Pre-K for all). b) Increase capacity to provide slots by taking advantage of emerging funding opportunities at both State and federal level.		▪ # of grants application submitted ▪ Amount of funding raised ▪ # of new/converted full day options	Y1
	2.1.2 Assess emerging needs in geographic areas not currently served by CAPK a) Partner with school districts to identify emergency gaps, underserved communities, wrap-around service needs. b) Utilize a variety of external program data sources to identify pockets (zip codes) experiencing poverty. c) Incorporate direct discussion/engagement with school districts into Head Start community needs assessment.		▪ Completion of needs assessment ▪ # of school districts engaged to identify needs/opportunities ▪ # of collaborative/work group memberships	Y1/Y2
	2.1.3 Identify and secure additional funding to support facility and capacity development required to expand geographic coverage.		▪ # of grant submissions ▪ Funds raised	Y3
Objective 2.2 Support the quality and availability of childcare services	2.2.1 Expand partnerships with existing home care childcare providers to support early childhood care and development . a) Utilize early childcare partnership grants to support new partnerships. b) Partner with Resource and Referral to identify potential providers that would benefit from CAPK partnership (i.e., resources, technical assistance, etc.).		▪ # of partnerships established	Y1
	2.2.2 Continue to provide training in coordination with Community Connection for Childcare to increase capacity of existing and new provider networks.		▪ # of trainings conducted ▪ # of providers trained	Ongoing
	2.2.3 Advocate for expansion of MCAP to all agricultural workers.		▪ # of advocacy engagements	Y2/Y3

		▪ Expansion of services	
Objective 2.3: Support workforce development and employment opportunities for parents	2.3.1 Collaborate with local adult schools and community colleges to support and strengthen education pathways and referral mechanism for Head Start parents. a) Engage community college/adult school partnerships through Adult Ed Consortia and/or work group meetings. b) Establish streamlined referral pathways and identify available point person (transition specialist and/or relevant intake personnel) at learning institutions. c) Identify opportunities to establish warm handoff/referral protocols. d) Obtain any relevant learning/professional pathway mapping from local leaning institutions to review with interested parents before referral.	▪ # of new partnerships established ▪ # of collaborative/work group memberships ▪ # of units of education earned by Head Start parents	Y1
	2.3.2 Establish “parent university” to formalize pathways to entry level positions within the field of early childhood education. a) Develop and formalize internal pathway mapping inclusive of education/training milestones. b) Identify and implement mechanism to provide ongoing support to participants.	▪ # of parents hired internally ▪ # of parents that obtain career readiness skills	Y2/Y3



[COMMUNITY]

Goal # 3: Advance economic empowerment and financial stability for low-income people in Kern County.

Org Std. 6.2, ROMA Goals: 1, 3, 6
NPI: [2.1, 4.1, 6.2]

- # obtained safe, affordable housing
- # of households receiving HEAP
- # affordable housing units preserved/ improved by weatherization or construction
- Obtained skills/competencies required for employment

Objectives	Activities	Indicator	Timeline
Objective 3.1: Increase housing stability for people at risk of homelessness and those who are homeless.	3.1.1 Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services: a) Collaborate with Kern County Homeless Collaborative (KCHC) to assess and address temporary shelter needs. b) Identify/bolster funding streams to expand number of emergency beds/services as needed.	▪ Completion of assessment ▪ additional funds raised ▪ # of slots/beds added	Y1-Y3
	3.1.2 Enhance outreach activities and marketing efforts to raise awareness and utilization of Coordinated Entry System (CES) and other housing and homelessness-related supports provided by CAPK and local partners. a) Update all appropriate external communication materials and messaging (i.e., burning platform) to include description of CES and access points. b) Include a “refresher training component” in staff trainings across CAPK about CES and other related housing supports. c) Coordinate with KCHC to identify and engage with community gatekeepers who can potentially serve as referrers.	▪ Development of new communications content ▪ % of communications materials updated ▪ # of CAPK staff that receive refresher training ▪ # of new community referrers established	Y2
	3.1.3 Continue to provide and enhance prevention, case management, and barrier removal services a) Increase funding partners to support ongoing (CAPK) housing-related assistance. b) Identify opportunities to continue rental assistance program beyond emergency or one-time funds. c) Leverage (and or advocate for re-starting) the KCHC Resource Development Committee. d) Build upon existing programs and networks of homeless assistance partnerships for veterans, youth, and specific sub-populations. e) Continue to provide tenant rights education and barrier removal services.	▪ # of grant applications submitted ▪ Amount of funding awarded ▪ # of new partnerships ▪ # community members trained on tenants’ rights	Y2-Y3

	3.1.4 Strengthen community support for the ending homelessness through targeted outreach and advocacy efforts. a) Integrate reference to ""Kern County's Ten-Year Plan to End Homelessness by 2028"" and CAPK's role into collateral, reports, and marketing initiatives. b) Inform and engage local decision makers in a discussion about the extent, impact of, solutions to, and progress in ending homelessness. c) Through participation KCHC, support collective advocacy efforts at local and State level.	▪ # of collateral, reporting templates updated ▪ # of advocacy/ engagement activities conducted with local decision-makers	Y2
Objective 3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families	3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs. a) Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations, such as CKHC, to provide input. b) Conduct organizational capacity/readiness assessment, data collection. c) Committee to present initial assessment findings and recommendations to the Board.	▪ Convening of task force; completed NA; Y1 Readiness Study; External NA,	Y1
	3.2.2 Identify and cultivate new strategic relationships with relevant nonprofit and corporate stakeholders active within housing sector. a) Identify diverse array of potential corporate partners and corporate support grants relevant to housing sector. b) Leverage existing external collaborations to identify networking opportunities and new potential partners".	▪ # identified potential partnerships; # of MOUs; \$ raised/planned for housing projects	Y2
	3.2.3 Develop internal 10-year plan for becoming direct housing provider to low-to-moderate income residents within the Central Valley. a) Ensure alignment of plan to Kern County 10 Year plan to end homelessness. b) Plan to include investment and asset-building strategies.	▪ Completion of 10-Year Plan (including proposed number units, strategic partnerships)	Y3

Objective 3.3: Increase opportunities and supports for clients to advance through career and education pathways	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. a) Identify and map existing educational/career pathways and referral points. b) Send CAPK representative to local Adult Ed. Consortium Steering Committee Meetings. c) Participate in local workforce development board meetings to identify entry points, opportunities, partnerships.	▪ # of new partnerships established ▪ # of collaborative/work group memberships	Y1/Y2
	3.3.2 Increase awareness of workforce development opportunities provided by community partners for clients and low-income residents. a) Market partners programs through CAPK programs, website, and social media platforms (internal and external). b) Strengthen and expand partnerships to increase external referrals (see 3.3.1).	▪ Addition of links, references to CAPK website ▪ # of external referrals	Y3
	3.3.3 Expand and formalize internal pipeline program that supports unemployed clients to develop skills le for employment . a) Target grant opportunities that allow CAPK to provide additional entry level employment opportunities. b) Develop model, policies, procedures, and pathway/pipeline map that is inclusive of milestones, support mechanisms, and requirements.	▪ # of grant submissions, # of awards, \$ raised in awarded funding ▪ # of certifications earned through VITA	Y2/Y3
	3.3.4 Host programs and events at Youth Center locations that support learning and access to education/professional development opportunities. a) Coordinate presentations from local adult schools, community colleges, and industry leaders to youth re opportunities and career/education pathways.	▪ # of programs or events hosted ▪ # of youth served, ▪ # of youth that successfully meet educational/workfor ce milestones	Y3
Objective 3.4: Increase access to economic asset enhancement	3.4.1 Align and standardize current life skills training and financial services across CAPK programs. a) Develop agency-wide implementation for use of financial model-based curriculum and integration into daily services. b) Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	▪ Unemployed low-income people opened a bank account; developed budget; started emergency savings; obtained a job Increased savings or	Y1

and financial educational opportunities		other assets; improved credit	
	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). a) Complete ongoing assessment of financial service mapping and utilization CDFI/CDC assessment and identify potential gaps. b) Complete internal capacity assessment to evaluate potential for delivery of new financial services. c) Based on assessment findings, scope of need, and available funding, develop service delivery model to establish new program with central focus on asset enhancement and financial education/support.	▪ Completion of assessment ▪ Development of service delivery plan	Y1-Y3



[AGENCY]

Goal # 4: CAPK is an employer of choice and attracts and retains a high-quality workforce to achieve organization's desired results.

Org Std. 6.2, ROMA Goal: 5

NPI: [5.1]

- # Staff attending training
- # Board members attending trainings
- Hours of trainings

Objectives	Activities	Indicator	Timeline
Objective 4.1: Enhance leadership capacity, effectiveness, and sustainability	4.1.1 Establish "Succession Planning Taskforce" to develop succession and knowledge transfer plan and oversee implementation. a) Identify key positions, required leadership competencies, & appropriate employees to include in pipeline. b) Define learning, training, and leadership experience required for key leadership/operational positions identified in the succession plan. c) Incorporate Leadership Development Opportunities (LDO) and participation in Leadership Academy into interested employees' learning plans.	▪ # of positions with competencies and profiles defined ▪ # of employees interested and integrated into pipeline ▪ Completion of succession plan ▪ # of leadership academy train sessions conducted	Y1
	4.1.2 Adopt and incorporate integrated workplan/training schedule into CAPK Board's operations and workflows. a) Review, update, and approve Board annual implementation plan. b) Collaborate with consultant/local community colleges for completion and implementation of Board/Leadership training schedule.	▪ # Leadership positions trained ▪ # of hours of training conducted	Y1
	4.1.3 Conduct onboarding/refresher trainings for Executive Leadership Team to support shared understanding of fiscal management priorities, strategies, and internal processes.	▪ # Leadership trained, # of hours of training	Annual
Objective 4.2: Increase employee engagement, morale, and retention	4.2.1 Adjust staff wages/salaries as needed to ensure a competitive pay structure aligned to local labor market. a) Conduct systematic market analysis of wages/benefit to identify needed adjustments. b) Complete development and consolidation of revised job descriptions. c) Propose wage adjustments to Board and build adjustments into contract renewals and new grant proposals.	▪ completion of assessment ▪ # or % of agency positions adjusted ▪ % increase in salaries	Y1/Y2
	4.2.2 Bolster employee onboarding processes through enhanced training and feedback/review opportunities for new hires throughout the first six months of employment.	▪ Completion of review process ▪ qualitative updates to onboarding processes	Y2

	4.2.3 Refine employee performance review process, ensuring that creation and periodic review of staff professional development plan are integrated into process.	▪ % of staff with a PD plan ▪ % of staff that have reviewed and updated professional plan within last 6 months	Y3
	4.2.4 Conduct annual staff engagement survey to establish benchmarks and identify areas for improvement.	▪ # of staff surveyed; pre/post employee survey results	Y1
Objective 4.3 Increase sense of a unified CAPK identity	4.3.1 Assign an agency outreach lead to coordinate and support cross-program community outreach efforts. a) Unify outreach efforts and develop opportunities for collaborative partnerships across different programs. b) Coordinate outreach to other agencies, consistency, branded resources.	▪ # of community outreach/engagement events conducted ▪ establishment of dedicated % FTE of coordination lead	Y1
	4.3.2 Advance ongoing efforts to develop and implement new marketing and unified CAPK brand strategies. a) Update and re-launch CAPK "Burning Platform."	▪ completion of update ▪ increased awareness and use of burning platform measured through annual staff survey	Y2
Objective 4.4 Build capacity to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of organization and services	4.4.1 Establish and convene a DEI Committee to identify and support redress of organizational DEI needs across the agency. a) Develop charter, bylaws, clear member duties, and clearly articulated method of collaboration with Leadership. b) Committee tasked with development of recommendations and/or proposed DEI action plan to assess and address organizational DEI needs.	▪ Establishment of Committee; # of members onboarded, # of monthly convenings,	Y1
	4.4.2 All agency staff, leadership, and Board members attend DEI training.	▪ # of staff trained, ▪ % of organization trained	Y2
	4.4.3 In consultation with DEI workgroup, develop a communications strategy to inform diverse populations of the organization's activities and invite participation.	▪ Development of culturally competent communications plan	Y3



[AGENCY]

GOAL #5: Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results

Org Std. 6.2, ROMA Goal: 5
NPI: [5.1]

- # Staff attending training
- # Board members attending trainings
- Hours of trainings

Objectives	Activities	Indicator	Timeline
Objective 5.1: Enhance agency-wide capacity to implement Results Oriented Management and Accountability (ROMA) framework	5.1.1 Develop multi-year ROMA implementation plan that includes tiered rollout of engagement and capacity-building activities. a) Establish central ROMA implementation planning and implementation taskforce and program/department champions b) Targeted engagement/training schedule: Y1: Leadership and Division Champions Y2: Selected staff groups, Y3: Agency-wide implementation	▪ Completion of implementation plan ▪ % of implementation milestones completed ▪ # of ROMA champions identified and enrolled in ROMA Certification training	Y1
	5.1.2 Provide training to all staff, leadership, and Board members on ROMA principles and practices. a) Board training curriculum currently under development.	▪ # of Board Members, Leadership, Staff receive intro to ROMA training	Y1-Y2
	5.1.3 Develop and integrate shared ROMA language, values, and principles into all levels of organizational culture and activities. a) Post ROMA values/language throughout the agency b) Integration of ROMA language into recruitment, review processes, and employee recognitions c) Build ROMA language and processes into reporting templates and Board Agendas	▪ # of dept/programs that update meeting materials/templates to include ROMA language;	Y3
Objective 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	5.2.1 Establish Agency-wide data governance taskforce a) Develop charter, bylaws, member duties, and clearly articulated method of collaboration with Leadership. b) Develop recommendations to leadership/Board for needed capacity development, investment, and additional strategies to enhance data governance and support implementation of ROMA.	▪ # of committee members onboarded ▪ # monthly convenings, ▪ # creation of governance document,	Y1
	5.2.2 Conduct agency-wide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows. a) Identify challenges at program level re: data collection and accuracy. b) Assess availability of analytic/reporting tools, capacity to utilize existing tools.	▪ # completion of assessment (# of staff surveyed / interviews), identification and prioritization of top 3-	Y2

	c) Identify needed investment in data dashboards or tools to provide Leadership with real time agency-wide outputs and demographic data.	5 strategic needs to address	
	5.2.3 Standardize agency wide data definitions, SOPs, naming conventions, and data security protocols. a) Inventory existing reporting data points by program/ and grant. b) Aligned to ROMA National Performance Indicators, select key data points to be collected across all programs to support internal decision-making, advocacy efforts, fundraising, and strategic planning.	completion of agency wide data guidebook document	Y3
Objective 5.3: Establish a whole-person care approach by linking program data across the agency	5.2.4 Advance efforts to establish centralized database for client intake and service log. a) Ensuring data report out consistency using Microsoft dynamics (API) and link data to county administrative data.	# of CAPK programs integrated into centralized database	Y1-Y2
	5.2.5 Develop a standardized ERM and adopt a case management model to better address client needs.		Y3
	5.2.6 Develop whole-person care case management position(s) a) Assess feasibility of adding position (ref. position control/staffing analysis). b) Identify potential funding sources to support position (i.e., leveraging multiple program budgets). c) Develop job description, post, hire.	- Development of JD - Completion of position funding plan - Hiring of position(s)	Y3



Goal #6: Increase fiscal health and stability to build staff capacity and serve clients better

[AGENCY]

Org Std. 6.2, ROMA Goal: 5

NPI: [5.1]

- # Staff attending training
- # Board members attending trainings
- Hours of trainings

Objectives	Activities	Indicator	Timeline
Objective 6.1: Ensure adequate staffing for successful implementation and fiscal decision-making	6.1.1 Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management.	▪ Completion of position control process	Ongoing
	6.1.2 Establish a central team to conduct staffing analysis utilizing position control. a) Team will review and analyze: ▪ Impact of strategic initiatives ▪ Opportunities for increased efficiency/reduction of duplicative costs ▪ Measure progress toward meeting staffing needs organization-wide	▪ Convening of central team workgroup ▪ Completion of analysis and development of recommendations	Y1/Y2
	6.1.3 Assess potential investment in and implementation of a human capital management platform (HCM) to support workforce planning and management. a) Central Team will review and analyze a variety of software tools. b) Analyze cost/benefits of utilization of HCM that integrates position control versus position control management system. c) Develop recommendations to present to Leadership/Board.	▪ # of viable platforms/system tools identified ▪ Completion of cost/benefit analysis ▪ Development of recommendations	Y2
Objective 6.2: Grow unrestricted funding capacity	6.2.1 Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. a) Map Indirect funding by program (to be utilized in future cost/benefit evaluation of each program).	▪ Amount of indirect funds generated (disaggregated by program) ▪ Development of indirect funding map	Y1 updated annually
	6.2.2 Working in conjunction with CAPK Foundation to broaden fundraising scope to support internal programs and cultivate new corporate partnerships. a) Collaborate with Foundation to develop fundraising plan, informed by most pressing program/operational funding needs.	▪ # of new corporate partnerships ▪ Amount of donations raised	Y1/Y2
	6.2.3 Earn revenue by providing fee-based consulting services and serving as pass-through agency to local non-profits.	▪ Amount of revenue raised ▪ # of pass-through grants	Y2-Y3

DRAFT



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administrator

Date: June 30, 2021

Subject: *Agenda Item V(c)*: City of Bakersfield – Community Development Block Grant CARES ACT (CDBG-CV) agreement for the Food Bank Capital Expansion Project – **Action Item**

In November 2020, Community Action Partnership of Kern (CAPK) applied to the City of Bakersfield's Community Development Block Grant (CDBG) for the purpose of expanding the agency's Food Bank by 40,000 square feet, totaling 60,000 square feet. The expansion will increase the Food Bank's capacity and efficiency to store and distribute millions of pounds of food each year to Bakersfield and Kern County low-income and vulnerable residents. In February 2021, CAPK received an award notification from the City of Bakersfield for the Community Development Block Grant (CDBG) – Food Bank Capital Expansion application.

The grant award is part of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act allocation approved by the Department of Housing and Urban Development (HUD) to provide supplemental Community Development Block Grants (CDBG-CV) to the City of Bakersfield through the CARES Act for Fiscal Year (FY) 2019-20 CDBG funding provided under the Further Consolidated Appropriations Act.

The total cost of the construction project is currently estimated to be approximately \$8.0 million, and construction is scheduled to begin in November 2021 with an anticipated complete date in Summer 2022. The City CDBG grant was approved for \$1.2 million, and all funds are expected to be expended within the term of the agreement, which completes in January 2023. For the construction timeline and construction budget detail, please refer to page 23-24 of the attached draft agreement.

Staff have been working alongside the City of Bakersfield's Economic and Community Development Department to ensure agreements and project-related items proceed without delay, including the review of the draft CDBG-CV agreement. We anticipate there may be minor changes to the enclosed contract that will be addressed, however, due to timing we are requesting approval of the draft agreement an authority to sign the final agreement.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to proceed with finalizing the contract and execution of the final agreement, including all related documents as part the City of Bakersfield - Community Development Block Grant CARES ACT (CDBG-CV) Food Bank Expansion project.

Attachment:

DRAFT - City of Bakersfield - Community Development Block Grant CARES ACT (CDBG-CV) Community Action Partnership of Kern (CAPK) Food Bank Expansion Project Agreement

AGREEMENT NO. _____

COMMUNITY ACTION PARTNERS OF KERN FOODBANK EXPANSION PROJECT

THIS AGREEMENT is made and entered into on _____, by and between the **CITY OF BAKERSFIELD**, a California charter city and municipal corporation ("CITY" herein) and **COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)** a California non-profit, public-benefit corporation ("SUBRECIPIENT" herein).

R E C I T A L S

WHEREAS, the Congress of the United States has enacted Title I of the Housing and Community Development Act of 1974, and amendments (the "Act"). The Act provides for Community Development Block Grants for eligible activities; and

WHEREAS, CITY has submitted required documents to the Department of Housing and Urban Development ("HUD") for receipt of a Community Development Block Grant ("Grant") pursuant to the Act; and

WHEREAS, California Government Code Section 53703 authorizes cities to participate in federally-funded health, welfare, public works, and community-improvement programs, and empowers cities to contract with public and private agencies; and

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus named "SARS-CoV-2," and the disease it causes has been named "coronavirus disease 2019" ("COVID-19"); and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help state prepare for broader spread of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States of America declared a national emergency and announced that the federal government would make emergency funding available to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

WHEREAS, on March 19, 2020, the Governor of the State of California, Gavin Newsom, issued Executive Order N-33-20, ordering all individuals in the State of California to stay home except as needed to maintain continuity of operations according to federal critical infrastructure sections; and

WHEREAS, on March 19, 2020, City Manager acting as the City's Director of Emergency Services proclaimed the existence of a local emergency as a result of the threat of COVID-19; and

WHEREAS, on March 25, 2020, the City Council ratified the proclamation of the existence of a local emergency in response to the COVID-19 pandemic; and

WHEREAS, the Centers for Disease Control and Prevention, the California Department of Health and the Kern County Health Officer have all issued shelter in place orders to enforce social distancing, prohibited group events, and taken other precautions to protect public health and prevent transmission of this communicable virus; and

WHEREAS, as a result of the public health emergency and the precautions recommended by health authorities, many residents in the City of Bakersfield have been impacted and require food assistance; and

WHEREAS, on March 27, 2020 the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed in response to COVID-19; and

WHEREAS, the US Congress has authorized the US Department of Housing and Urban Development (HUD) to provide supplemental Community Development Block Grants (CDBG-CV) to the City of Bakersfield through the CARES Act; and

WHEREAS, CARES Act made available additional Community Development Block Grant Coronavirus (CDBG-CV) funds to supplement the Fiscal Year (FY) 2019-20 CDBG funding provided under the Further Consolidated Appropriations Act, 2020 (Public Law 116-94); and

WHEREAS, CITY shall not be obligated to disburse, or pay to, SUBRECIPIENT or any third party, any funds until and after CITY receives Grant funds from the federal government; and

WHEREAS, SUBRECIPIENT has submitted a proposal to expand the existing Food Bank warehouse from 20,000 ft² to 60,000 ft² to increase capacity and efficiency to store and distribute millions of pounds of food to Bakersfield low-income vulnerable residents mitigating the impacts of COVID-19; and

WHEREAS, CITY desires to contract with SUBRECIPIENT to make grant funding available to expand the SUBRECIPIENT's Food Bank and to help provide nutritious food to families impacted by COVID-19 in the Bakersfield area; and

WHEREAS, HUD requires CITY to provide an annual report which identifies the level of progress and accomplishments in meeting HUD's goals; and

WHEREAS, CITY requires SUBRECIPIENT to participate in reporting information on businesses served to meet HUD's goals.

NOW, THEREFORE, incorporating the foregoing recitals herein, CITY and SUBRECIPIENT mutually agree as follows:

1. NATIONAL OBJECTIVES. SUBRECIPIENT certifies that the activities carried out with funds provided under this AGREEMENT will meet the Grant program's National Objective – enhance facilities and services for the non-homeless special needs population, including seniors, persons with disabilities, and persons living with HIV/AIDS – as defined in 24 CFR Part 570.208(a)(2)(iii).

2. DEFINITIONS. Except as modified by the "Grant Agreement," to be entered into by CITY, SUBRECIPIENT, and HUD, any term defined in Title I of the Act, HUD Grant Fund Regulations at 24 CFR 570, and any regulations adopted or modifying past requirements of 24 CFR 570 as a result of the funding being administered under the Community Development Block Grant coronavirus (CDBG-CV) funds shall have the same meaning in this Agreement.

2.1. "Act" means the Community Development Block Grant Program, its administration, and any modifications made for the purposes of implementing funding through CDBG-CV allocations.

2.2. "Program" means CITY's Community Development Program, its administration, and any modifications made for funding administered through CDBG-CV allocations.

2.3. "Activities" means the administration and implementation of a grant program to expand the CAPK Food Bank located in the City of Bakersfield.

2.4. "Fiscal Year" means a twelve-month period between July 1 and June 30 to coincide with the CITY's budget year.

3. GRANT. It is expressly agreed and understood that the total amount granted by CITY to SUBRECIPIENT under this Agreement shall not exceed ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00).

3.1. Disbursement of Funds. CITY shall not be obligated to disburse, or pay to, SUBRECIPIENT or any third party, any funds until and after CITY receives, Grant funds from the federal government. If CITY does not receive such funds, CITY or SUBRECIPIENT, at its option, may terminate this Agreement without any liability to the other. SUBRECIPIENT shall not be entitled to any damages from CITY and CITY shall not be entitled to any remedy against SUBRECIPIENT if either terminates the Agreement, even if SUBRECIPIENT, CITY or any third party has detrimentally relied upon this Agreement.

3.1.1. SUBRECIPIENT shall conform to the "time frame" as set forth in **Exhibit "A,"** attached hereto and incorporated herein by reference. SUBRECIPIENT shall pay for any and all costs greater than ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00).

3.2. Scope of Grant. The scope of grant is set forth in **Exhibit "A"** which is attached hereto and incorporated herein by reference as if set forth in full.

3.3. Eligible Claims for Payment. CITY agrees to pay eligible claims for payment to SUBRECIPIENT within thirty (30) days after CITY receives an eligible claim for payment as set forth herein, and a properly-designated SUBRECIPIENT official certifies the claim.

3.4. Method of Payment. SUBRECIPIENT shall request all payments in accordance with 2 CFR 200.305(b)(3). Other allowable payment methods under 2 CFR 200.305(b) are subject to CITY approval before SUBRECIPIENT may request payment under those circumstance. SUBRECIPIENT shall properly itemize and document claims for payment to show clearly the items, tasks, or services for which SUBRECIPIENT claims reimbursement, as well as describing to which of the Activities the payment is related. SUBRECIPIENT shall also describe the basis for computation: cost per hour, cost per weight, cost per task, or other measurement as CITY may specify. CITY may review the claim for completeness and accuracy, and may refuse to pay any claim until explained to CITY's satisfaction. SUBRECIPIENT shall submit adequate documentation in accordance with 24 CFR 570.502, 2 CFR 200.403(g), and 2 CFR 200.302 to CITY to determine cost eligibility and allowance.

3.4.1. All amounts requested by SUBRECIPIENT shall conform to the restrictions of 24 CFR 570.502 and the requirements set forth in **Exhibit "B"** attached hereto and incorporated by reference and entitled Invoicing and Budget Detail.

3.5. Term. The term of this Agreement shall begin upon execution of this agreement by all parties and end December 31, 2022. To the extent required by law, the term of this agreement will continue until all monitoring and post-

monitoring requirements have been fulfilled and any other program requirements as required under the CDBG program.

4. SUBRECIPIENT'S OBLIGATIONS. In addition to the terms stated herein, SUBRECIPIENT shall comply with the following Federal and State laws and regulations:

4.1. Laws and Regulations

4.1.1. Federal. SUBRECIPIENT shall obey the Act, any amendments, Federal regulations and guidelines now or hereafter enacted pursuant to the Act, terms of the Grant to CITY now or hereafter in effect, and CITY's regulations now or hereafter enacted to facilitate administration of the Grant, or any other statute, regulation, or guideline applicable to the Program. SUBRECIPIENT shall become familiar with the appropriate statutes, regulations, and guidelines governing the Grant program.

4.1.2. California. SUBRECIPIENT shall comply with all provisions of California law applicable to this Agreement.

4.1.3. Independent Contractor. SUBRECIPIENT understands and agrees that it is an "independent contractor" with respect to the services to be performed under this Agreement. SUBRECIPIENT is not an agent or employee of CITY for any purpose and is not entitled to any of the benefits provided by CITY to its employees. CITY shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance. This shall not be construed as forming a partnership or any other association with SUBRECIPIENT other than that of an independent contractor.

4.1.4. Indemnification. SUBRECIPIENT shall indemnify, defend, and hold harmless CITY, its officers, agents, and employees and HUD against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by SUBRECIPIENT, SUBRECIPIENT's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct.

4.1.5. Insurance. In addition to any other insurance or bond required under this Agreement, SUBRECIPIENT shall procure and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements" herein):

4.1.5.1. 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:

4.1.5.1.1. Provide coverage for owned, non-owned and hired autos.

4.1.5.2. Broad form commercial general liability insurance, unless otherwise approved by the CITY's Risk Manager, 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:

4.1.5.2.1. Provide contractual liability coverage for the terms of this Agreement.

4.1.5.2.2. Provide products and completed operations coverage.

4.1.5.2.3. Contain an additional insured endorsement in favor of CITY, its mayor, council, officers, agents, employees and volunteers.

4.1.5.2.4. All policies shall be written on a first-dollar coverage basis, or contain a deductible provision. Subject to advance approval by the CITY, SUBRECIPIENT may utilize a Self-Insured Retention provided that the policy shall not contain language, whether added by endorsement or contained in the Policy Conditions, that prohibits satisfaction of any Self-Insured provision or requirement by anyone other than the Named Insured, or by any means including other insurance or which is intended to defeat the intent or protection of an Additional Insured.

4.1.5.3. 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 in favor of CITY, its mayor, council, officers, agents, employees and designated volunteers.

4.1.5.4. Except for professional liability, all policies required of SUBRECIPIENT shall be primary insurance as to CITY, its mayor, council, officers, agents, employees or designated volunteers, and any insurance or self-insurance maintained by CITY shall be excess of SUBRECIPIENT's insurance and shall not contribute with it.

4.1.5.5. Except for workers' compensation, insurance is to be placed with insurers with a Bests' rating as approved by CITY's Risk Manager, but in no event less than A-:VII. Any deductibles, self-insurance 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 CITY in writing.

4.1.5.6. Unless otherwise approved by CITY's Risk Manager, all policies shall contain an endorsement providing CITY 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. Copies of policies shall be delivered to CITY on demand.

4.1.5.7. The insurance required hereunder shall be maintained at all times during the term of this Agreement or any extension thereof.

4.1.5.8. SUBRECIPIENT shall furnish CITY's Risk Manager with a certificate of insurance and required endorsements evidencing the insurance required. The CITY may withdraw its offer of contract or cancel this contract if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

4.1.5.9. Full compensation for all premiums which the SUBRECIPIENT is required to pay on all the insurance described herein shall be considered as included in the prices paid for the various items of work to be performed under the Agreement, and no additional allowance will be made therefore or for additional premiums which may be required by extensions of the policies of insurance.

4.1.5.10. It is further understood and agreed by SUBRECIPIENT that its liability to CITY shall not in any way be limited to or affected by the amount of insurance obtained and carried by SUBRECIPIENT in connection with this Agreement.

4.1.5.11. Unless otherwise approved by CITY, if any part of the work under this Agreement is subcontracted, the "basic insurance requirements" set forth above shall be provided by, or on behalf of, all subcontractors even if CITY has approved lesser insurance requirements for SUBRECIPIENT.

5. ADMINISTRATIVE REQUIREMENTS.

5.1. Uniform Requirements.

5.1.1. SUBRECIPIENT agrees to comply with all applicable components of 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, as enumerated in 24 CFR 570.502.

5.2. Financial Management.

5.2.1. Accounting Standards. SUBRECIPIENT agrees to comply with 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

5.2.2. Cost Principles. SUBRECIPIENT shall administer its program in conformance with 2 CFR Subpart E, "Cost Principles."

5.2.3. Documentation and Record Keeping.

5.2.3.1. Records to be Maintained. SUBRECIPIENT shall maintain all records required by the Federal regulations specified in 24 CFR Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records include, but are not limited to:

5.2.3.1.1. Records providing a full description of each activity undertaken, services provided, and eligibility for participation in the program;

5.2.3.1.2. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;

5.2.3.1.3. Records required to determine the eligibility of activities;

5.2.3.1.4. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with Grant assistance;

5.2.3.1.5. Records documenting compliance with the fair housing and equal opportunity components of the Grant program;

5.2.3.1.6. Financial records as required by 24 CFR 570.502 and 2 CFR Subpart D, E, and F; and

5.2.3.1.7. Other records necessary to document compliance with Subpart K of 24 CFR 570.

5.2.3.2. Retention. SUBRECIPIENT shall retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the expiration of the Future Use Restriction Period, as applicable, under this Agreement. Records for non-expendable property acquired with funds under this contract shall be retained for five (5) years after final disposition of such property. Records for any displaced person must be kept for five (5) years after he/she has received final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

5.2.3.3. Client and Job Creation/Retention Data. SUBRECIPIENT shall maintain client data demonstrating client eligibility for grants provided and information on jobs created/retained using grant funds. Such information shall include, but not be limited to, client name, address, income level, or other basis for determining eligibility, and description of service provided. SUBRECIPIENT shall also collect and maintain data regarding race, ethnicity, female head of household, and disability status of clients. Such information shall be submitted to CITY or its designees for review on an annual basis using the attached Activity Beneficiary Report attached hereto as **Exhibit "C"**, or alternative form approved by CITY.

5.2.3.4. System for Award Management (SAM) registration. SUBRECIPIENT must have an active registration with System of Award Management (SAM). To register with SAM, go to www.sam.gov to register. You must have a DUNS number prior to registering with SAM. Any contractors/service providers hired for the CDBG-CV programs must also have an active registration with SAM prior to start or expenditure of funds. SUBRECIPIENT agrees to maintain an active registration throughout the term of this agreement.

5.2.3.5. Property Records. SUBRECIPIENT shall accept title to and be responsible for the maintenance and operation of the improvements made under this Agreement.

5.2.3.5.1. SUBRECIPIENT shall maintain real property inventory records which clearly identify properties purchased, improved or sold. Properties retained shall continue to meet eligibility criteria and shall conform with the "changes in use" restrictions specified in 24 CFR Part 570.503(b)(8) as applicable.

5.2.3.6. Close-Outs. SUBRECIPIENT's obligation to CITY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to, making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to CITY), reporting all beneficiary information and project milestones as needed to document a national objective has been met and the obligations of the sub recipient agreement has been completed, and determining the custodianship of records. Further, SUBRECIPIENT shall take all steps required in 2 CFR 200.343.

5.2.3.7. Audits and Inspections. All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to CITY, its designee or the Federal Government, at any time during normal business hours, as often as CITY deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within 30 days after receipt by it. Failure of SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. To the extent required by law, SUBRECIPIENT agrees to have an annual audit conducted in accordance with current CITY policies concerning subrecipient audits and, as applicable, 2 CFR 200, Subpart F.

5.3. Reports and Payment Procedures.

5.3.1. Program Income. SUBRECIPIENT shall report annually all program income as defined at 24 CFR 570.500(a) generated by activities carried out with CDBG funds made available under this Agreement. It is understood that the activities covered under this agreement will not generate program income as defined in 24 CFR 570.500.

5.3.2. Indirect Costs. If indirect costs are charged, SUBRECIPIENT will develop an indirect cost allocation plan for determining its appropriate share of administrative costs and shall submit such plan to CITY for approval, in a form specified by CITY.

5.3.3. Progress Reports. SUBRECIPIENT shall submit regular Progress Reports with payment request to CITY. Progress reports shall be in the form and content as required by CITY.

5.4. Personnel and Participant Conditions

5.4.1. Non-discrimination Requirements. Under any related agreements or contracts, SUBRECIPIENT shall provide that no person, on the grounds of race, color, national origin, religion, sex or physical handicap, shall be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG Program funds. In addition, CDBG Program funds must be made available in accordance with the following:

5.4.1.1. The requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.

5.4.1.2. Executive Order 11063 (Equal Opportunity in Housing).

5.4.1.3. Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and Title VIII of the Civil Rights Act of 1968 (Public Law 90-284 nondiscrimination and fair housing on federally assisted programs).

5.4.2. Rehabilitation Act of 1973 and Americans with Disabilities Act.

This Agreement is subject to the provisions of Section 503 and 504 of the Rehabilitation Act of 1973 (Public Law 930112), 29 USC 706, and attendant regulations at 24 CFR, Part 8, which provide that no otherwise qualified, disabled individual shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. This Agreement is also subject to the Americans with Disabilities Act of 1990 (Public Law 101-336), as amended, 42 USC 12101, et. seq.; and, facilities operated by SUBRECIPIENT under this Agreement shall comply with Americans with Disabilities Act Accessibility Guidelines (ADAAG) 2010, under which SUBRECIPIENT will be monitored annually by CITY or designee to the extent required by law.

5.4.3. Non-discrimination Because of Age. This Agreement is subject to the Age Discrimination Act of 1975, as amended, (Title III of Public Law 94-135) and attendant Code of Federal Regulations at 48 CFR, Part 22, Subpart 22.9. That Act sets forth that, except as otherwise provided, no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

5.4.4. Equal Employment Opportunity (Non-discrimination Clause). SUBRECIPIENT shall not discriminate against any employee, or applicant for employment, because of race, color, religion, sex, national origin, age, disability, or sexual orientation. SUBRECIPIENT shall take affirmative action to insure that applicants for employment and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation;

and selection for training, including apprenticeship. SUBRECIPIENT shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by CITY or HUD setting forth the provisions of this nondiscrimination clause. SUBRECIPIENT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.

5.4.5. Women- and Minority-Owned Business Enterprises.

SUBRECIPIENT agrees to abide by the requirements of Executive Orders 11625, 12432 and 12138, the HUD regulations issued pursuant thereto at 41 CFR Part 24, 41 CFR Subpart 1-1.13, and any applicable rules and orders of HUD. The foregoing require the maximum practicable opportunity to participate, in contracts funded in whole or in part with federal funds, be provided to women- and minority-owned business enterprises, as subcontractors and suppliers to contractors performing work, or rendering services as prime contractors or subcontractors, under federally-funded procurement contracts.

5.4.6. Affirmative Action for the Vietnam-Era Veterans. SUBRECIPIENT shall comply with 48 CFR, Chapter 1, Subpart 22.13 and shall take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and veterans of the Vietnam Era without discrimination based on disability or veteran's status in all employment practices such as employment, upgrading, demotion, transfer, recruitment, advertising, layoff, or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

5.4.7. Small Business Concerns. This Agreement is subject to the requirements of the Small Business Act (15 USC 631 et seq.), as amended, applicable HUD regulations at 48 CFR, Part 19, and any applicable rules and orders of HUD requiring aid, counseling, assistance, and protection, insofar as possible, with, for, or of the interests of small-business concerns in order to preserve free competitive enterprise; and placement with small businesses of a fair proportion of the total federally-funded purchases and contracts for property and services.

5.4.7.1. SUBRECIPIENT shall implement the specific small-business policies herein below to further the goals of the Small Business Act:

5.4.8. Equitable Opportunity. SUBRECIPIENT shall give small businesses an equitable opportunity to compete for prime contracts and subcontracts. SUBRECIPIENT shall include the applicable "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" clause in all contracts in connection with this Activity in amounts which may exceed \$10,000 except:

5.4.8.1. Contracts for personal services.

5.4.8.2. Bidder mailing lists shall include established and potential qualified small-business concerns;

5.4.8.3. SUBRECIPIENT shall send invitations for bids, or request for proposals, to all firms on the appropriate mailing list which shall include an appropriate number of small businesses;

5.4.8.4. SUBRECIPIENT shall publicize proposed procurement and contract awards in accordance with these policies;

5.4.8.5. SUBRECIPIENT shall divide procurement of property and services into reasonably small lots (not less than economic production runs) to permit bidding on quantities less than the total requirements;

5.4.8.6. SUBRECIPIENT shall allow the maximum amount of time practical for preparation and submission of bid and proposals;

5.4.8.7. SUBRECIPIENT shall establish realistic delivery schedules to encourage small business participation;

5.4.8.8. SUBRECIPIENT shall furnish applicable specifications, plans, and drawings with invitations for bids and request for proposals or information as to locations where they may be obtained, or examined;

5.4.8.9. SUBRECIPIENT shall treat equal low bids in accordance with 48 CFR Subpart 14.408-1;

5.4.8.10. SUBRECIPIENT shall encourage subcontracting to enroll small businesses.

5.4.8.11. SUBRECIPIENT shall place small purchases (amounts under \$25,000) with small businesses whenever appropriate;

5.4.8.12. SUBRECIPIENT shall refer small businesses seeking federal contracts, but lacking qualifications as contractors, to CITY and the Small Business Administration for assistance as may be appropriate;

5.4.8.13. SUBRECIPIENT shall refer offers from small business concerns otherwise qualified, to perform specific federal contracts but ineligible under Walsh-Healey Public Contract Acts, to City and Small Business Administration for possible certification of eligibility to receive and perform the contract;

5.4.8.14. To the extent practicable, SUBRECIPIENT shall place work to be performed, which exceeds the maximum amount of any contract for which a surety may be guaranteed against loss, so that more than one small-business concern may perform the work; and

5.4.8.15. The Small Business Administration may certify a small business, otherwise qualified to receive and perform specific federal contracts but determined to be non-responsible, to be competent under the provisions of the Small Business Act.

5.4.9. Federal Labor Standards Provisions. SUBRECIPIENT shall comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provision of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a5; 40 U.S.C. 327 and 40 U.S.C. 276c) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. SUBRECIPIENT shall maintain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to CITY for review upon request.

5.4.9.1. Except with respect to the rehabilitation of residential property designed for residential use for less than eight families, SUBRECIPIENT, and all contractors engaged under contracts in excess of \$2,000 for the construction, alteration, and/or repair of any building or work financed in whole or in part with Federal funds provided under this Agreement, shall comply with HUD requirements pertaining to such contracts and the applicable requirements of the regulations of the Department of Labor under 29 CFR parts 3, 5, and 5.5a, governing the payment of wages and the ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under such regulations are imposed by state or local law, nothing hereunder is intended to relieve SUBRECIPIENT of its obligation, if any, to require payment of higher rates. SUBRECIPIENT shall cause or require to be inserted in full, in all such contracts subject to such regulations, the clause, or any modification thereof, set out in 29 CFR parts 3, 5, and 5.5a. SUBRECIPIENT shall comply with the procedures set out in the HUD handbook 1344.1, "Federal Labor Standards Compliance in Housing and Community Development Programs" (as amended).

5.4.9.2. SUBRECIPIENT shall make no awards of contracts under this Agreement to any contractor ineligible under any applicable regulations of the Department of Labor.

5.4.10. Use of Grant Funds for Religious Purpose. SUBRECIPIENT shall permit no CDBG funds to be expended for the design, construction, operation, or maintenance of any facility to be used for sectarian instruction or as a place for

religious worship, except in situations where such use is incidental and does not favor one religious' group over another, as further described at 24 CFR 570.200(j).

5.4.11. Prohibited Interest of Officials and Employees. No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from it. No member, officer or employee of SUBRECIPIENT, or its designees or agents, no member of CITY's Council or any other public official who exercises any functions or responsibilities with respect to the CDBG Program during their tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed pursuant to this Agreement and the requirements of Executive Order 11246 and the regulations issued under the Order at 41 CFR 60 .

5.4.12. Political Activity. SUBRECIPIENT shall expend no Grant funds to finance any political activity in contravention of the Hatch Act (Chapter 15 of Title 5 of the United States Code).

5.4.13. Lobbying. SUBRECIPIENT certifies, to the best of its knowledge and belief, no Feder ally-appropriated funds have been paid or will be paid, by or on behalf of SUBRECIPIENT, 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 the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

5.4.13.1. If funds, other than Federally-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.

5.4.13.2. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. Any person who fails to abide 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.

5.4.14. Drug-Free Workplace Act of 1988. SUBRECIPIENT, in executing this, certifies that it and any of its agents or subcontractors will maintain a drug-free workplace in accordance with the requirements of 24 CFR Part 24, Subpart F. The undersigned certifies, to the best of his or her knowledge and belief, that: Corporation, will continue to provide a drug-free workplace at all facilities used to implement the Scope of Work by meeting all standards and requirements of the Code of Federal Regulations, Part 24, Subpart F as follows:

5.4.14.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

5.4.14.2. Establishing an ongoing drug-free awareness program to inform employees about; (a)The dangers of drug abuse in the workplace; (b)The grantee's policy of maintaining a drug-free workplace; (c)Any available drug counseling, rehabilitation, and employee assistance programs; and(d)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

5.4.14.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by section 5.4.14.1;

5.4.14.4. Notifying the employee in the statement required by section 5.4.14.1 that, as a condition of employment under the grant, the employee will abide by the terms of the statement and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5.4.14.5. Notifying the agency in writing, within ten calendar days after receiving notice under section 5.4.14.4 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

5.4.14.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted: (a)Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (b)Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program

approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

5.5. Environmental Conditions.

5.5.1. Environmental Considerations. CITY and SUBRECIPIENT want to assure that the policies of the National Environmental Policy Act of 1969 (NEPA), as amended, and the California Environmental Quality Act of 1970 (CEQA), as amended, are most effectively implemented, CITY shall comply with HUD Environmental Review Procedures (24 CFR Part 58) leading to certification of release of funds for particular projects, and the CEQA review procedures (Title 14, Section 15000 et. seq. of the California Administrative Code) in connection with this Project as rapidly as possible. Project delay occasioned by delay in obtaining HUD approval or in the CEQA review procedures shall extend the estimated work completion time frame.

5.5.2. Clean Air and Water Acts. This Agreement is subject to the requirements of the Clean Air Act, as amended, 42 USC 7401 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., Executive Order 11738, dated September 10, 1973, and the regulations of the Environmental Protection Agency at 40 CFR Part 15, as amended.

5.5.2.1. SUBRECIPIENT shall cause or require to be inserted in full in all contracts and subcontracts with respect to any nonexempt (exceed \$100,000, or involve a facility the subject of a conviction under the Clean Air Act, or the Federal Waste Pollution Control Act, and listed by the Environmental Protection Agency, or not otherwise exempt) transaction, the clause set out in 48 CFR 52.223-2.

5.5.2.2. SUBRECIPIENT shall also cause or require to be inserted in full, the certification set forth in 48 CFR 52.223-1, in each solicitation and resulting contract and contracts it awards without a solicitation.

5.5.2.3. SUBRECIPIENT shall not use any funds under this Agreement for a facility which has a conviction under Section 113(c)(1) of the Clean Air Act or Section 309(c) of the Federal Water Pollution Control Act.

5.5.3. Relocation Assistance and Acquisition Policies. This Agreement is subject to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4601), and the HUD implementing regulations.

5.5.4. Architectural Barriers Act of 1968. This Agreement is subject to the requirements of the Architectural Barriers Act of 1968, as amended (42 USC 4151, et. seq.) and its regulations (41 CFR Subpart 101-19.6).

5.5.5. Historic Preservation. SUBRECIPIENT shall take into account the effect of the Project on any corporation, site, building, structure or object listed in or found by the Secretary of Interior, pursuant to 36 CFR 800, to be eligible for inclusion by the National Park Service. SUBRECIPIENT shall eliminate or minimize any adverse impact on a historic property. Activities affecting such properties must comply with Section 106 of the National Historic Preservation Act of 1966 (16 USC 470f), P.L. 89-665, Executive Order 11593, May 13, 1971, the Preservation of Archaeological and Historical Data Act of 1960 (16 USC 469a-1, et. seq.), the Archaeological and Historic Preservation Act of 1974 (P.L. 93-291), and their implementing regulations.

5.6. Reversion of Assets. Upon expiration the subrecipient shall transfer to the recipient any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds.

6. CITY's OBLIGATIONS.

6.1. Copy of Regulations and Statutes. CITY will make available to SUBRECIPIENT a copy of any regulation CITY enacts to facilitate administration of said Program.

7. CITY'S REMEDIES. If SUBRECIPIENT fails to materially comply with the terms of this Agreement, CITY, at its option, may suspend or terminate this Agreement and may demand SUBRECIPIENT return all funds granted to SUBRECIPIENT pursuant to this Agreement. The remedies provided in this Agreement are cumulative and are in addition to any other remedies in law or equity which may be available to CITY. The election of one or more remedies shall not bar the use of other remedies unless the circumstances made the remedies incompatible.

7.1. Concurrent Remedy. No right or remedy herein conferred on or reserved to CITY is exclusive of any other right or remedy herein or by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

8. MISCELLANEOUS.

8.1. No Waiver of Default. The failure of any party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time, and shall not serve to vary the terms of this Agreement.

8.2. Binding Effect. The rights and obligations of this Agreement shall inure to the benefit of, and be binding upon, the parties to the Agreement and their heirs, administrators, executors, personal representatives, successors and assigns.

8.3. Merger and Modification. All prior agreements between the parties are incorporated in this Agreement which constitutes the entire Agreement. Its terms are intended by the parties as a final expression of their agreement with respect to such terms as are included herein and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend this Agreement constitutes the complete and exclusive statement of its terms and no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding involving this Agreement. This Agreement may be modified only in a writing approved by CITY Council and signed by all the parties.

8.4. Corporate Authority. Each individual signing this Agreement on behalf of entities represents and warrants that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.

8.5. Governing Law. The laws of the State of California will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.

8.6. Suspension and Termination. Any remedies taken by CITY for noncompliance on part of SUBRECIPIENT and, termination to the extent allowed by law shall follow 2 CFR 200.338-342 as enumerated.

8.7. Termination of Agreement. CITY reserves the right to terminate this AGREEMENT upon giving SUBRECIPIENT notice of intention to terminate at least 30 days prior to the effective date of the termination. CITY shall only convey to SUBRECIPIENT funds for work done prior to the effective date of termination. This Agreement may be terminated by any party upon 30 days written notice, served by mail or personal service, to all other parties.

8.8. Notices. All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The parties shall be addressed as follows, or at any other address designated by notice:

If directed to CITY, addressed to:

City of Bakersfield
Economic & Community Development Department
1715 Chester Avenue
Bakersfield, CA 93301

If directed to SUBRECIPIENT, addressed to:

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

8.9. Execution. This Agreement is effective upon execution. It is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

8.10. Assignment. Neither this Agreement nor any rights, interests, duties, liabilities, obligations or responsibilities arising out of, concerning or related in any way to this Agreement (including, but not limited to, accounts, actions, causes of action, claims, damages, demands, liabilities, losses, obligations, or reckonings of any kind or nature whatsoever, for compensatory or exemplary and punitive damages, or declaratory, equitable or injunctive relief, whether based on contract, equity, tort or other theories of recovery provided for by the common or statutory law) may be assigned or transferred by any party. Any such assignment is prohibited and shall be unenforceable and otherwise null and void without the need for further action by the non-assigning party or parties.

8.11. Negation of Partnership. CITY shall not become or be deemed a partner or joint venture with SUBRECIPIENT or associate in any such relationship with SUBRECIPIENT by reason of the provisions of this Agreement. SUBRECIPIENT shall not for any purpose be considered an agent, officer or employee of CITY.

8.12. Conflicts of Interest. SUBRECIPIENT stipulates that corporately, or individually, the firm, its employees and sub-consultants have no financial interest in either the success or failure of any project which is dependent upon the result of the work prepared pursuant to this Agreement and funds provided for herein (California Government Code Section 1090).

8.13. Tax Numbers.

" SUBRECIPIENT's" Federal Tax Identification No. 95-2402760.

" SUBRECIPIENT" is a corporation? Yes X No _____.
(Please check one.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first-above written.

"CITY"

"SUBRECIPIENT"

CITY OF BAKERSFIELD

**COMMUNITY ACTION PARTNERSHIP
OF KERN**

By: _____

KAREN K. GOH

Mayor

By: _____

JEREMY TOBIAS

Community Action Partnership
Of Kern
Chief Executive Officer

APPROVED AS TO FORM:

VIRGINIA GENNARO

City Attorney

By: _____

JOSHUA H. RUDNICK

Deputy City Attorney II

APPROVED AS TO CONTENT:

**ECONOMIC AND COMMUNITY DEVELOPMENT
DEPARTMENT**

By: _____

KEVIN TRUELSON

Assistant To The City Manager

COUNTERSIGNED:

By: _____

RANDY MCKEEGAN

Finance Director

EXHIBIT "A"

Community Development Block Grant CARES ACT (CDBG-CV)

Community Action Partnership of Kern (CAPK) FOOD BANK EXPANSION PROJECT

Scope of Work

Purpose

Despite California's economic and agricultural prosperity, over one in four are hungry or at serious risk of hunger-significantly worse than the entire nation. Hunger is a symptom of poverty; far too many families experience devastating health consequences when their low wages or modest public benefits can't cover the cost of housing, utilities, and food.

In Kern County, Bakersfield is known as "The Hungriest City in America", according to the Food Research and Action Center, 2018 report. In Kern County, 76,287 (27%) of children are food insecure, lacking consistent access to enough food for an active, healthy life (USDA).

CAPK's Food Bank is operating at capacity for warehousing and processing food donations that supply the Food Bank's over one hundred commodity pantries and food distribution sites located throughout Kern County, to eliminate hunger and poverty. The existing 20,000 ft² warehouse and 3,000 ft² of office space, lack adequate storage, receiving, sorting, packaging, and shipping areas for staff and volunteers to support daily operations. The Food Bank is renting additional space off-site for its Senior Food program supplies, supporting 39 distribution sites, and inefficiency adding staff and transportation costs. The space limitations at the Food Bank have resulted in diverting truckloads of incoming food donations to out-of-county food banks or distribution partners at the time of availability due to the lack of available space. This expansion is vital in meeting the current and future needs for processing food donations.

The Food Bank is also a source of jobs in the community, with eighteen paid staff and five work development programs where people can volunteer to gain work experience that can be used to gain employment. This expansion will allow and require CAPK to hire additional staff and volunteers to operate the expanded facility.

Description

CAPK will receive no more than \$1,200,000 in CARES - Community Development Block Grant (CDBG-CV) funds to expand The CAPK Food Bank, located at 1807 Feliz Drive, Bakersfield, 93307. The CAPK Food Bank is the largest emergency food distributor in Kern County, serving the nutritional needs of the most vulnerable Bakersfield residents-low-income and poor children, families, single-parent households, vulnerable and disabled persons, seniors, the homeless and others.

Phase 1 of the proposed project will expand the CAPK Food Bank warehouse from 20,000 ft² to 60,000 ft² and include required site improvements, Phase II buildout of three loading docks and installation of a pallet rack system, Phase III install 18,000 ft³ refrigeration and 18,000 ft³ freezer, and Phase IV installation of solar panels and fire alarms. This expansion will increase the Food Bank's capacity and efficiency to store and distribute millions of pounds of food each year to Bakersfield and Kern County low-income and vulnerable residents.

Construction Time Frame

	Milestone	Range	Due Date
Milestone 1:	Environmental & Design Work Complete	After agreement is approved by Council	August 2021
Milestone 2:	Enter into contracts with Contractors for onsite activity (Ex Earthwork/Utilities)	Within 45-days of RFP being issued	October 2021
Milestone 3:	Site Plan Review Complete, Permits Attained, RFP Issued	Within 60-days of agreement with City of Bakersfield	November 2021
Milestone 4:	Construction Begins	Within 15-days of Construction Contracts	November 2021
Milestone 5:	Completion of Demolition and Underground Construction	NA	December 2021
Milestone 6:	Completion of structural concrete slab	NA	December 2021
Milestone 7:	Construction End Date	NA	June 2022

All funds granted to Community Action Partnership of Kern shall be completely expended within the term of the Agreement, which completes December 31, 2022.

Total Project Budget

Item/Service	Cost (\$)
Architect Construction Manager and Risk Fee	234,000
Phase-I Food Bank Expansion Project 20,000 Sqft warehouse to 60,000 Sqft warehouse	5,998,919
Phase-II Loading docks and Pallet Rack System	210,081
Phase-III Installation of 18,000 Cubic-ft Freezer and 18,000 Cubic-ft Refrigerator	1,051,000
Phase-IV Installation of Solar Panels	557,000
TOTAL PROJECT COST	8,051,002

Disbursement of Funds

City agrees to pay "claims for payment" directly to Community Action Partnership of Kern (CAPK) within thirty (30) days after City receives a satisfactory "Corporation Payment Request". The Schedule of payment shall be: 30% (\$360,000) of grant amount at the execution of this agreement and City Council approval; 30% (\$360,000) upon entering into a contract with a contractor for the construction of the CAPK Food Bank Expansion onsite improvements; 30% (\$360,000) upon completion of demolition and installation of underground utilities; and 10% (\$120,000) upon completion of construction of the structural concrete slab.

EXHIBIT "B"

INVOICING AND BUDGET DETAIL

1. INVOICE PACKAGES.

1.1 No disbursement under this Agreement will be made upon receipt of an acceptable "Corporation Payment Request" duly executed by or on behalf of the Corporation. The Corporation must execute all Payment Request forms. A completed Corporation Payment Request form must accompany all invoice packages. All invoice packages shall be submitted to City's Economic and Community Development Department. The address for submittal is:

Economic and Community Development Department
City of Bakersfield
1715 Chester Avenue, 2nd Floor
Bakersfield, CA 93301

1.2 Payment of any invoice shall be made only after receipt of a complete, adequately supported, properly documented and accurately addressed invoice. Invoices received by City that are not consistent with the approved format will be cause for an invoice to be disputed. In the event of an invoice dispute, City will notify the Corporation by initiating an "Invoice Dispute Notification" form. Payment will not be made until the dispute is resolved and a corrected invoice submitted. Failure to use the address exactly as provided above may result in return of the invoice to the Corporation. Payment shall be deemed complete upon deposit of the payment, properly addressed, postage prepaid, in the United States mail. All invoices must be approved by City.

1.3 Notwithstanding any other provision of this Agreement, no disbursement shall be required at any time or in any manner which is in violation of or in conflict with federal or state laws, rules, or regulations.

1.4 Corporation shall provide proof of payment to City for each invoice submitted for payment under this Grant. If the Corporation is not able to demonstrate proof of payment, City, at its discretion, may not issue a check.

1.5 The invoice shall contain the following information:

1.5.1 The word "INVOICE" and a sequential invoice number should appear in a prominent location at the top of the page(s);

1.5.2 Printed name of the service provider or contractor, along with business address, including P.O. Box, City, State, and Zip Code and Telephone Number;

1.5.3 Printed name of the Corporation, along with business address, including P.O. Box, City, State, and Zip Code and Telephone Number;

1.5.4 The date of the invoice along with the number of the Agreement upon which the invoice is based;

1.5.5 The total amount due; this should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice; the total amount due shall include all costs incurred by the Corporation under the terms of this Agreement.

PAYMENT REQUEST		
Grant Funding: _____ Encircle grant type CDBG-CV		
Grant Agreement No.	Purchase Order No.	Payment No.
To: Attn: Address: City of Bakersfield Economic and Community Development Department 1715 Chester Ave., 2nd Floor Bakersfield, CA 93301 From: Corporation _____ _____ Mailing Address: _____ _____		
Grant Agreement Award Amount: \$_____		
Reimbursement Requested \$_____ Program Income from CDBG-CV \$_____ I have reviewed and certify the allowable costs associated with this payment request reimbursement submittal were paid for with available funding and any match requirements have been met. In addition, I certify that all financial obligations are met and services are being provided to intended clients. _____ Corporation Representative _____ Date _____ Corporation Representative Name (Printed)		

**CORPORATION PAYMENT REQUEST
DISPUTE NOTIFICATION FORM**

Name of Corporation:

Address of Corporation:

Date Payment Request Received: _____

Date Payment Request Declined: _____

Reason for Decline/Dispute:

Reviewed By:_____

Title:_____

Dated:_____

EXHIBIT "C"

ANNUAL BENEFICIARY ACTIVITY REPORT

Subrecipient: _____

Reporting Period: _____

Number of Bakersfield Residents Assisted Who Are:

	Total Number Assisted	1 Extremely Low Income (30% of Median)	2 Very Low Income (50% of Median)	3 Low Income (80% of Median)	Persons with Disability	Female Head-of- Household	Limited English Proficiency
Total Number of Individuals							

How many LMI jobs were retained or created? _____ Total FTE of job hours: _____

RACE/ETHNICITY					
	Total Number Assisted (unduplicated)	Hispanic or Latino (duplicated)		Total Number Assisted (unduplicated)	Hispanic or Latino (duplicated)
White			American Indian or Alaskan Native AND White		
Black or African American			Asian AND White		
Asian			Black or African American AND White		
American Indian or Alaskan Native			American Indian or Alaskan Native AND Black or African American		
Native Hawaiian or Other Pacific Islander			Balance of individuals reporting more than one race		

Jobs Reporting Guidance

JOB CREATION

If the created job is held by a low- or moderate-income individual, the following information must be documented:

- Listing by job title of the jobs created
- Listing by job title of the jobs filled
- The name and income status of the person who filled each position
- The full-time equivalency status of the jobs.

For created jobs that will be made available to low- or moderate-income individuals but are not taken by low- or moderate-income individuals:

- The title and description of the jobs made available
- The full-time equivalency status of the job
- The prerequisites for the job; special skills or education required for the job, if any; and the business commitment to provide needed training for such jobs
- CAPK can demonstrate that first consideration was given to low- or moderate income persons for the job by keeping a record of the name(s) of person(s) interviewed for the job, the date of the interview(s), and the income status of the person(s) interviewed

Created jobs can only be considered to be made available to low- or moderate-income individuals when:

- Special skills that can only be acquired with substantial training or work experience beyond high school are not a prerequisite for the job (or the business agrees to hire unqualified persons and provide training at the onset of the job search), and
- The business takes actions to ensure that low- or moderate-income individuals receive first consideration for filling such jobs

EXHIBIT “D”

Duplication of Benefits Certification for CDBG-CV funds

A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. Duplication of benefits occurs when Federal financial assistance is provided to a person or entity through a program to address losses and the person or entity has received (or would receive, by acting reasonably to obtain available assistance) financial assistance for the same costs from any other source (including insurance), and the total amount received exceeds the total need for those costs.

The CARES Act requires HUD to ensure that there are adequate procedures in place to prevent any duplication of benefits as required by section 312 of the Stafford Act, as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 42 U.S.C. 5121 et seq.) and all applicable Federal Register notices, including FR-6218-N-01.

HUD requires each grantee to have procedures in place to prevent the duplication of benefits when it provides financial assistance with CDBG-CV funds. Grant funds may not be used to pay for a cost if another source of financial assistance is available to pay for the same cost.

This certification must be completed by any subrecipient, individual or family, business, direct beneficiary, or other entity that receives assistance and serves to document compliance with the CARES Act requirement to ensure that there are adequate procedures in place to prevent any duplication of benefits as required by section 312 of the Stafford Act, as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 42 U.S.C. 5121 et seq.) and all applicable Federal Register notices, including FR-6218-N-01.

I,

(Name/title of business owner(s), sub grantee (Public Social Service Entity), sub recipient, direct beneficiary, other entity)

Hereby certify that:

A. The Community Development Block Grant-CV Funds, awarded to the City of Bakersfield through the Coronavirus Aid, Relief and Economic Security Act (CARES Act) does not duplicate/replace any other funds, and/or any funds from the following sources:

1. The Paycheck Protection Program
2. Unemployment compensation benefits
3. Insurance claims/proceeds
4. Federal Emergency Management Agency (FEMA) funds
5. Small Business Administration funds
6. Other Federal, State or local funding
7. Other nonprofit, private sector, or charitable funding.

B. Further, this executed certification serves to acknowledge that any subgrantee, subrecipient, individual or family, business, direct beneficiary, or other entity understands and agrees that the CDBG-CV funds must be repaid if it is determined that such assistance is determined to be duplicative.

Signature

Date

(Business owner(s), sub grantee (Public Social Service Entity), subrecipient, direct beneficiary, or other entity)



MEMORANDUM

To: Board of Directors

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 30, 2021

Subject: *Agenda Item V(d)*: Juneteenth Federal Holiday & Floating Holiday – **Action Item**

On June 17, 2021, President Joe Biden signed the Juneteenth National Independence Day Act, establishing June 19th as a Federal holiday. In unity, CAPK has made the same commitment to honor that day and will observe June 19th as a company holiday for all employees starting in 2022, and as an ongoing holiday on our calendar cycle. Juneteenth, known as Emancipation Day, celebrates the emancipation of the last enslaved people after the Civil War. Recognizing Juneteenth as a holiday is part of CAPK's commitment to building a strong foundation of diversity, equity, and inclusion.

In accordance with our Strategic Plan Objective 5.5, CAPK recognizes the importance of inclusivity and equity, and when employees belong in an organization, they are more motivated, engaged, and productive.

Due to the timing of the approval of the federal holiday, it was not possible to offer the holiday this year, but as an alternative, we are proposing each employee receive an 8 hour floating holiday to cover the holiday for 2021.

OMB Guidelines allow our governing body to set benefits at our discretion. This new eight (8) hour floating holiday will be effective on July 1, 2021 and must be used by February 28, 2022. The holiday must be used in its entirety and may not be split. To ensure proper coverage as to not interrupt regular business operations, employees must work with their supervisors to coordinate the time off and ensure proper coverage. Additionally, the benefit has no cash value, and may not be cashed out upon exit. Lastly, only full-time, benefit-eligible employees may receive this benefit.

Recommendation:

Staff recommends that the Board of Directors approve the establishment of Juneteenth as an ongoing Federal holiday beginning June 2022, and the approval of a floating holiday for 2021.



MEMORANDUM

To: Board of Directors

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: June 30, 2021

Subject: *Agenda Item V(e)*: Revised COVID-19 Policies – **Info Item**

In response to guidelines issued by the Center of Disease Control (CDC), the California Department of Public Health (CDPH) and the California Division of Occupational Safety and Health (Cal OSHA), CAPK has revised its current safety policies and procedures regarding COVID-19.

Suspended or Confirmed Cases of COVID-19 in the Workplace

The Suspected or Confirmed Cases of COVID-19 policy has been revised to reflect the recent changes in identify cases, specifically in vaccinated individuals.

The procedures identify the symptoms to monitor for staff and the procedures to execute when symptoms are identified. The procedures additionally identify the steps necessary when there is a suspected case and when there is a confirmed case of COVID-19. Sanitation still remains an integral component of this policy.

Furthermore, in the event of a confirmed case, isolation steps are outlined as well as employee communication and testing. We believe these standards align properly with the expectations of the CDC and guidelines from the State of California and the Kern County Department of Health. We are committed to keeping employees and the community safe.

Revised Facial Covering Policy

Following the June 17, 2021 vote by the California Occupational Safety and Health Standards Board to adopt the revised COVID-19 Prevention Emergency Temporary Standards, Governor Gavin Newsom signed an executive order to allow the revisions to immediately take effect on June 17, 2021. The revised regulations reflect the state's latest COVID-19 public health guidance. The updates include changes to face coverings and physical distancing requirements.

In summary, the policy addresses masking procedures for vaccinated and unvaccinated employees in the workplace and common areas. In addition, the policy specifically defines what are allowable face coverings.

This policy is temporary and will be in effect immediately until such time that the of transmission of the disease has decreased to an accepted level as determined by the State of California or by the CDC.

Revised COVID-19 Travel Policy

In response to newly issued guidelines by the CDC, CDPH, and Cal OSHA, CAPK has recently revised the current COVID-19 Travel Policy. In summary, the policy addresses revised travel guidelines for vaccinated and unvaccinated employees.

This policy is temporary and will be in effect immediately until such time that the of transmission of the disease has decreased to an accepted level as determined by the State of California or by the CDC. We believe these standards align properly with the expectations of the CDC and guidelines from the State of California and the Kern County Department of Health.

Attachments:

Administrative Policy & Procedure: Suspected or Confirmed Cases of COVID-19 in the Workplace

Administrative Policy & Procedure: Facial Covering Policy

Administrative Policy & Procedure: Travel Policy Related to COVID-19 (Revised June 2021)



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: Suspected or Confirmed Cases of COVID-19 in the Workplace
APPROVED: June 30, 2021
APPLIES TO: Community Action Partnership of Kern Employees

POLICY:

Community Action Partnership of Kern (CAPK) is taking proactive steps to address business concerns. We want to maintain a safe workplace and adopt practices protecting the health of employees, customers, and visitors. We also want to ensure the continuity of business operations during this pandemic. We ask all employees and management to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

SCOPE:

All CAPK employees are principally affected by the policy.

GUIDELINES:

The following are COVID-19 Employee and Management Workplace Guidelines. These guidelines are intended to provide an overview of CDC guidelines and applicable laws and are in no way intended to supersede or modify applicable law and/or existing CAPK policy and procedure.

SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE WORKPLACE - EMPLOYEE

Notification if Symptomatic

- Notify Human Resources if you have symptoms related to COVID-19 prior to reporting to work.
- If you become symptomatic while at work, inform your supervisor or Human Resources and leave the workplace.

Symptoms

All employees should self-monitor for COVID-19 symptoms, including those listed below, which may appear 2-14 days after exposure to the virus:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Testing of Symptomatic Employees

CAPK shall take the following actions when there has been a COVID-19 case at the place of employment:

- Provide COVID-19 testing available at no cost during regular shift to
 - Employees with COVID-19 symptoms who are not fully vaccinated.
 - All employees of the employer who had a close contact in the workplace with a COVID-19 cases.

Exceptions to Testing Requirements

- Employees who were fully vaccinated before the close contact and do not have COVID-19 symptoms.
- COVID-19 cases who returned to work after symptoms resolved and have remained free of COVID-19 symptoms for 90 days after or
- Who never developed symptoms for 90 days after the first positive test.

Return to Work Criteria

- At least 24 hours have passed since a fever of 100.4 degrees or higher has resolved without the use of fever-reducing medication and
- COVID symptoms have improved and
- At least 10 days have passed since COVID symptoms first appeared.

Return to Work Criteria

- Employees who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of the first positive COVID-19 test.
- Employees who had a close contact may return to work if after:
 - A close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last known close contact.
 - Released by a medical or healthcare provider.

Suspected or Confirmed Cases of COVID-19 In the Workplace – Supervisor/HR

Actively encourage sick employees to stay home.

- Employees who have symptoms related to COVID-19 should not be allowed to report to work; and/or told to leave work if they become symptomatic at work.
- Employees who are well but who have a family member at home with COVID-19 should not be allowed to report to work and/or excused from work when they learn of the diagnosis.

Employees may have been exposed if they are a “close contact” (within approximately 6 feet) of someone who infected with COVID-19 for a prolonged period (defined as 15 minutes by the CDC).

Cleaning and Disinfecting Worksites if a worker has symptoms related to COVID-19

In most cases, you do not need to shut down your facility. But do close off any areas used for *prolonged periods* of time by the sick person:

- Open outside doors and windows to increase air circulation in the area.
- Contact Risk Management or Facility Manager to have janitorial disinfect all common areas used by the person who is sick, such as offices, light switches bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and phones.
- Once area has been appropriately disinfected, it can be opened for use.
- Employees without close contact with the person who is sick can return to work immediately after disinfection.
- Potentially exposed employees are to be sent to CAPK’s designated healthcare facility for evaluation and direction.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection, other than routine is not necessary.

Employees With COVID-19 Related Symptoms

- If symptomatic off work, do not have the employee report to work.
- If symptomatic while working, immediately instruct the employee to leave work, and to contact the Human Resources Department for further guidance.
- The supervisor informs HR of the sick employee.
- The Supervisor closes off areas used by the sick employee.
- HR and the supervisor will determine if temporary remote work will be offered while pending test results and/or if quarantined due to a positive test result and notify employee of the option.

- If an employee has symptoms or potential exposure to COVID-19, Human Resources will collect information about the worker's direct contacts in the workplace, up to 2 days prior to symptom onset, to identify other workers who could be considered exposed. HR will create a contact tracker list to include all those employees who had direct contact with the infected employee.
- If an employee is confirmed to have a COVID-19 exposure or diagnosis, HR will inform co-workers of their possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.
- HR will contact each employee who may have been in close contact with the infected employee by phone as soon as possible without revealing the infected employee's identity.
- Employees will be instructed to follow the CDC Public Health Recommendations for Community-Related Exposure.
- All employees identified as being exposed to the infected employee will be scheduled an appointment with the Occupational Medical Provider to test for COVID-19, employees will be expected to test on the date and time of their appointment.
- Employees will be expected to follow the self-quarantine instructions provided by the Occupational Medical Provider while they wait for their test results. If employees are required to take additional tests they must continue to self-quarantine until they have completed all required COVID-19 testing.
- Employees who fail to attend their scheduled appointments with the Occupational Medical Provider and who fail to self-quarantine while pending results and/or engage in unnecessary travel during this time will be in violation of this policy and disciplinary measures will apply.



Helping People... Changing Lives.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: Facial Covering Policy
APPROVED: June 30, 2021
APPLIES TO: Community Action Partnership of Kern Employees

POLICY:

Following the June 17, 2021 vote by the Occupational Safety and Health Standards Board to adopt the revised COVID-19 Prevention Emergency Temporary Standards, Governor Gavin Newsom signed an executive order to allow the revisions to immediately take effect on June 17, 2021. The revised regulations reflect the state's latest COVID-19 public health guidance. The updates include changes to face coverings and physical distancing requirements.

The U.S. Equal Employment Opportunity Commission (EEOC) has released guidance that indicates that an employer may require employees to wear PPE (subject to ADA and religious reasonable accommodation), such as a face covering, gloves, or gowns to reduce transmission of COVID-19.

Additionally, the Centers for Disease Control and Prevention (CDC) recommends individuals wear cloth face coverings in public, and where social distancing measures are difficult to maintain.

This policy is temporary and will be in effect until such time that the of transmission of the disease has decreased to an accepted level as determined by the State of California or by the CDC.

GUIDELINES:

An Explanation with Facts:

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. Considering this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission.

Cal/OSHA proposed revisions to the COVID-19 emergency temporary standards (ETS) to reflect the availability of vaccinations to limit workplace transmission, to revise requirements in light of updated Centers for Disease Control and California Department of Public Health (CDPH) face covering guidance, and to provide options for employers to make a safe transition from physical distancing and face covering mandates to more normal operations.

It is critical to emphasize that maintaining 6-feet social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

Face Covering Definition:

“Face covering” means a surgical mask, a medical procedure mask, a respirator (N95) worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth.

A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

Vaccinated individuals (After June 17, 2021):

Based on revised guidance from Cal/OSHA, effective June 17, 2021, fully vaccinated employees do not need to wear face coverings indoors but must document their vaccination status with Human Resources.

In outbreaks, all employees must wear face coverings indoors and outdoors when 6-feet physical distancing cannot be maintained regardless of vaccine status.

CAPK will make available face coverings to vaccinated employees upon request. An identifying token will be provided to the vaccinated employee in order to appropriately signify those who are vaccinated.

There are some setting where CDPH requires everyone, regardless of vaccination status. This includes childcare, indoor youth activities and within homeless shelter.

Unvaccinated Individuals:

Face covering are required indoors and in vehicles for unvaccinated employees. CAPK will provide face coverings for employees not fully vaccinated or are mandated by CDPH to wear masks.

if they provide respirators, such as N95s, to unvaccinated employees for voluntary use.

CAPK will provide N95 respirators upon request in two scenarios:

(1) to any unvaccinated employee who works with others indoors or in a vehicle and who requests one

(2) where there is a major outbreak, to any employees in the exposed group for voluntary use. The respirator must be the right size, and the employee must receive basic instruction on how to get a good “seal,” or fit.

Instructions for Proper Wear

Steps to put on the facial covering:

1. Wash your hand thoroughly for at least 20 second.
2. Grab both loops and place over your nose and mouth.
3. Place the loops over both ears at the same time.
4. Adjust the facial covering to completely cover your nose.
5. The face covering should fit under your chin.
6. Avoid touch the front of your facial covering.

Steps to remove your facial covering:

1. Wash or sanitize your hands.
2. At the same time place your index finger behind your ears and under the loops.
3. In one motion take off the facial covering.

When Unvaccinated Employees Should Wear Facial Coverings

Face coverings shall be worn upon:

1. Entering any of CAPK's locations.
2. In all common/public areas including:
 - Lobbies
 - Elevators
 - Hallways
 - Breakrooms
 - Meeting rooms
 - Bathrooms
3. In offices other than your own.
4. In shared occupied offices.
5. In cubicles
6. Employees can remove facial covering when alone in segregated spaces such as:
 - Private offices.
 - When on break to eat or drink and are at least 6' apart.
 - Outdoor workspaces where employees do not regularly come within six feet of others.
7. The facial covering must be sufficient to cover the mouth and nose.
8. Employees and visitors will be provided a facial covering if they do not have one.

Storing facial coverings during breaks

1. After removing the facial covering as instructed above.
2. While holding the loops of the facial covering, fold the facial covering in half.
3. The inside of the facial covering should be touching.
4. Place in a paper bag, or
5. Place facial covering on top of paper towels or tissues.
6. Cover the facial covering with another paper towel or tissues.

CAPK will provide cloth facial coverings to all employees

1. Each employee shall have a sufficient quantity of facial covering to last approximately 2 weeks.
2. Each employee is responsible for the for bringing and wearing of their facial covering to work.
3. At the end of each day used facial coverings will be deposited into the soiled linen disposal bag for laundry service.
4. Each disposal site will be clearly marked and place conveniently by exit doors.
5. The facial coverings that are provided to you should not be taken home and laundered.
6. The facial coverings are especially treated to help lower the transmission of COVID-19.

Employees' own personal facial coverings should:

1. Fit snugly but comfortably against the side of the face.

2. Fit over the nose and under the chin.
3. Be secured with ties or ear loops.
4. Include multiple layers of fabric.
5. Allow for breathing without restriction.
6. Be able to be laundered and machine dried without damage or change to shape.

Reasonable Accommodation of Medical Condition Supported by Healthcare Provider

If an employee has a medical condition, documented by a healthcare provider, that requires accommodation, we will engage in an interactive process to seek a reasonable accommodation.

Reasonable Accommodation of Religious Beliefs

If an employee holds religious beliefs or tenets protected under state or federal law, we will engage in the interactive process to seek a reasonable accommodation.

The Consequences of Not Abiding by Policy

If an employee fails to wear a face covering the employee may be sent home on administrative leave for violation of the face covering policy. The employee may return to work either when 1) the employee provides documentation of a health condition or religious issue with wearing the face covering; or 2) when the employee wears a face covering.

FACIAL COVERING POLICY

I have received a written copy of CAPK's Facial Covering Policy. I fully understand the policies and agree to abide by them.

Employee Name (printed)

Employee's Signature

Date

If you have any questions regarding this policy, please contact Risk Management Supervisor.



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE: Travel Policy Related to COVID-19 (Revised June 2021)
APPROVED: June 30, 2021
APPLIES TO: Community Action Partnership of Kern Employees & Representatives

POLICY:

Widespread transmission of COVID-19 continues to impact communities locally and globally. To minimize the risk of exposure to COVID-19, agency-related travel will be restricted to individuals who have provided proof of complete COVID-19 vaccination and met the required waiting period after vaccination. To maintain a safe work environment, individuals who are not vaccinated will not be permitted to travel to conferences and trainings. Unvaccinated individuals will be accommodated through remote attendance options (audio or video/audio connections) and/or distribution of conference or training materials.

With respect to personal travel, employees and representatives should continue to abide by CDC guidance with respect to air travel and other forms of transportation as described. Vaccinated individuals who do not have COVID-19 symptoms are no longer required to quarantine and be excluded from the workplace after a close contact.

AFFECTED DEPARTMENTS:

This policy is applied to all CAPK employees and representatives.

GUIDELINES:

Work-Related Travel:

Business related travel such as conferences and trainings will only be permitted for vaccinated individuals. Staff members and representatives must submit proof of vaccination to Human Resources prior to a request for travel. Non-vaccinated individuals may participate in virtual conferences and trainings.

Ridesharing with Non-Vaccinated Individuals:

Drivers and passengers must wear masks/facial coverings while in a vehicle. Occupants of the vehicles should avoid or limit close contact. Passengers are not permitted to sit in the front seat of the vehicle. Passenger must sit in the seat behind and to the right of the vehicle operator. If there are more than one passenger, the vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity.

Ridesharing with Vaccinated Individuals (after July 31, 2021):

Masks may be removed if all occupants are fully vaccinated and have observed the required waiting period after vaccination.

Domestic and International Travel

As an additional precaution to ensure the health of employees, CAPK strongly encourages all non-vaccinated individuals to evaluate and reconsider both international and domestic travel during this time. Travel increases your chances of getting and spreading COVID-19. Airports, bus stations, train stations, and rest stops are all areas travelers can be exposed to the virus in the air and on surfaces. These methods of traveling also make it difficult to remain 6 feet apart from other travelers.

The CDC has placed several countries under a Level 3 Travel Health Notice. Everyone is responsible for checking the CDC website to see if their travel destination has been added to this list: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

- Non-vaccinated individuals traveling within the United States by air, bus or train, and/or internationally must notify their manager and Human Resources of their specific travel plans. Individuals will be required to self-quarantine for 14 days upon their return from travel or get tested for COVID-19. Communication with CAPK management during and upon return from this type of travel is critical.
- If the non-vaccinated individuals decide to travel to or through a restricted country, they must notify their manager and Human Resources of their specific travel plans. The individual will be required to self-quarantine for 14 days or get tested for COVID-19 upon their return to the US or get tested for COVID-19.
- Non-vaccinated individuals can contact 211 or the Human Resources Department to obtain a list of COVID-19 testing sites.
- In any case, non-vaccinated individuals must be cleared by the Human Resources department before returning to work after the quarantine period or after they receive negative test results.
- Non-vaccinated individuals will be allowed to use sick time if available throughout the quarantine period or while pending test results.

Considerations for Types of Travel

Air Travel

Air travel requires spending time in security lines and airport terminals, which can bring non-vaccinated individuals in close contact with other people and frequently touched surfaces. Most

viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, social distancing is difficult on crowded flights, and individuals may have to sit closer than 6 feet from others, sometimes for hours. This may increase their risk for exposure to the virus that causes COVID-19.

Bus or Train Travel

Traveling on buses and trains for any length of time can involve sitting or standing within 6 feet of others.

Travelers Returning from Cruise Ship and River Cruise Voyages

Non-vaccinated individuals are recommended to defer travel on cruise ships, including river cruises. The CDC has issued a Level 3 Travel Health Notice for cruise ship travel. The risk of COVID-19 on cruise ships is high. Non-vaccinated individuals who return from a cruise ship or river cruise voyage must follow the guidelines below:

- Stay at home and quarantine for 14 days, monitor their health, and practice social distancing. If the individual does not want to self-quarantine for 14 days, they will be required to get tested for COVID-19.
- If a non-vaccinated individual travels to an area that is currently not on the restricted travel countries list, but is added during travel, the individual must self-quarantine for 14 days or get tested before returning to work and must be cleared by the Human Resources department prior to returning to work.

All individuals must exercise prudent judgment when making travel plans. These decisions regarding travel restrictions may change as the situation evolves. Travel increases the chances of getting and spreading COVID-19. Before individuals' travel, they are encouraged to learn if COVID-19 is spreading in their local area or any of the places they will be traveling to by visiting the CDC link below <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travelnotices.html>.

For additional questions, individuals must contact the Human Resources department.



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administrator

Date: June 30, 2021

Subject: *Agenda Item VI(a):* Community Action Partnership of Kern Foundation Update – **Action Item**

On May 28, 2021, the Community Action Partnership of Kern (CAPK) Foundation Board held its monthly Board of Director's meeting.

The one (1) action item involved the approval of additional signers on the newly selected banking institution, Valley Republic Bank. The Board received a special presentation from Dr. Pallitto, CSUB Department of Public Policy, on the Brief Introduction: The Nonprofit Board of Directors. The intent of the presentation was to provide continued education and training as part of board development. As it relates to the priority fundraising project for the Foundation, the Food Bank Capital Campaign, Emilio Wagner, Director of Operations, provided an overview of the construction budget and timeline, which was followed by the Foundation Development plan with CCS Fundraising firm.

Recommendation:

Staff recommends the Board of Directors approve Community Action Partnership of Kern Foundation Board of Directors Report and Minutes for April 30, 2021.

Attachment:

Community Action Partnership of Kern Foundation Approved Minutes from April 30, 2021.



DATE	April 30, 2021
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: 188 369 992#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton 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.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Michael Bowers, Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven, Chase Nunneley, Fred Plane, Michele Shain, Chei Whitmore

Absent: Gina Pettit, Megan Silva

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; Kayla Wofford-Nelson, Associate Director of Development; other CAPK staff

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Bowers/Whitmore).

IV. New Business

a. Selection of Banking Institution – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval and stated that staff vetted several banks / financial institutions and determined that Valley Republic Bank is best suited to meet the overall needs of the Foundation and recommends Board approval.

Motion was made and seconded to approve the above action item. Carried by unanimous vote (Bowers/Shain).

b. Selection of Account Software – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster presented the above info item and discussed the benefits of the Aplos accounting software and how it aligns with the functionality needs of the Foundation. The program is a robust tool and allows for the receipt of donations and donor management.

c. Transfer of Funds (CAPK Foundation) – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster presented the above info item and stated that the CAPK Board has approved the transfer of funds in the amount of \$280,000 to the CAPK Foundation bank account once the bank account has been established at Valley Republic Bank. The transfer will occur in the coming weeks.

d. Food Bank Expansion Update – Emilio Wagner, Director of Operations – **Info Item**

Emilio Wagner presented the above info item and shared a diagram of the Food Bank 40,000 square feet expansion site. Emilio discussed the necessary site upgrades and the new address / access point off of Washington Street to make it easier for deliveries using GPS. Emilio reported that the program staff has requested additional space to include a conference room, breakroom and expand the restrooms. Evaporative coolers and large air movers will be located in the center to control the interior temperature. The roof space will be utilized for solar panels to achieve maximum energy efficiency and skylights will also provide natural light. Staff is also considering increasing the height of the facility to maximize the capacity of the pallet racks. A budget review is required to identify possible cost saving alternatives. Emilio also reported that the cost of the expansion project will substantially exceed what was originally estimated, primarily due to the escalation of construction costs as a result of COVID-19 and availability of materials. A revised budget will be presented at the next meeting.

Kevin Burton suggested looking into grant funding to assist with escalated costs.

e. Grant Development Update – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram presented the above info item and said the grant development team responded to a funding opportunity from Congressman Valadao. Staff reviewed the application process for the recommended \$1.2 million grant and submitted the application on April 1st. Jeremy Tobias received an update and said the congressional representatives believe that the Food Bank Expansion is a worthwhile project, and it checks all of the required boxes and said that it will likely be several months before it is known if the funds will be awarded.

f. CCS Fundraising Introduction – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram provided a summary of the working relationship with CCS Fundraising consultants to obtain the assessment for the formation of the CAPK Foundation. Staff is now working with CCS on the next step of fundraising. The fee for the current scope of work is \$55,000 and is included in the budgeted under contract services.

g. Food Bank Capital Campaign Development Strategy – Kayla Wofford-Nelson, Associate Director of Development – **Info Item**

Kayla Wofford-Nelson reported that she is working on a collateral material to sit down with potential donors. Kayla shared a 3-page document that is a brief overview and introduction to the CAPK

Foundation, which is a segway to the Capital Campaign ask. For donors that need more background information, the Feed Kern Now document for support hits every major point.

Kayla has prepared talking points for each member of the team which allows to build upon the information included in the document and cater to a donor's interest. The materials show a vested interest in the project from the executive board and staff. The Food Bank Expansion will allow CAPK to better serve the community and donors will be able to see the impact of their donation. The current campaign goal is \$3 million but CCS suggested adding overhead expenses into the campaign goal. The overall ask might be higher, but a one-time ask will keep from returning to donors for the same campaign.

Kayla discussed options for donor recognition and suggested a Tree of Hope with engraved apples and leaf options. The new lobby will include adequate space to recognize donors.

Kayla requested Board Members complete their potential donor list so meetings can be scheduled in late May or early June. Kevin Burton asked Kayla to email the forms when they are finalized.

VII. Board Member Comments

No comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, May 28, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:46 pm



MEMORANDUM

To: Board of Directors

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: June 30, 2021

Subject: *Agenda Item VII(a)*: June 2021 Policy Council Report – **Action Item**

The Policy Council met on May 25, 2021, 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 unused funds from the San Joaquin grant for the 2020-2021 fiscal year was presented to the Council. Information was shared regarding the intended use for these funds which included but was not limited to outdoor environments, minor renovations and repairs as well as trauma informed care training for staff. Budget detail was also provided to and shared with members. Upon conclusion of the presentation and subsequent discussion, the carryover request for the San Joaquin grant was unanimously approved by Policy Council.

Additionally, a request for supplemental funds to be utilized to repair damages sustained to the Oasis Child Development Center due to the 2019 Ridgecrest earthquakes was brought to the Council. Information related to this request was shared with members. This included outlining the specific scope of projects to be completed as well as the projected timeline for such. Budget detail information was also provided and discussed. Policy Council unanimously approved staff's recommendation for the supplemental funds request for Oasis Child Development Center.

Members were also provided a presentation which shared information and outlined the scope of services for the Home Visiting, Early Head Start Home Based and Early Head Start Childcare Partnership Programs.

The next Policy Council meeting is scheduled for August 24, 2021.

Recommendation:

The Policy Council requests Board approval of the June Report and the Policy Council meeting minutes from May 25, 2021.

Attachment:

Policy Council Meeting Minutes from May 25, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
May 25, 2021
Teleconference ID: 546 921 352#
Per Governor's Executive Order N-25-20

1. Call to Order

Chairperson Andrea Martinez called the meeting to order at 5:33 p.m.

a. Secretary Agueda Hernandez conducted roll call; quorum was established.

Policy Council Members Present: Jimmie Childress, Nicole Cabe, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, Agueda Hernandez, Nila Hogan, Kaylonie Howard, Andrea Martinez, Ashley McAllister, Rosalinda Valencia

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.*

3. Standing Committee Reports

a. School Readiness Committee

The current school readiness goal is social and emotional development. The preschool lesson plan *Getting Ready for Kindergarten* was recently completed, and *Summer Fun* will begin. Creative Curriculum Cloud is now being completely used with full year programs; this is a digital curriculum to support early childhood learning. Development Profile Assessments have been completed and staff are finishing up parent conferences. The health team is in the process of distributing dental supplies donated by the Children's Healthy Smile Project and the Wonderful Giving Foundation. The next School Readiness Committee meeting will be held on June 10, 2021 at 5:30 p.m. The topic will be Family Engagement and Inclusion and the speaker will be Maria Guadian.

b. Planning Committee

The Planning Committee met on May 4, 2021. The Program Review and Evaluation report was shared with the committee. This included information regarding enrollment numbers across all programs as well as the Child Adult Care Food Program report. It was noted that 68,511 meals were prepared by the Central Kitchen during the month of April. A carryover of funds request was shared with members who learned the Office of Head Start allows programs to move monies from one fiscal year to another. It was further shared the program is currently working a carryover request for approval to move unspent funds from the 2020-2021 fiscal year to the current 2021-2022 fiscal year.

c. Budget & Finance Committee

The Budget & Finance Committee met on May 18, 2021. Budget to actual financial documents for Head Start and Early Head Start were shared and discussed. Head Start and Early Head Start COVID funding will be requested for carryover into the current budget period. These funds will be reflected in the reports once approved. Additional COVID funds were also discussed. All documents and reports can be found in the Policy Council Packet. The next PC Budget & Finance meeting will be held on June 15, 2021 at 5:30 p.m.

d. Bylaws Committee

The Bylaws Committee met on May 11, 2021. Frequently asked questions from the Head Start Early Childhood Knowledge & Learning Center (ECKLC) website regarding governance were reviewed and discussed. Topics included the composition of the Board of Directors as well as that of Policy Council. Policy Council term limits as stated in the Head Start Performance Standards were also reviewed. The committee continued its examination of the Bylaws. During this time, a discrepancy was noted regarding member term limits between the performance standards and the Bylaws. This topic will be further discussed at the next Bylaws meeting currently scheduled for August 10, 2021 at 5:30 p.m.

4. Presentations

a. Home Visiting Program, EHS Home Based and Child Care Partnership – Esperanza Contreras, Partnership Administrator

Esperanza provided a brief background on the three programs members of her team would be sharing with the Council. These programs included the Home Visiting Program which is a partnership with the Department of Human Services, led by Program Manager Norma Bautista; Early Head Start Partnership and Early Head Start Home-based Program which are both led by Program Manager Rosita Curry.

Norma shared the Home Visiting Program (HVP) was developed by the California State Department of Social Services in 2019. The design of the program was intended to support positive health, development and well-being outcomes for pregnant women, families and infants born into poverty. The program works to expand future educational, economical, and financial opportunities for CalWORKs participants. The HVP currently has 17 visitors serving the greater Bakersfield areas including Delano, Arvin, Wasco, McFarland, and Lamont. Working with enrolled clients the team focuses on pre-natal and post-partum care, children's milestones and providing socialization opportunities. Norma also shared information regarding the expansion of the program which would increase the number of clients served in June 2021. HVP Home Visitor Melissa De La Garza was introduced, sharing information with the group as to what her role as a home visitor is and the support, provided to families enrolled in the program. Home Visitors create and build positive relationships with families and support them in recognizing they are their child's first teacher and their role model.

Rosita introduced Mary Lopez, Home-based Supervisor who spoke about the eligibility requirements as well as placement priorities for the Early Head Start Home-based Program. She noted that as a requirement, educators are to have 46 home visits and 22 socializations with their families. The home-based program has 12 educators serving Bakersfield as well as the Delano, Arvin, Wasco, McFarland, Shafter, and Lamont areas. The home-based program option serves pregnant women and children from birth through 3 years of age. Through the Family Partnership Agreement and Parent Survey, educators provide resources to support families' needs. Home-based educator Loana Juarez was introduced and spoke about her experience as an educator over the past 6 years. Loana also shared information on the home-based program and the variety of services provided to families. Some of these services include, (virtual) weekly visits whether that be by text, phone call, video calls, Zoom, etc. Weekly food box distribution made possible through special (pandemic) funding also takes place as do bi-weekly socializations, weekly lesson plans and more. Services for pregnant mothers are based upon the needs of the mom and the developmental age of the (unborn) child. The program also has a nurse available should the parent have any concerns. Once the child is born, the nurse also conducts a postpartum visit. The research-based curriculum ReadyRosie is another resource available to families. This is an application that offers quick 2-minute videos showing parents how to have a variety of creative and meaningful experiences in various settings. Loana also shared the curriculum used by the program, *Partners for Healthy Babies* and is based on the child's age and provides topics educators can use to support both age-appropriate learning and family development. Assessments utilized were also shared which included but was not limited to Desired Results Developmental Profile and Home Visiting Rating Scale. Loana shared that educators are never alone; they are always supported by their supervisor and by members of the support services teams. In providing comprehensive services the family engagement, health, nutrition, wellness, inclusion, and education teams help to support any referrals families may need.

Partnership Coordinator, Nicole Callahan stated the EHS Partnership Program currently has five community partners who are infant/toddler care centers serving low-income populations. In speaking briefly about each partner Nicole shared Bakersfield College is a state funded program serving children of enrolled students. Non-student children can be accepted to the program if space is available, and a need is indicated such as employment or job search. Blanton Center operated through Kern County Superintendent of Schools is also a state funded program serving infants and toddlers of young parents under the age of 21. Many of the parents in this program attend local high schools. Garden Pathways is a private child-care center serving low-income families receiving a subsidy through Community Connections. Taft College Children's Center is also a state funded program which receives specific funding to serve migrant children. Escuelita Hernandez is a private bilingual center serving children

from low-income families who have a subsidy through Community Connections. The Partnership supports families through completing family partnership goals with them. The parent education curriculum ReadyRosie is also available to families which includes parent workshops. The *Parents on a Mission*, Parent Leadership Training is available for families. Your Money Your Goals, a financial literacy training will soon be available as well. Nicole concluded stating all five partner centers also offer virtual services.

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 27, 2021 (English/Spanish)
- b. Planning Committee Meeting Minutes – May 4, 2021 (English/Spanish)
- c. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
- d. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
- e. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021 through April 30, 2021
- f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021 through April 30, 2021
- g. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2021 through April 30, 2021
- h. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
- i. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, through April 30, 2021
- j. Parent Local Travel & Childcare through April 30, 2021
- k. Parent Activity Funds through April 30, 2021
- l. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020, through April 30, 2021
- m. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2021 through April 30, 2021
- n. Head Start Program Review Evaluation (PRE) Report – April
- o. FY 2021 American Rescue Plan Funding Increase for Head Start Programs ACF-PI-HS-21-03; Issuance Date: May 4, 2021
- p. Teachable Moments: How to Help Your Child Transition Smoothly Between Places and Activities – Backpack Connection Series
- q. Children's Mobile Clinic – June 2021 (English/Spanish)
- r. Children's System of Care – Kern Behavioral Health & Recovery
- s. School Readiness Subcommittee Meeting Dates
- t. Planning Subcommittee Meeting Dates
- u. Budget & Finance Subcommittee Meeting Dates
- v. Bylaws Subcommittee Meeting Dates
- w. Policy Council Meeting Dates

Motion was made by Nila Hogan to approve consent items (a) through (w); seconded by Laura Gonzales. Motion carried unanimously.

6. New Business

*ACTION

- a. **Election of Kenia Contreras to the Policy Council Planning Committee**
This item was removed from the agenda, as the member was not in attendance.
- b. **Early Head Start San Joaquin County Carryover Request 2021 – Vanessa Cortez, Administrative Analyst**
Vanessa stated a request to carryover leftover funds from the 2020-2021 budget year for the San Joaquin grant be moved into the 2021-2022 budget year. A large reason for there being unused monies stems from the pandemic. The request seeks to move \$588,553 into the current budget year this includes space funding, training and technical assistance and CARES Act funding. Projects have been identified for which these carryover funds would be used for which includes, improving outdoor environments, playground equipment as well as making minor repairs and renovations to the centers. Training and technical assistance funds would be utilized to bring trauma informed care training. This

training enables provides to better identify health risks and determine critical next steps in children's care. CARES Act funds will be used to support continued efforts in response to the pandemic. Vanessa shared the regional office is aware of the leftover funds and anticipates receiving a carryover request. Early Head Start San Joaquin budget detail was also provided to members. Staff recommended the Policy Council approve the submission of the Early Head Start San Joaquin County Carryover Request 2021. Motion was made by Rosalinda Valencia; seconded by Nicole Cabe. Motion carried unanimously.

c. **Head Start and Early Head start Kern Supplemental Funds Request for Oasis 2021 – Vanessa Cortez, Administrative Analyst**

Vanessa shared the Head Start/State Child Development Program is seeking approval to submit a request for supplemental funds in the amount of \$390,616. These funds would be utilized to support the repair of damages that occurred as from the 2019 Ridgecrest earthquakes, specifically at the Oasis Child Development Center. Immediately following the quakes after a preliminary assessment, damages to the center were addressed through minor renovations to ensure no health and safety issues exist. A recent inspection identified a need for significant renovations to create a long lasting and durable structure. Damages noted included sidewalks, outdoor play areas, as well as to a block wall and the roof. The anticipated timeline for completion of these projects is Fall/Winter 2021. Budget detail for this request was provided. Staff recommended Policy Council approval for Head start and early Head Start Kern Supplemental Funds Request for Oasis. Motion was made by Teresa Fajardo; seconded by Brittany Dunbar. Motion carried unanimously.

7. **Standing Reports**

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**

Lisa thanked members for their commitment and dedication. She spoke about May being Mental Health Awareness month speaking specifically to the Children's System of Care flyer in the Policy Council Packet. Lisa stated there are many provider locations throughout Kern County; this program is an extension of (Kern) Behavioral Health & Recovery Services. Services offered include diagnostic assessments, therapeutic behavioral services, family, and individual counseling and more. In continuing this dialog Lisa shared with members mental health resources for adults both in Kern and San Joaquin Counties. Information provided included a Family Handbook for families of individuals with mental illness. The Kern County Community Guide for Hope as well as the San Joaquin County Mental Health Matters guidebook. Lisa also shared the 24-hour crisis hotline for both counties. In addition, links to the respective county Behavioral Health Services were shared as Lisa spoke to the importance of removing the stigma from mental health. Concluding her report Lisa shared with members a mindfulness journal with writing prompts to promote self-reflection and to encourage centering. She shared with members how important they were and how valued they are; adding for their emotional health and wellbeing they deserve to take a few minutes to themselves to pay attention to their mental health. Lisa shared with members they would all be receiving the *Do One Thing Every Day That Centers You* journal and thanked them for their time and attendance.

b. **Community Representative – Nicole Cabe, Past Parent; Nila Hogan, Community Representative**

Nila shared information regarding a summer reading program offered through Cal State Bakersfield (CSUB). She stated that there is a cost associated with this program however waivers are (typically) available. The reading program will be conducted virtually. Nila shared this program serves children ages 4 years old through high school. She encouraged members to view the website for additional information. Nicole spoke congratulatory words towards teachers and students for navigating and making it through the current school year. She added working at a school she knows the challenges everyone faced and very proud of everyone for learning how to maneuver and making it through another year!

c. **Early Head Start San Joaquin – Rosalinda Valencia**

Rosalinda shared that a Social & Emotional Literacy Workshops for parents and staff conducted in Spanish took place on May 19, 2021, with 26 participants in attendance. There were 13 parents in attendance at the first Virtual Parent Meeting held in April. The next Virtual Parent Meeting will be held on May 29, 2021. The Pyramid Model Backpack Series Handout *How to Help Your Child Transition Between Places and Activities* will be shared with attendees. Rosalinda also shared the Spring Family Outcome Survey was recently completed and data was shared with staff and will be shared with parents through a S'mores newsletter. With a focus on healthy eating, exercising and self-care a

S'mores newsletter was sent to parents. Included were 2 videos focusing on what self-care is, why it is important and how exercise improves mental health; this S'more has received more than 54 views to date. Information about the Pyramid Model including videos, parent handouts as well as the father/family engagement calendar more were also shared with parents through a S'more with 161 views to date. Rosalinda stated San Joaquin County continues to focus on recruiting noting staff recently provided 500 flyers to the Family Resource Center. She also shared; center-based enrollment is at 118 with the home-based option at 95 for a total program enrollment of 213.

d. **Early Head Start Partnership – Nicole Callahan, EHS Child Care Partnership Coordinator**

Nicole stated that a Partnership Parent Advocate recently had the opportunity to share program information at a local event. Additionally, staff attended a Community Wellness Event hosted by a local church organization. The Partnership Team has reached out to the Maricopa School District to connect with families that may need services. Nicole shared Bakersfield College received a Presidential Leadership Award for having zero COVID-19 cases. They also received a 4-year grant in the amount of \$1M giving equating to nearly \$280,000 per year to provide extra childcare hours for student's families, updates to the playground, purchase of a research-based curriculum, hiring of additional staff and more. Construction at La Escuelita Hernandez is ongoing with anticipation of projects to be completed in July. The public will be invited to attend an Open House event including a ribbon cutting ceremony as well as a raffle. The Parents on a Mission Training will conclude on May 26, 2021, at which time each parent participant will receive a certificate and a prize that will support family engagement in the home. Family Advocates have supported their families by providing over 320 resources and 47 families are registered with ReadyRosie. In July 2021 Family Advocates will be providing a series of trainings for families to support their financial goals.

e. **Board of Directors – Jimmie Childress, CAPK Board Member**

No report at this time.

f. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**

Yolanda thanked members for taking time out of their evening to attend tonight's meeting. She also expressed deep appreciation to parents for being so supportive of staff as they implement all the new health protocols and safety measures due to the pandemic. She is very grateful for teaching staff as they've done an amazing job at keeping environments clean and sanitized. Yolanda shared over this time we have learned many new things, adding who would have ever thought you'd have to wait months on end to get a laptop, iPad, or even new refrigerator? Yolanda shared that the program has received additional funding (through COVID funds) which in turn has allowed us to provide an extension to our part year programs. She stated, last week (May 21) was the last day for part year students with staff's last day scheduled for May 28, 2021. Yolanda shared in reaching out to staff to see if they would be willing to stay for the summer extension many were willing. Many children missed out on participating in in classroom teaching and learning. Because of this, the program wanted to keep its doors open. Yolanda shared there will be an extensive summer curriculum to prepare children and to ensure they are kindergarten ready. In addition to the summer extension program Yolanda shared that outdoor learning environments are so important. They allow children to be more active and the ability to explore their natural surroundings. She added in the next few months parents will see work being done at all our playgrounds; they may see gardens and other outdoor environments being created. Yolanda shared that May many things. She spoke about the Child Adult Care Food Program (CACFP) review which passed with flying colors; great pride in staff was expressed. Not long thereafter notification was received indicating the federal review for Head Start would be taking place in early May. The program was thoroughly prepared, and staff shined! The reviewer shared that our program should be one that other programs come to visit before they open a Head Start program. There were no findings in the federal review, it was amazing! She went on to share while celebrating these successes we had our state review on May 17, 2021. Again, it was shared that we are a program of excellence and could serve as a mentor program to others. Yolanda shared with parents that it is in large part because of parent support as well as that of our Board of Directors who are our partners. They are making the decisions that allow us to have the stellar program we do. She furthermore expressed gratitude for working together to make a difference in the lives of children and families in our community. In speaking about part year staff looking forward to their time off and the encouragement they receive from management to take care of themselves and enjoy vacations Yolanda encouraged members to do the same. She also encouraged parents to keep routines and to continue to read to

their children during the summer months adding this structure will support their transition when they return to school in August. Information regarding the upcoming (second) Virtual Parent Meeting was shared. This meeting will be held on Zoom, Thursday May 27, 2021, at 2:00 p.m. Yolanda shared this is a great way to reach out and connect with parents. She added information will also be shared regarding the summer extension program. In speaking to self-care, Yolanda mentioned that one of the things learned during COVID is exactly how important it is to take care of yourself. She stated as parents we are nurturers and want to take care of others, but we sometimes forget to take care of ourselves. Yolanda shared a quote reminding all how necessary, and unselfish it is to practice self-care. Members were thanked for their time, commitment and support of Policy Council as well as for all the wonderful information shared.

8. Policy Council Chairperson Report

Andrea thanked Yolanda for the information shared noting the program has great staff and adding that she (Yolanda) is at the heart of the program. Andrea stated that she has noticed there has been a change in the classroom and inquired as to if we are going to continue to have both teachers in the classroom? Yolanda shared that the program is working hard to increase staff at facilities so that we can continue to keep our doors open. She acknowledged it is a burden on parents when we must close. Management is working hard on staffing, and one of the top priorities is to hopefully increase staff at all sites. Andrea shared that she has taken notice of this, and it has allowed her to work a little more or have that additional time for which she is appreciative. Andrea stated that because the final session of the Parent Advocate Academy has been rescheduled and not yet taken place, she has no updates to share at this time.

9. Policy Council Member Comments

Nila stated the CSUB Summer Reading program also has in person sessions however spaces are limited with enrollment dates closing at the end of the week.

10. Next Scheduled Meeting

The next meeting will be held on Tuesday, June 22, 2021 at 5:30 p.m.

11. Adjournment

Chairperson, Andrea Martinez adjourned the meeting at 6:45 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy Tobias, Chief Executive Officer

Date: June 30, 2021

Subject: *Agenda Item VIII: Chief Executive Officer report (Information item)*

1. COVID-19 update

As the community data in Kern County and here at CAPK continues to show improvement, the state is rapidly moving the economy and the workplace into “reopening” mode. The CAPK employee positive case counts have been close to zero since early February.

As you heard in the policy updates earlier in the meeting, we are moving quickly to amend and match our policies with the new state Public Health and CalOSHA workplace requirements.

We continue to heavily promote COVID-19 vaccines for our staff. To date, we have 443 employees that have taken advantage of the vaccine incentive policy (either received the full course of the vaccine or obtained an authorized exemption).

When appropriate we are gradually returning staff from remote work environments to the workplace. A manager and supervisors meeting was held last week which offered updates on new workplace safety protocols and how to communicate them to staff. Our HR team has developed a simple and easy system of identifying those that are vaccinated, allowing some staff to remove their masks when appropriate. I expect the workforce will gradually and systematically return over the summer, and we will see this trend continue through September 1, as the part-year staff return from summer break.

The pandemic altered the way we conduct business, and some of the changes may be permanent. One of the most prominent changes has been the available technology and acceptance of remote work environments. Literally being forced upon many companies, and now proven to work, greater allowance for remote work is probably here to stay. Executive staff is working on a long-term remote work policy for CAPK. Many CAPK jobs are not able to work remote, as we offer in-person services to our clients (Head Start classrooms, food distributions, youth center activities, in-home weatherization, etc.). However, there are certain administrative job functions that may allow for remote work situations. Realistically, certain jobs may be difficult to fill without some type of remote work availability. We will attempt to strike a reasonable balance between the benefits of both on-site and remote work. The new remote work policy will be brought forward to the Board for review and action.

2. Board meeting protocols

As we reopen the economy and begin to loosen our workplace protocols, we can also begin to plan for resuming our in-person Board meetings. The Governors Executive Order N-29-20 allowed for relaxing of the Brown Act requirements for in-person meetings, allowing for very flexible requirements for conducting

remote meetings. The Executive Order has been left in place for now, to continue to allow for the special rules for in-person meeting requirements. This gives us the opportunity to transition into a hybrid meeting option. Keeping in mind that the Board calendar is dark in July, beginning at the next Board meeting of August 25, 2021 the meetings will be held in-person and include a remote option as well. This plan also aligns with our Board survey gauging interest in returning to in-person meetings.

Each Board member will have the option of attending in-person or remotely using the same Teams platform we have been using. Board members deciding to attend the meeting in person will have the option to either self-attest to receiving the full course of vaccines and thus be allowed to remove their mask, or to follow the requirement to wear a mask during the meeting. Lunch will be served in individual boxes, no buffet style service.

The hybrid meeting option could be left in place until the Governor revokes EO N-29-20, which would effectively end the option of holding remote Board meetings.

3. Various Program updates

The Fresno EOC has announced that they were awarded their full Head Start contract after the contract as put out for competition under the Designated Renewal System (DRS). CAPK had submitted a detailed and comprehensive application. Thank you to our Board members Fred Plane and Marian Panos who assisted with the application and submittal. We have not heard anything official about the award of contract from Region IX, but only heard of the announcement by Fresno EOC.

The Kern County Fair Board has announced they will be holding the annual Fair this year September 22 – October 3. Fair staff have reached out to CAPK, and we are planning to hold our traditional “Feed the Need” food drive on Wednesday, September 29. This has traditionally been a large and very visible food drive for our Food Bank. With the donation of 5 cans of food, participants will be allowed to enter the Fair at no cost. We will update the Board when more information is available, including some fun opportunities for our Board members to assist at the front gate along with the KC Fair Board members.

Staff is working on the purchase of the Angela Martinez Child Development Center located at 4032 Jewett Avenue. Negotiations with the property owners continue, but we do expect to reach agreement soon.

The CAPK HR Department has moved from their office across the street at 5055 California Avenue (Kaiser Building), into BPN. They are now located in the bottom floor suite just off the main entrance, last held by Head Start ERSEA group. The ERSEA group is now located on the ground floor suite of Kaiser Building (former Home Base office). The Community Development grant writers, analysts and CAPK Foundation have moved across the street to the former HR suite (second floor suite).

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