COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
(213) 204-2374 - Conference ID: 491 699 26#
Join Microsoft Teams Meeting
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
March 25, 2020
12:00 pm

AGENDA

I. Call to Order

a. Roll Call

Janea Benton	Nila Hogan	Guadalupe Perez
Jimmie Childress	Mike Maggard	Fred Plane
Curtis Floyd	Jonathan Mullings	Ana Vigil
Jose Gurrola	Yolanda Ochoa	
Craig Henderson	Marian Panos	

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of February 26, 2020 Board of Directors Meeting – ***Action Item (p. 4-7)***

IV. Introduction of Guests / Public Forum

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

V. Special Presentation:

a. No Special Presentation.

VI. New Business

a. Head Start & State Child Development Center Closures – Sylvia Ortega, Quality Assurance Manager- ***Action Item (p. 8-9)***

b. Telecommuting Policy – Tracy Webster – Chief Financial Officer – ***Action Item (p. 10-17)***

c. Check Signing Policy – Tracy Webster – Chief Financial Officer – ***Action Item (p. 18-19)***

d. Emergency Temporary Layoffs Due to the Impact of Funding – Tracy Webster, Chief Financial Officer – ***Action Item (p. 20-21)***

e. Administrative Time Off in the Event of Disaster Policy – Tracy Webster, Chief Financial Officer – ***Action Item (p. 22-24)***

f. Low-Barrier Homeless Navigation Center – Laurie Hughey, LBNC Program Manager – ***Action Item (p. 25-51)***

g. Board of Directors Recruitment for (1) Private Sector; and (1) Low-Income South Kern Sector – Jeremy Tobias, Chief Executive Officer - ***Action Item (p. 52)***

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***
   i. Minutes from the March 11, 2020 Committee Meeting ***(p. 53-55)***
   ii. MCAP Program Presentation ***(p. 56-78)***
   iii. February 2020 Program & Division Reports ***(p. 79-97)***
   iv. Application Status Reports for January 2020 ***(p. 98-99)***
   v. Funding Request: Wells Fargo for VITA Financial Empowerment Workshops ***(p. 100)***
   vi. Funding Request: City of Bakersfield for Bakersfield Homeless Navigation Center ***(p. 101)***
   vii. Kern County Emergency Solutions Grant (ESG) Update ***(verbal)***
   viii. February 2020 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 202-103)***
   ix. 2020 Kern Head Start & State Child Development Self-Assessment ***(p. 104-107)***

b. Personnel Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the March 12, 2020 Committee Meeting ***(p. 108-111)***
   ii. Reorganization of Executive Team ***(p. 112-156)***
   iii. Head Start / State Child Development Reorganization and Job Descriptions ***(p. 157-188)***
   iv. Food Bank Job Description ***(p. 189-198)***
   v. Energy Accounting Manager ***(p. 199-205)***
   vi. Fingerprint Policy ***(p. 206-221)***
   vii. Employee Survey Results ***(p. 222-225)***
   viii. Leave Management ***(p. 226-227)***

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the March 18, 2020 Committee Meeting ***(p. 228-233)***
   ii. Low Barrier Navigation Center Program Budget Update ***(p. 234-239)***
   iii. Head Start & Early Head Start Budget to Actual Reports ***(p. 240-257)***
   iv. Migrant Childcare Alternative Payment Program Disposal of Equipment ***(p. 258-260)***
   v. February 2020 Financial Statements ***(p. 261-312)***
   vi. Consent ***(p. 313-316)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. March 2020 Policy Council Report ***(p. 317)***
   ii. February 25, 2020 Policy Council Minutes ***(p. 318-321)***

IX. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***

a. COVID-19 Update ***(Verbal Report)***

X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, April 29, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, March 20, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
5005 Business Park North | Bakersfield, CA 93309
February 26, 2020

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:05 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Moment of Silence / Pledge of Allegiance

b. Reading of the "Promise of Community Action"

c. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Jose Gurrola, Craig Henderson, Nila Hogan, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Fred Plane, Ana Vigil

Absent: Guadalupe Perez

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors Meeting Agenda. Carried by unanimous vote. (Plane/Henderson).

III. Approval of Meeting Minutes

a. Minutes of the January 29, 2020 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the January 29, 2020 meeting. Carried by unanimous vote. (Benton/Childress).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

There was no Special Presentation

VI. New Business

a. Information Technology Strategic Plan & Policy Update – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that the IT Strategic Plan is divided into four categories: Applications; Hardware; Services; and Management & Resiliency. The plan identifies the current state and proposed state and the attached plan was developed with Wipfli LLP and has been reviewed with the IT Steering Committee.

Emilio reported on the expansion of policies within the IT Policy Manual and said that nine polices are related to technology. The policies were reviewed and modified to ensure relevancy to the everchanging technology

risks. Emilio also noted that the IT Password Policy now aligns with the settings within Microsoft Active Directory and is in response to Brown Armstrong's finding in the recent audit.

Curtis Floyd asked how many employees clicked on the Phishing test links. Emilio reported that it was about 60% which is not a satisfactory percentage so another test will be run in the future.

Motion was made and seconded to approve the 2020 IT Strategic Plan and the revised IT Policies. Carried by unanimous vote (Childress/Plane).

b. Resolution to Approve the Submission of the County of Kern Emergency Solutions (ESG) Grant Application – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram reported that the County of Kern released a Request for Proposal (RFP) for the 2020-2021 Emergency Solutions (ESG) grant funding opportunity. Staff has not yet decided to move forward, however, the grant application is due prior to the next Board Meeting so staff is seeking approval in advance.

Motion was made and seconded to approve the Resolution allowing CAPK to move forward in applying for the ESG grant funding opportunity. Carried by unanimous vote (Henderson/Hogan).

c. Update on the County of Kern Low Barrier Navigation Center – Laurie Hughey, Program Manager – ***Info Item***

Laurie Hughey provided a verbal update on the County of Kern Low Barrier Navigation Center and stated that the Policy & Procedures Manual was returned by the County with notes and clarification. The team reviewed the requested changes made by the County and resubmitted to the County for approval.

Staffing for the center continues, and Laurie reported that the Volunteer Coordinator has been identified. Interviews are currently underway for the 2nd and 3rd tier positions, which include: Food Prep Lead / Assistant; Custodian; and Shelter Workers. On March 4th, CAPK will team up with America's Job Center of California to hold a Job Fair where interviews will be conducted on site. It is expected that all positions will be hired by March 16th.

All 150 beds for the center have been delivered and are currently being stored at a County facility. A volunteer day is being planned to assemble the beds. Proposals are being accepted for kitchen equipment, security, linen services and furniture (indoor / outdoor tables and chairs). The expected completion of the center is the end of March. There is a plan for a grand opening and once the building is closer to being completed, a tour will be scheduled for the Board.

Pritika Ram added that the City of Bakersfield has released the RFP for their own homeless center and the application is due by March 15th. The scope as the Operator is essentially the same but more intensive; however, there are opportunities to do smaller scopes of work such as CES an Central Kitchen, etc.

Curtis asked about staffing if we were to be awarded the contract with the City and Jeremy replied that additional staff would need to be hired but it is unknow at this time what the management hierarchy will be.

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram reported that the Committee met on February 12, 2020 and said that a special presentation of the 2-1-1- Kern program was provided by Irene Fonseca, Program Manager. Pritika stated that all action items presented were approved.

Motion was made and seconded to approve the PRE Committee Report and all items. Carried by unanimous vote (Henderson/Vigil).

b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that the Committee met on February 19, 2020 and all action items presented were approved, including the 2020-2021 Budget. Tracy said it was necessary to draw from the line of credit in January but there was nothing material noted in the Financial Statements.

Janea Benton directed the Board to page 190 that displays the agency wide 5-year budget history that demonstrates the growth of the agency.

Curtis Floyd asked if it is more cost effective to bring the fingerprint function in-house. Tracy replied that we do not expect to see a savings, however, it will be much more efficient with greater reporting detail available to us. Additionally, once we master the fingerprinting service in-house, we will be able to provide this service to other organizations for a fee.

Motion was made and seconded to approve the Budget & Finance Committee Report and all items. Carried by unanimous vote (Benton/Plane).

VIII. Advisory Board Reports

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

Nila Hogan provided the Head Start Policy Council Report on behalf of Nila Hogan for the month of February and provided a summary from the January 2020 meeting minutes.

Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Childress/Henderson).

b. Friendship House Community Center Advisory Board Report – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

Carmen Segovia reported the Advisory Board was dark and there was no report.

Motion was made and seconded to approve the Friendship House Community Center Advisory Board Report. Carried by unanimous vote (Henderson/Panos).

IX. Chief Executive Officer Report

a. Board Development & Training ***(Verbal Report).***

Jeremy Tobias reported that in an ongoing effort to create meaningful board training. Staff has been in touch with CSUB Public Service Institute, who has offered to provide pro-bono work to create a tailor-made self-assessment tool with 3 modules, governance, roles and responsibilities, fiscal oversight. Board will complete survey and report back create specialized board training materials. Moving forward, at the next meeting, CSUB staff will provide a special presentation and discuss how the survey will be rolled out. In April, the survey will be sent to the Board. Once completed, it will take 2-3 weeks to analyze data.

Motion was made and seconded to approve the Chief Executive Officer's Report. Carried by unanimous vote and all items (Vigil/Henderson).

X. Board Member Comments

- Jimmie Childress, who is newly appointed as the Board's Representative to the Head Start Policy Council, said he was impressed with the meeting he attended last night.

XI. Closed Session

Motion was made and seconded to enter into closed session at 12:51 pm to discuss the following item. Carried by unanimous vote (Plane/Maggard).

a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

XII. Closed Session Report

The meeting returned to open session at 1:26 pm and Jeremy Tobias reported that the Board of Directors completed the annual evaluation of the Chief Executive Officer. The Board approved and authorized amending the employee agreement to include a 3% salary increase effective on the next available payroll cycle. Additionally, the Board approved an increase to the 401(a) retirement contribution, increasing the contribution to 15% pending approvals of all retirement plan documents required to implement the change.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, March 25, 2020
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:27 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Sylvia Ortega, Quality Assurance Manager

Date: March 25, 2020

Subject: *Agenda Item VI(a):* Head Start and State Child Development Center Closures – **Action Item**

The Kern County Director of Public Health, and the Kern County Superintendent of Schools, have recommended the temporary closure of the county's schools as we work together to combat the spread of coronavirus (COVID-19). They recommended that all Kern County public schools, pre-schools, and daycare facilities temporary closed no later than the close of school, Wednesday, March 18, 2020 and further recommending that schools plan to reopen no earlier than Tuesday, April 14, 2020.

The Community Action Partnership of Kern's Head Start and Child Development program fully complied with the recommendation of our county's chief health official and county superintendent of schools. Accordingly, Head Start schools closed on Wednesday, March 18, 2020 and plan to reopen no earlier than Tuesday, April 14, 2020

California Education Code (EC) Section 8271 provides against loss of funds due to circumstances that are beyond control of the contractor, including epidemics and the imminence of a major health or safety hazard, such programs shall not be penalized for incurred program expenses nor in subsequent annual budget allocations.

Recommendation

Staff recommends the Board of Directors approve with resolution the submission of a California Department of Education reduced days of operation or attendance due to emergency conditions request.

Attachment:

Resolution #2020-03

RESOLUTION # 2020-03

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the CDE Reduced Days of Operation Due to Emergency Conditions Request for Head Start and State Child Development

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on March 25, 2020, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives' in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development program has requested to submit a California Department of Education (CDE) reduced days of operation or attendance due to emergency conditions request (MB10-09) for the 2019-2020 school year; and

WHEREAS, the Kern County Director of Public Health Services, and the Kern County Superintendent of Schools, have recommended that all pre-schools and daycare facilities be temporarily closed no later than March 18, 2020 and plan to reopen no earlier than, April 14, 2020 due to coronavirus (COVID-19); and

WHEREAS, CAPK Head Start and State Child Development program will fully comply with recommendations, accordingly, Head Start and Early Head Start schools closed on March 18, 2020 and plan to reopen April 14, 2020; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for Head Start and Early Head Start schools to temporary close to ensure the health and safety of our children, and their families and our Head Start staff and is willing to accept the submission for the CDE reduced days of operation or attendance due to the emergency conditions request; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the CDE reduced days of operation or attendance due to emergency conditions request for Head Start and State Child Development.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 25th day of March 2020.

_____ _____

Curtis Floyd, Chair Date
CAPK Board of Directors

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Finance Officer

Date: March 25, 2020

Subject: *Agenda Item VI(b):* Telecommuting Policy - **Action Item**

CAPK is currently implementing guidelines from the Federal and State government regarding the coronavirus. In order to secure social distancing and limitations on gathering of no more than 10 people, CAPK has transferred several staff to hybrid schedules and telecommuting working environments. Accordingly, we have revised the attached Telecommuting Policy to encompass a greater variety of employee classifications.

Recommendation:

Staff recommends the approval of Telecommuting Policy.

Attachement: Telecommuting Policy

CAPK
ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Telecommuting
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of Community Action Partnership of Kern (CAPK) to recognize that there may be some situations in which employees can more efficiently perform their jobs from their homes than on-site at the organization's facility. In these situations, employees may be granted the opportunity to perform some or all of their work from their homes. Employees who telecommute must comply with all federal and state laws, including wage and hour laws, as well as the organization's policies. The telecommuting option is at the discretion of the organization and management and not an employee benefit or right.

Telecommuting assignments do not change the conditions of employment, job duties and responsibilities, compensation, or required compliance with policies and procedures. Telecommuting employees will adhere to Community Action Partnership of Kern (CAPK) procedures and standards, including those relating to performance and conduct.

The purpose of this policy to provide management and employees with appropriate guidelines for employees who telecommute.

AFFECTED DEPARTMENTS:
All Community Action Partnership of Kern (CAPK) employees are principally affected by the policy.

GUIDELINES:
These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law and/or existing Community Action Partnership of Kern (CAPK) policy and procedure. Before being approved for telecommuting, all telecommuters must read, understand and sign the Telecommuting Policy. Due to various job responsibilities, not all employees will be eligible to telecommute.

Telecommuting Required by Position

1. Some positions in the organization may require that employees telecommute from home.

2. Prospective employees will be notified during the hiring process that the position requires him/her to telecommute.
3. Prior to determining that telecommuting is required for a position, management must contact Human Resources for review and approval.
4. Telecommuting is not intended to be used in place of the Family and Medical Leave Act, worker's compensation leave, short or long-term disability, or any other types of leave. However, the agency may determine whether it is appropriate to offer telecommuting in certain situations or circumstances.
5. Requests to work overtime, use sick, vacation, or any other leave must be approved by the employee's immediate supervisor in the same manner as when working at the agency's primary workplace. An employee shall not work overtime unless it is authorized in advance.

Requests to Telecommute by Employee

1. An employee may submit a written request to management for the opportunity to telecommute and work from home. If management believes that the request can be accommodated, management should contact Human Resources for discussion, review and approval.
2. Permission to work from home can be granted only with the written approval of management and Human Resources.
3. Approval will be provided only where the organization determines, in its sole discretion, that the employee can be reasonably accommodated and perform the duties and responsibilities of the position in a productive, efficient and satisfactory manner that is consistent with the needs of the organization.
4. Approvals granted for an employee to telecommute may be later withdrawn at the organization's sole and absolute discretion.
5. Telecommuting will not be an option if an employee is experiencing performance problems or requires close supervision.

Equipment and Supplies

1. The organization will provide and maintain all equipment and software required to perform the essential functions of the job.
2. All equipment and software are the property of the organization and must be used by the employee solely for work-related purposes.
3. Employees must take precautions to safeguard computer information and equipment including, but not limited to:

    a. Safeguarding the computer and information from theft or damage.
    b. Prohibiting access to the computer for any purpose (including family, friends, employees, and others) without written management authorization; and
    c. Adhering to all policies and practices of the organization.

4. The organization will provide for the installation, maintenance and repair of the equipment provided as necessary for example laptop, computer software, headset, other applicable equipment as necessary.
5. If equipment malfunctions, the telecommuter must notify her/his Manager and/or Supervisor immediately. The Manager and/or Supervisor will determine if equipment downtime warrants the telecommuter to report to the main office. The telecommuter is responsible for returning the malfunctioning equipment to the main office for repair.
6. The telecommuting employee is responsible for returning all of the organization's equipment to the organization upon request or at the time of voluntary or involuntary termination and if the organization deems the employee no longer qualifies for telecommuting or if the employee is off for a period that exceeds two weeks.
7. If equipment is not returned the cost of replacement will be deducted from the employee's paycheck or will be billed to the employee.
8. The organization is authorized to access any and all files or programs on the organization's computer located at the employee's remote work site.
9. Only software approved by and installed by the organization may be located on the organization's computer.
10. The telecommuter is required to have the necessary internet connection and will be provided a monthly stipend to use the telecommuter's internet service. The internet service must be compatible with CAPK equipment/technology. Refer to CAPK Technology & Internet Policy for additional information.
11. Telecommuting employees are encouraged to maintain homeowner's/renter's insurance in the event of damage or theft to the organization's equipment or software applications.

Remote Work Site

1. The remote work site must be suitable for performing the essential functions of the position, which include providing for the security of confidential information, as well as controlling noise and interruptions.
2. The workspace must contain an appropriate work surface and seating. The work surface must allow room for computer, telephone, fax/printer and other necessary equipment. The chair and desk arrangement must be ergonomically appropriate for the individual employee.
3. All equipment required for telecommuting will be maintained in a location separate from the main traffic flow of the household.
4. The workspace must have adequate electrical support for all necessary equipment.
5. The workspace must contain lighting that is adequate for reading, writing and computer use.
6. The remote work site must have a separate phone line with voice mail, a separate phone line for faxes and the capability for e-mail access. All phone lines and e-mail access must be dedicated to telecommuting during the employee's regular working hours.

7. Employees must agree to keep the remote work site free from all dangers, safety hazards, and risks that could endanger themselves, their family members or others.
8. It is forbidden for the employee to print any client data or to share his/her password with nonauthorized personnel.
9. Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Physical documents such as invoices and statements may have to be taken home by Finance employees from time to time as part of telecommuting. Removal of original documents from the workplace is to be allowed on a case by case basis and the employee is expected to take the utmost care to secure these documents and return all of them to the office as soon as possible. Steps include the use of locked file cabinets and desks and any other measures appropriate for the job and the environment.

Timekeeping for Nonexempt Employees

1. All telecommuting nonexempt employees are responsible for tracking and recording all hours worked each day including actual clock-in and clock-out times.
2. Employees must obtain prior approval from management before working any overtime.
3. Management must approve changes from the employee's regular schedule.
4. Employees must comply with all federal and state wage and hour laws including rest and meal periods.
5. The total number of hours a telecommuter employee is expected to work will be according to assigned work schedules. Shifts and schedules are subject to change in order to meet the needs of the program.

Confidentiality

1. Employees must comply with all policies, procedures and rules on confidentiality, while working at the remote work site.
2. The employee is responsible for ensuring a secure environment for confidential information at the remote work site.
3. Violation of confidentiality will result in progressive discipline, up to and including termination of employment.

Meetings and Working On-Site

1. Management may require telecommuting employees to work on-site at any time.
2. Employees must be available by phone and e-mail during their assigned working hours.
3. Training required for the position will be conducted at the organization's facility.
4. Telecommuting employees may be required to work on-site during computer downtime. Employees must notify management immediately when experiencing computer downtime and management will determine if the employee should work on-site. Employees will be paid for their hours during the computer downtime.

5. Telecommuting employees are expected to attend on-site departmental meetings.
6. Travel to the organization's facility for other purposes shall be pre-authorized.

General

1. Telecommuting employees who work outside the city or county of the organization's main facility will be responsible for following all applicable local ordinances and covenants regarding working in one's home, such as obtaining licenses and permits.
2. The organization may, at its sole and absolute discretion, discontinue any and all telecommuting situations that were previously authorized. The organization will provide the telecommuting employee with advance notice that she/he will no longer be working from the remote work site and will be required to work on-site at the organization's facility.
3. An employee who telecommutes is subject to all employment policies and procedures, including the attendance and tardiness policies. Any violation of company policy may result in disciplinary action and/or an end to the telecommuting arrangement.
4. Evaluation of telecommuter performance will be consistent with that received by CAPK employees in both content and frequency. It will focus on work output and completion of objectives. Performance must remain satisfactory to remain a telecommuter.
5. Telecommuting is not an employee benefit intended to be available to the entire organization. As such, no employee is entitled to, or guaranteed the opportunity to telecommute. CAPK Management has the right to remove a telecommuter employee from the program if participation fails to benefit organizational needs.

Workers Compensation and Liability

1. During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by worker's compensation.
2. The employee's workspace will be considered an extension of the agency's workspace. The agency assumes no liability for injuries occurring in the employee's home workspace outside the agreed upon work hours.
3. Any incidents need to be reported immediately to CAPK Management and the CAPK safety and loss specialist. The appropriate incident form must also be submitted within a timely manner.
4. Employees who work outside of their designated work area and who suffer an injury may not be eligible for worker's compensation insurance.

PROCEDURE:

Employees

1. Submit a written request to management if you wish to telecommute.
2. Follow all federal and state laws, including wage and hour laws, as well as the organization's policies while telecommuting.

3. Take precautions to safeguard all of the organization's equipment required for telecommuting.
4. Receive authorization from management prior to purchasing supplies.
5. Obtain and maintain homeowner's or renter's insurance.
6. Create and maintain an appropriate workspace at the remote work site as outlined in this policy.
7. Track and record all hours worked each day including actual clock-in and clock-out times.
8. Obtain approval from management prior to working overtime or changing your schedule.
9. Take meal and rest periods as required by state and federal law and/or applicable policy.
10. Comply with all policies, procedures and rules on confidentiality, privacy and data security.
11. Follow all applicable local ordinances and covenants if you work outside the city or county of the organization's facility.
12. Utilize the organization's equipment located at your remote work site for work-related activities only.
13. Return all of the organization's equipment and cancel all phone and internet access upon request or at the time of voluntary or involuntary termination.
14. Promptly report any work related injury to their supervisor and/or employee health.

Management

1. Contact Human Resources if you believe that a position should require employees to telecommute or if an individual employee requests to telecommute and you feel the request can be accommodated.
2. Notify prospective employees during hiring process if position will require him/her to telecommute.
3. Ensure telecommuting employee receives all the necessary equipment and software to perform the essential functions of the job from the remote work site. Ensure equipment and software is maintained by the organization.
4. Ensure employee is paid appropriately for all hours worked and any travel time required, mileage required.
5. Contact Human Resources prior to discontinuing any previously authorized telecommuting.

Human Resources

1. Review requests for positions to require telecommuting, as well as requests from individual employees to telecommute.

Telecommuting Agreement

The following conditions for telecommuting are agreed upon by _____(employee) and CAPK. The telecommute arrangement can be terminated by CAPK at any time if participation fails to benefit organizational needs.

1. The employee agrees to work at the following location (herein referred to as “at home”) Address: _____
2. The employee’s telecommuting hours will be based on the organization needs. The employee agrees to work during core hours and be available to address unanticipated issues as communicated by CAPK Management.
3. The assignments the employee will work on at home and their expected delivery will vary dependent upon their position with the organization.
4. The following equipment and software (computers and related equipment, etc.) will be used by the telecommuter:

    a. Laptop
    b. Computer software
    c. Headset
    d. Other applicable equipment, as necessary

5. The following mechanisms will be used to ensure communication between the employee and CAPK Management/Supervisory staff and other staff members at CAPK:

    a. E-mail
    b. Face-to-face meetings
    c. Silent Monitoring

6. The employee understands that telecommuting is not a replacement for day care or other dependent care needs and appropriate arrangements have been made to enable the employee to focus on work requirements during the assigned core hours referenced above.

Acknowledgment

I certify that I have been provided with a copy of Community Action Partnership of Kern (CAPK) Telecommuter Policy. I understand and agree to abide by the agreement terms.

Signatures

Employee Signature:	_____	**Date:**	_____
Manager Signature:	_____	**Date:**	_____
HR Signature:	_____	**Date:**	_____

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Finance Officer

Date: March 25, 2020

Subject: *Agenda Item VI(c):* Check Signing Policy - **Action Item**

CAPK has implemented an electronic signature process for check signing. Board members and assigned Division Directors with signature authority will be able to review and approve the check register prior to the affixation of electronic signature. The routing of the check register will be accomplished electronically with secured passwods and access. As a result, it is necessary to update the check signing policy that is part of the Accounting and Financial Policies Manual. The update to the policy should ensure adequate internal controls and authority prior to the printing of checks.

Recommendation:

Staff recommends the approval of the revisions to the check signing policy.

Attachement: Check Signing Policy

Non-Manual or Electronic Check Signing

ACH

ACH payments are processed with CAPK's banking institution. Authorized files are submitted electronically by the Accounting Manager. An authorized bank account signer will review each disbursement run and supporting documentation, and initial and date the disbursement listing indicating approval.

Authorized signers should examine a listing of ACH disbursements schedule to be paid electronically prior to submission. Original supporting documentation should be reviewed to ensure that each item has been properly reviewed and approved prior to the approval of electronic payment. Electronic submission should not be approved if supporting documentation appears to be missing or there are any questions about a disbursement. The listing of scheduled disbursements should be signed and dated.

Electronic Check Signing

Checks can be signed electronically with an authorized signature directly printed on the check. Authorized files are submitted electronically by the Accounting Manager. An authorized bank account signer will review each disbursement run and supporting documentation, and initial and date the disbursement listing indicating approval.

Authorized signers should examine a listing of ACH disbursements schedule to be paid electronically prior to submission. Original supporting documentation should be reviewed to ensure that each item has been properly reviewed and approved prior to the approval of electronic payment. Electronic submission should not be approved if supporting documentation appears to be missing or there are any questions about a disbursement. The listing of scheduled disbursements should be signed and dated.

Authorization can be granted electronically through email authorization or an electronic documentation system such as Adobe Sign, DocuSign or another of type of secure e-signature software.

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Finance Officer

Date: March 25, 2020

Subject: *Agenda Item VI(d):* Emergency Temporary Layoffs Due to the Impact of Funding Policy - **Action Item**

In the event that funding is reduced in an emergency situation, it is often necessary to enact layoffs of staff. CAPK's current employee policies do not allow for layoffs with a right to return to a previously held position. The attached policy allows for an employee to be called back to a previously held position within a 6 month period provided that funding has been restored.

Recommendation:

Staff recommends the approval of the Emergency Layoffs Due to the Impact of Funding Policy.

Attachement: Emergency Temporary Layoofs Due to the Impact of Funding Policy

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Emergency Temporary Layoffs Due to the Impact of Funding
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

A Layoff will be used only in extraordinary circumstances and after all feasible alternatives have been considered. When an emergency has been declared by the federal, state or local government that impacts funding for programs, CAPK may institute temporary layoffs of staff. When the funding has been restored, CAPK may reinstate the employee in their previously held position without having to follow the normal recruitment process.

AFFECTED DEPARTMENTS:

This policy applies to all Community Action Partnership of Kern (CAPK) employees.

DEFINITION:

Layoffs are workforce reductions caused by changing economic conditions or lack of available work. Employees are placed in a layoff, or inactive status.

GUIDELINES:

Affected employees will be provided as much notice as feasible of a layoff prepared by the Human Resources Department. The notification will include the reason for the layoff and the effective date of the layoff as well as any other pertinent information.

An employee given a layoff notice has the right to return to their original position within a 6-month period following their exit. The date in the layoff notice will be identified as the Employees Separation Notice. Layoffs are not for disciplinary reasons and are not subject to appeal by the employee. Employees in layoff status are eligible to apply for open positions.

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Finance Officer

Date: March 25, 2020

Subject: *Agenda Item VI(e):* Administrative Time Off in the Event of Disaster Policy - **Action Item**

Per the guidance from CAPLAW, it is possible to pay staff who are not able to come in to work and cannot work remotely under the Uniform Guidance. Federal grant funds may be used to pay for different types of leave so long as the grant recipient follows the criteria for a leave policy as set forth in the Uniform Guidance. Emergency closures could include a temporary reduction in staffing due to the declaration of a local, state or national emergency.

The Uniform Guidance specifically states that the cost of leave may be charged to federal grants if: (i) the leave is provided under established written leave policies; (ii) the costs are equitably allocated to all related activities; and (iii) the organization uses a consistent accounting basis for costing each type of leave. 45 C.F.R. § 72.431(b). The costs must also meet the basic considerations for cost allowability in 45 C.F.R. §§ 75.402-411 (requiring that costs be necessary, reasonable, and allowable).

Accordingly, CAPK is proposing to establish an Administrative Time Off in the Event of Disaster Policy to provide the allowance of paying staff in the event of emergency closure in the event of disaster. The Uniform Guidance is flexible with respect to designating different types of leave, as long as the criteria above are met.

Recommendation:

Staff recommends the approval of the Administrative Time Off in the Event of Disaster Policy

Attachment: Administrative Time Off in the Event of Disaster Policy

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Administrative Time Off in the Event of Disaster
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

In the event of a declared local, state, or national disaster, regular, permanent CAPK employees including those on probationary status may be placed on Administrative Time Off (ATO) if orders are in place that prohibit employees from being at work. The initiation of ATO must be initiated by the Chief Executive Officer (CEO) and retroactively approved by the Board of Directors at the next available Board meeting.

AFFECTED DEPARTMENTS:

This policy may be applied to all eligible CAPK employees who are not considered to hold an essential operational position and as allowed by the funding source.

Essential positions are determined by Division Directors or their designee.

DEFINITION:

Administrative Time Off is the allowance of no more than 200 hours of paid leave per declared incident. ATO has no cash value and can be rescinded by the CEO when emergency orders are lifted, and staff are safe to return to work. ATO does not accrue for employees. ATO is not a right and can be rescinded at any time by the CEO.

GUIDELINES:

In the event of a local, state, or national disaster that prohibits employees from completing work, and a flexible schedule or telecommute schedule is not available, then the CEO may initiate ATO for specific positions. The employee may not accrue vacation or sick time while on ATO. The employee shall remain on CAPK's benefit plan during this period with regular premium cost sharing. The employee will be paid at their base rate.

At the discretion of the CEO and subsequent approval from the Board of Directors, ATO can be extended if the local, state, or national disaster exceeds a time period beyond 200 hours. Each extension cannot be more than 200 hours.

If the local, state or national disaster is resolved in a shorter period, the employee will return to work as directed by their supervisor.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Laurie Hughey, Program Manager, Low Barrier Homeless Navigation Center

Date: March 25, 2020

Subject: *Agenda Item VI(f):* Low-Barrier Homeless Navigation Center – **Action Item**

Summary

As a follow up from the last Board report, the following are updates leading up to the opening of the county Low-Barrier Homeless Navigation Center, which is scheduled for opening the middle of April, upon final inspection and clearance to operate.

We are underway in hiring staff and expect to be fully staffed by March 25, 2020.

Management staff are in the process of finalizing the training schedule for the shelter staff.

Through a competitive bid process, we have selected the security services of Allied Universal that will provide 24- hour service, 7 days per week, 365-days per year. Allied will provide two (2) security officers to secure both the inside and outside perimeter of the shelter.

We have also selected a vendor for the kitchen equipment, Supply on the Fly. Once final approval has been secured by Environmental Health, equipment will be ordered and delivered. Vendor has assured delivery within 2 to 3 weeks.

As it relates to the daily operations of the LBNC, the first 30 days, we expect the following services to be provided at the shelter food (lunch & dinner), clothing, hygiene/items, laundry services, and personal possession storage.

Marketing plans are in being developed with the county and with assistance from the CAPK Community Development team.

Kern Medical Center has agreed to be the medical provider on site. Services will be incorporated into the intake workflow (HMIS).

Recommendation

Board of Directors approve the Kern County Low-Barrier Homeless Navigation Center Policy and Procedure Manual. We anticipate changes to shelter operations in working with the county and others to meet crisis on-going needs.

Attachment

Policy and Procedure Manual for Kern County Low-Barrier Homeless Navigation Center

County of Kern Low Barrier Homeless Navigation Center

Policy & Procedure Handbook

The low barrier navigation center model is successful in breaking the cycles of chronic homelessness, instability and substance use for clients by providing assertive interventions within a high tolerance environment.

LOCATION & HOURS OF OPERATION

The County of Kern Low-Barrier Homeless Navigation Center, located at 2900 M Street, Bakersfield, CA is open 24 hours, 365 days per year.

7:30 AM	Staff Arrival/Prepare for Opening
8:00 AM - 9:00AM	Breakfast - Shelter Clients
10:00 AM	Day Services – Center Open to Public
12:00 AM-1:00 PM	Lunch – Open to Walk-Ins
4:30 PM	Bed Assignments - Completed
6:00-7:00 PM	Dinner – Open to Walk-Ins
8:00 PM	Center Closed
10:00 PM	Lights Out Sleeping Areas

ADMISSION

Criteria –

Clients must have no home or permanent place of residence in Kern County, following HUD's definition of homeless or near homelessness to access services.

Clients will be admitted through the Homeless Management Information System (HMIS), the local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals, families and persons who are at risk for homelessness.

The following admission procedure is followed for OVERNIGHT SHELTER CLIENTS:

- Must present for intake by 4:30pm for entrance/bed assignment, based on bed availability;
- Ask clients to identify themselves and provide date of birth (check ID, if available);

- Determine if the person is barred (through HMIS);
- Wand and ask the person if they have any weapons or medication to turn in (check in weapons, read med labels, refrigerate meds, as appropriate);
- Administer client intake forms, including services and resources;
    - Review Shelter Expectations
    - Provide a copy of House Rules
- Present Client Rights & Responsibilities information;
- Assign ID, bed, personal storage and offer shower and laundry; Access to services.

Clients must follow program expectations and maintain appropriate behavior with consideration for staff, clients and others. Overnight clients must review and sign the "House Rules" and "Shelter Program Expectations" document prior to entry/bed assignment. Intake staff will assist clients who may have difficulty understanding or reviewing forms (House Rules, Shelter Expectations, Client Rights, Release of Information, Admission Agreement, Code of Conduct, Grievance Form, Possession Search Policy, Laundry Rules, Pet Policy, Program Enrollment, Exit Form, 90-Day Housing Stability Plan, HIPPA Forms, Program Agreement, Income Agreement will be provided at intake). The Client must be able to demonstrate that they know where they are and are willing to participate with the shelter admissions procedure. Staff may use their discretion about admission and if an individual is not "received", a referral may be made to another agency or service provider. Self-referral information and resources may also be provided.

WALK-IN CLIENTS Admission Procedure:

- Ask clients to identify themselves and provide date of birth (check ID, if available);
- Determine if the person is barred (through HMIS);
- Wand and ask the person if they have any weapons or prescription medication to turn in (check in weapons, read med labels, refrigerate meds, as appropriate);
- Administer walk-in client intake forms, including services and resources
    - Review Shelter Expectations
    - Provide a copy of House Rules
- Present Client Rights & Responsibilities information
- Access to services.

AFTER-HOURS Admission Procedure:

Center doors close for the evening at 8pm, after-hours admission may occur for clients with referral from providers and/or law enforcement on a first-come, first-serve basis.

- Ask clients to identify themselves and provide date of birth (check ID, if available);
- Determine if the person is barred (through HMIS);
- Wand and ask the person if they have any weapons or prescription medication to turn in (check in weapons, read med labels, refrigerate meds, as appropriate);
- Administer after-hours client intake forms, including services and resources
    - Review Shelter Expectations
    - Provide a copy of House Rules
- Present Client Rights & Responsibilities information
- Access to services

- Next day follow-up with client for completing intake, as necessary.

A form of official identification is requested to verify identity. Those who do not currently possess a California ID will not be denied services. Overnight shelter clients will receive a photo ID upon admission to the Center.

The following will also be covered during intake using the "Intake and Orientation Guide Form":

- Assigned worker and their role (Homeless Navigator)
- General information about how the program works
- Mission, program and services of the Center

Policy –

The goal is to get people off the streets and into a supportive low-barrier environment where they can build trust, increase life skills and move forward with their lives. By providing a client-centered atmosphere there is increased opportunity for change and healing.

Homeless individuals, both men and women ages 18 and up, are welcome to access Center services unless they have been banned due to the following but not limited to violence towards staff or others or dealing drugs on the property. (Weapons and illegal drugs are not allowed on Center premises.)

Clients are always encouraged to be sober, however there is access to mental health or addiction treatment plans, programming, and housing support. Clients are welcomed to a community of people experiencing similar challenges with access to various supports and services to increase health and self-sufficiency such as meals, personal hygiene care/items, overnight beds, personal storage, laundry, pet kennels, housing assistance, mental health, primary medical care services, job training and employment assistance.
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DISCHARGE

Policy --

When service to a client is terminated, voluntarily or involuntarily, employees will follow an orderly and respectful process.

Discharge may occur when a client:

- Achieves goal/s and is ready to discontinue service
- No longer wants to stay at the Center and receive service
- Refuses to adhere to the policies and procedures of the Center:
    - Basis for involuntary discharge, including, but not limited to:
        - Violent behavior
        - Weapons possession on premises
        - Dealing drugs, consuming alcohol or drugs on premises

- Has needs that exceed the resources and expertise of the Center.

Procedure --

Using Discharge Checklist

- Wrap up case plan/s with client
- Ask client to voluntarily complete Satisfaction Survey
- Make appropriate referrals
- Ensure all personal property is returned to client
    - When exiting the program and leaving the facility all personal property will be returned to client i.e. storage bins. Return of items must be during regular business hours (8am to 8pm). If exit is after hours, clients must return during open hours to retrieve their belongings. Abandoned personal belongings will be held 72 hours and then appropriately disposed of.
- Enter closing summary in client record:
    - Reason for discharge
    - Service goal outcomes
    - Other notes/comments, as appropriate.

Involuntary Discharge

The Center may require a client to be discharged on an involuntary basis. The Program Manager or designee must sign off on the decision to ask a client to leave. Employees may assist clients in linking to other appropriate services prior to leaving the Center. This may include providing resources to self-refer. Staff and security should be non-judgmental and honest with the client about the reason they are being asked to leave.

The client may react angrily to the involuntary discharge. Staff and/or security should ensure they are not alone during the involuntary client exit process.

The following policy will apply to the **RULE INFRACTIONS** listed below:
(The days suspended are applied to each infraction. Client will be notified in person of the suspension. The Program Manager or designee must sign off on the decision for each infraction listed below).

- 1st incident - Written warning and face-to-face meeting notifying participants of possible suspension
- 2nd incident - 1 day's suspension from the Navigation Center
- 3rd incident - 5 days suspension form the Navigation Center
- 4th incident - 30-day suspension from the Navigation Center
- 5th incident - Barred from Navigation Center (must meet with administration to reenter).

*Repeated disregard for the rules will ultimately result in termination from the program. If you are suspended from the Navigation Center, you cannot come into the center. If you need to retrieve your belongings you must wait outside.

RULE INFRACTIONS:

- Verbal Threats to staff/clients/others.
- Refusal to listen to instruction from staff, impeding or interfering with staff who is trying to diffuse a client situation.
- Using excessive profanity, racial statements.
- Intoxication that is viewed as a threat to yourself or others.

- Other behavior issues detrimental to the Navigation Center community, to include but not limited to:
    - Violation of the Drug and Alcohol Policy
    - Physical Violence
    - Violation of the Weapons Policy

Appeal Process
If a client expresses a concern or makes a complaint concerning their involuntary discharge, they will be provided information to complete/file a Client Grievance (Form), following established Client Rights & Responsibilities and Grievance Policy/Procedures. Assistance to complete the form and process will be offered, as needed.

Once the grievance form has been completed and accepted, a staff review panel will discuss to determine if further action and/or corrective action is necessary.

SECURITY

Substance Use

Policy --

Possession use or distribution of alcohol or drugs is prohibited on Center premises. Clients will be given the opportunity to dispose of prohibited substances including, but not limited to, Alcohol, Methamphetamine, Cocaine, Heroin, Marijuana, etc. If they chose not to, they will be required to leave the Center for the night. Clients who are actively using substances off-site will be allowed access to services and beds. Being under the influence, substance use or possession alone may not be the basis for discharge. Discharge must be based on specific behaviors described under "Discharge Policy".

Center staff and others providing services and support will use an approach that attempts to meet clients "where they are at" with their substance abuse in order to help them move forward towards improved health and self-sufficiency.

Procedure --

- Security/staff will inform clients of no drugs or alcohol use on Center premises.
- All medication/s will be checked by security/staff at entrance.
- Staff information and training will include how to support clients in decreasing substances use.
- When clients are inebriated (high) in the common areas of the Center, security/staff will ask them to stay in assigned areas for safety. A client may be asked to stay in their assigned sleeping quarters. Security/staff will monitor.

Weapons

Policy --

Weapons are not allowed on the Center premises and will be checked in by security/staff and locked in a secure place in the facility. Security/staff will make the determination as to what constitutes a weapon. Attempts to bring weapons into the facility will result in an immediate denial of service. Work tools, which

may be used in a manner that could cause serious bodily injury, must be checked in at entry and appropriately stored, before the client is allowed in other areas of the Center.

Procedure --

- Items requiring check-in must be tagged with client name and check-in date.
- Check-in items must be stored in a locked cabinet in a secure area of the facility.
- Clients may retrieve checked items when they are ready to exit the program and leave the facility during daytime hours of operation. If after hours, clients will need to return during regular business hours to retrieve their items.

Banned Weapons

- Guns (includes homemade firearms and BB guns)
- Knives (of any kind)
- Spears and swords
- Clubs, sticks and staves
- Explosive devices
- Martial arts weapons
- Brass knuckles
- Pepper spray/mace
- Stun guns
- Tasers
- Razors (straight razors and those with removable blades)
- Slingshots
- Any other item Security/Staff deems as a possible weapon.

Items Requiring Mandatory Check-In

- Work Tools (hammers, screwdrivers, crowbars, box cutters, etc.)
- Sports Equipment (golf clubs, baseball bats, etc.)
- Camping Equipment (hatchets, tent spikes, etc.)
- Knives (including culinary, hunting, pocketknives, or other bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person)
- Heavy flashlights (i.e. police style Maglite flashlights)
- Canes (must be checked-in by clients who are not mobility impaired)
- Large metal crosses
- Jewelry with studs, spikes and/or other protrusions
- Scissors
- Any other item the Security deems as a possible weapon

<u>Violent Behavior</u>

Policy --

A client will be asked to leave the Center due to violence, verbal or physically intrusive behavior on premises, including but not limited to:

- Punching, hitting, kicking, slapping, pushing, chocking, fighting
- Spitting or throwing objects at someone
- Any unwanted physical contact and/or causing physical injury to another person

- Being verbally abusive or bullying
- Client animals displaying aggression or violent behaviors will be banned

Procedure --

1. During conflict, staff will encourage those involved to work things out respectfully and mediate, if necessary.
2. Security/staff will prioritize being in common areas with clients.
3. When a client has violated the Violent Behavior Policy, they will be asked by security/staff to leave.
4. The client may react angrily, and security/staff may be the target of that anger. If there is concern about personal safety, notify the police/call 9-1-1.
5. Notify Program and Risk Managers immediately and complete a Critical Incident Form.

Dealing with Inappropriate Behavior

Policy --

Helping clients live within program guidelines is necessary for maintaining the communal environment of the Center. This can sometimes be a difficult task, especially when clients act out in loud, rude or aggressive ways towards staff, clients or others. It is up to staff (and in working with security) to find a balance between ensuring the safety of the Center staff, clients and others, and ways to assist clients in maintaining appropriate levels of behavior.

Examples of PROHIBITED CONDUCT:

- Causing physical injury to another person
- Making threatening remarks
- Bullying/Abusive behavior
- Theft of Center or Operator Property
- Possession of a weapon while on Center property
- Committing acts motivated by/related to:
    - Sexual harassment
    - Sexual orientation
    - Domestic violence
    - Religion
    - Race / Ethnicity
    - Retaliation

Procedure --

If a client has repeated instances of inappropriate behavior that jeopardizes the safe and communal atmosphere of the Center, a client may be given warnings, suspended or barred from access to Center services for a period of time.

- **Warnings**
  It is important that clients be made aware of the reason for a warning. Warnings will follow Rule Infractions and associated suspension guidelines. If a client receives repeated warning for the same infraction, they may be asked to leave the Center and will be required to meet with administration for services re-entry.
- **Suspension**
  If a client is suspended, they will be given time to gather their belongings and leave the premises. Security/Shelter Staff will assist and monitor clients in exiting the premises. Extremely threatening

behavior towards staff, clients or others will result in immediate eviction. If a client is out of control to leave the Center on their own, security and/or the police will be called to remove them.

- **Discharge/Barring**
  Once a client has been discharged, an assessment will be conducted by shelter management to determine if a barring for a time period or indefinitely is necessary.

Cameras and Security

Policy –

Safety at the Center is the number one priority. Upon entry, clients will be checked for ID/intake information, barred substances and weapons. Volunteers and other guests will be required to sign in at the front desk at entry.

Procedure –

The Center will operate 24/7 and 365 days. Hours are 8am to 8pm for walk-in clients. Overnight clients will need to register and be in the shelter by 8pm, prior to Center doors closing.

The following measures are in place to ensure security:

- Security cameras placed throughout the Center premises (inside/outside);
- Monitoring equipment with storage up to 30 days
- Access to Center areas will be limited to clients (and others) based on day activities with security/staff/volunteer oversight, as applicable
- Laundry and showers will be offered at scheduled times and will be monitored, along with restroom areas
- No less than two paid staff/security personnel will be on premises day/eve shifts
- Program leadership team members will be on-call for emergencies 24/7, with rotating on-call schedules
- Call 9-1-1 in cases of emergency!

Complaints

Policy --

Center clients must be provided with an opportunity to express their concerns and/or complaints. Staff will follow written grievance and complaint protocols provided to clients at intake.

Procedure - Follow Client Grievance Policy/Procedures (use of Forms).

Conflict Resolution

Policy --

Living in a communal environment can be challenging at times and conflict happens. As part of the Center's commitment to providing a safe environment, we encourage clients to participate in conflict resolution and/or request mediation when they are experiencing issues with anyone in the Center.

Procedure --

- As a first step, clients should talk together to find some resolution. If mediation is needed, a Center support worker, supervisor or manager can assist.
- Clients need to agree to abide by the conditions of the solution.
- Each person involved in the conflict should have a chance to tell their side of the story in a respectful way without interruptions from the other person.
- Clients should be encouraged to suggest compromises that could solve the situation. If they are unable to come up with constructive solutions, Center staff should make suggestions to compromises that might work for all involved.
- Clients involved may need to stay away from each other for a time or even the duration of their stay. It must be made clear that if the people involved continue to engage in behavior that is aggressive, threatening or disruptive to other clients/others, then one or both people may be asked to leave.

CLIENT RECORDS

Policy –

The confidentiality of client information is to be safeguarded appropriately by staff and others providing services or volunteering at the Center. Protected health information will not be used or disclosed other than as permitted by contract or required by law.

Operator staff at hiring, on-site community volunteers and services providers sign confidentiality agreements.

Procedure –

Access to Client Information and Records

Access to client information and records is only permitted to appropriate, authorized persons through BAA/MOU Agreements. Authorization to see specific information will be on a need-to-know basis and to those whose access is permitted by law.

Working Notes and Off-Site Documentation

Where client contact is off-site or where client working notes must be secured outside of the Center's regular office, it is important to ensure confidentiality both verbally and in written form.

- Whenever possible, off-site information will have minimal identifying information
- If confidential material is kept in a vehicle during working hours, the vehicle must always be locked, and the material stored out-of-view. No confidential material is to be left in a vehicle overnight.
- No confidential information is to be stored on home or personal computers.
- All client information must be returned to the Center and/or appropriate provider for secured filing.

INFORMATION TECHNOLOGY

Policy --

Confidentiality of client and business data by maintaining computer security meets or exceeds industry standards and complies with all applicable law. Security includes hardware and software applications as well as limited security access through usernames and passwords.

Information handled by computer systems must be adequately protected against unauthorized access, modification, disclosure, or destruction. Effective controls for logical access to information resources minimize inadvertent employee error and negligence and reduce opportunities for computer crime.

Fulfillment of security responsibilities is mandatory, and violations of security requirements may be cause for disciplinary action, up to and including dismissal, civil penalties, and criminal penalties.

Procedures --

Access Codes and Passwords

- The confidentiality and integrity of data stored on Center computer systems is protected by security controls to ensure that only authorized users can gain access. Access privileges are restricted to only those capabilities that are appropriate to each user's job duties (this includes limiting the installation of software to IT staff).
- Each user is responsible for the security of his or her assigned passwords. Passwords should not be written down. Users must not disclose passwords to others and must immediately change passwords if it is suspected that they have become known to others.
- Where possible, passwords must be a minimum of seven characters in length and be comprised of a combination of letters, numbers and special characters. The use of proper names, dates, phone numbers and words that can be found in a dictionary must be avoided.
- Passwords must be changed at least every 90 days, if not prompted automatically by the system.
- Some systems provide the ability to save a password so that it does not need to be entered the next time the application is run. This can provide easy access to systems for an unauthorized user. Under no circumstances should passwords to Center systems be saved in an unencrypted format.
- When a user walks away from a computer they are logged on to, they must either log off or lock the computer. This applies even if the user is only leaving the computer unattended for a short period of time.

Computer Viruses

- Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of Center resources and are much easier to prevent than cure. Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources of data and programs, and maintaining virus-scanning software.
- Users must not knowingly introduce a computer virus into computers used to provide the Services under this Agreement.
- Users must not load diskettes, CD-ROM's, USB memory devices or other portable media of unknown origin.
- All incoming diskettes, CD-ROM's, USB memory devices and other portable media must be scanned for viruses before the files that they contain are opened.
- Any user who suspects that his/her laptop or workstation has been infected by a virus must immediately power off the workstation and contact the IT Department.

Bypassing or breaching security measures

- Attacks against Center systems come from many sources both internal and external to Contractor computer networks. Security measures, such as a firewall and intrusion detection system, have been put in place to protect the Facilities from breaches that originate from outside sources.
- Any activity that bypasses or is intended to bypass the security measures that are in place to protect Contractor networks is in contravention of this policy and may lead to disciplinary action.

Inappropriate use

Inappropriate use of the Operator Agency/Center's information technology includes, but is not limited to:

- Unauthorized access, alteration, destruction, removal, and/or disclosure of data, information, equipment, software, or systems
- Deliberate over-extension of the resources of a system or interference with the processing of a system
- Disclosure of confidential passwords and/or access devices or information for accounts, equipment, and telephone voice mail
- Unauthorized use of Center Facilities and resources for commercial purposes
- Theft of resources
- Malicious or unethical use; and
- Use that violates provincial or federal laws.

Monitoring system use

- Contractor is responsible for monitoring the system for security. In the course of monitoring individuals improperly using the system, or in the course of system maintenance, the Contractor may also monitor the activities of authorized users.
- Anyone using the Center's system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials and management for disciplinary action.

WORKPLACE HOUSEKEEPING

Policy --

The Center understands the importance of hygienic, sanitary environments for all at the facility and maintains a consistent and high standard of housekeeping. Staff and others, as appropriate, are provided training and education for any hazardous materials they may come into contact with when carrying out their assigned work.

Procedure --

The Center maintains written, standardized housekeeping procedures and trains and monitors staff implementation and effectiveness. (Client participation in housekeeping tasks follows Center guidelines.)

Particular attention is paid to the primary sources of biohazards in kitchens, showers and restroom areas and steps are taken to prevent the spread of infection.

To prevent cross-contamination, clients are required to store personal toiletries in their sleeping quarters when not in use. Clients are assigned a set of linens at intake for their use while in the Center. Center workers and volunteers are responsible for washing shower and bed linens weekly and when deemed necessary by onsite inspections. At client discharge, linens are laundered by an outside service.

Hazardous Material
All hazardous materials (cleaners, solvents, etc.) must be stored in a designated and secured location. All highly flammable chemicals or combustible materials need to be in a metal locked cabinet. The cabinet cannot be located in the sleeping area.

Flammable or combustible materials may not be stored longer than one year. Upon opening the container, staff and others, where appropriate, will clearly mark the discard date on the container. Disposal takes place at a designated depot site.

Staff are trained in the reading of labels and Safety Data Sheets for safely using the hazardous material and responding to a spill, release, fire or poisoning on any hazardous material at the Center.

An up-to-date inventory of hazardous materials kept at the Center is maintained. The hazards of the controlled products are identified and evaluated on an ongoing basis. Whenever possible, less hazardous materials will be substituted. Procedures for using hazardous materials will be developed, as appropriate. Protective equipment and clothing will be provided and worn as required/needed.

Basic instruction and emergency procedures for dealing with hazardous materials will be provided to staff and/or updated when new products are received, or new hazard information becomes available.

Poison Control
The phone number for local Poison Control Center is posted in Center facilities and is included in staff health and safety information materials.

CRITICAL INCIDENTS

Policy --

All critical incidents must be documented and reported to the Program Manager, Risk Manager, Director and Chief Executive Officer.

These include, but are not limited to:

- Incidents where the County or Contractor has been exposed to potential liability,
- Where outside intervention has been sought (police, fire, emergency services, etc.), or,
- Where an act of physical violence has occurred or been threatened.
- Elder abuse and mandated reporter reporting

Procedure --

1) Inform the Program Manager and Risk Manager as soon as possible. Complete a Critical Incident Report Form in detail. Stick to the factual information.
2) The Program Manager and/or Risk Manager will initiate a critical incident stress debriefing session, as appropriate.

3) Copies of all Critical Incidents must be provided to the county within 48 hours.
   Risk Manager will notify Director, Director will notify CEO. County Risk Manager must be notified within 48 hours of the incident.

In Case of Fire – Fire Procedures

1) Pull the fire alarm, if not already sounding (the Fire Department monitors/responds).
2) Alert clients, staff and visitors and immediately evacuate the Center.
3) Direct clients to a safe place outside.
4) If possible, collect logs and access keys.
5) At outside safe place, confirm all clients, staff and visitors have evacuated the building.
6) When the Fire Department arrives, speak to the officer in charge. (Officer may need access codes or keys).
7) If the weather is inclement and if the evacuation will not be short, consult with Program Manager and/or Risk Manager for provision of immediate short-term shelter.
8) Determine assistance of others in providing temporary shelter for clients, as appropriate.
9) For a false alarm or other short-term evacuation, direct occupants back into the building once the Fire Department has authorized an all clear.

Smoke Alarm & Smoke Detector

Smoke alarms and Carbon Monoxide detectors are installed at the Center according to CA health and safety codes and regulations.

Fire Extinguishers

Fire extinguishers are only to be used when the fire is small and contained (e.g. kitchen area fire). In all other situations, staff are expected to inform clients and visitors and evacuate the Center premises immediately.

Fire Exit Procedure

1) Roll out of bed (clients).
2) If the fire alarm is not sounding, pull the nearest fire alarm.
3) Exit the building/premises.
4) Check to see if everyone is out and DO NOT GO BACK IN THE BUILDING.
5) Follow the directions of Center Staff and Emergency Services, once they arrive.

Earthquake Procedure

1) In the event of an earthquake, direct all persons in the Center to seek protection under tables, counters, door frames and other protected areas.
2) Evacuate the building if there is a fire, a natural gas leak or odor, hot water or steam leak or other hazardous objects or obstacles. Be aware that aftershocks could occur.
3) To evacuate — alert clients, staff and visitors and immediately leave the Center. Direct everyone to a safe gathering place outside.
4) If using an office phone, dial 8-9-1-1 to report any injuries or hazards such as a gas leak.
5) If possible, collect logs and access keys. Do not enter any unsafe or hazardous areas.
6) Confirm that all clients, staff and visitors have evacuated the building.

7) Follow the directions of Center Staff and Emergency Services, once they arrive.

First Aid

Policy --

The Center provides First Aid assistance. If a Center worker and/or security believes a client needs hospitalization 9-1-1 will be called. A client's decision not to go to the hospital will be respected, where possible.

Procedure --

Sufficient on-site staff will be trained in administering basic First Aid. First Aid kits are available at designated Center locations i.e. kitchen area, front desk and sleeping quarters.

Applying First Aid

- Wear disposable latex/vinyl gloves to minimize the risk of contact with pathogens.
- Record all incidents requiring First Aid.

Calling an Ambulance

- Call 9-1-1.
- Call Security, Program Manager or Supervisor if you need support.

Shelter Client Death

In case of client death:
1) Remain calm
2) Call 9-1-1; and wait for first responders.
3) Instruct others to move away from the area except for anyone that has information or witnessed the incident.
4) DO NOT move the client or touch anything in the vicinity of the body.
5) Call Security, Program Manager, Risk Manager and/or Supervisor.
6) The Program Manager or Risk Manager will initiate Critical Incident Debriefing for staff and clients as needed/required.
7) The Program Manager or Risk Manager will notify Director; Director will notify Executive Director; Executive Director will notify Board of Directors and the County of death as soon as possible, within 48 hours.

Threat and Assault to Staff, Clients and Others

Policy --

We are concerned and committed to our employees' and clients' safety and health. Violence will not be tolerated in the workplace. Every effort will be made to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

The Center encourages a team approach, whenever possible, to defining, assessing and acting on violence and the potential for violence in the workplace. Violence is defined as physical or verbal actions that result in another person feeling intimidated, uncomfortable, unsafe, threatened or harassed. As many of the people we serve live with mental illness and addictions, the cause of violent behavior may be complex.

The Center assures staff, client and others' safety in the following ways:

- Critical Incident Reporting
- Tracking of important data, issues and clients with a violent history
- Weekly team and ongoing safety meetings
- Regular checks on the Center environment
- Security, cameras and monitoring of clients, staff and others', as well as premises
- Staff orientation and professional development
- Non-violent communication and other job-related training

Procedure --

When possible, staff and security should use practiced words and phrases to redirect aggressive/violent behavior to create respect and empathy. However, at times direct action and intervention may be required. Although there is no specific formula for when to take direct action, there are certain circumstances when it becomes time to act. These may include:

- Danger to yourself/others
- Property is being damaged
- Your feelings of personal safety have been violated
- You are no longer in control of the situation
- The person is fixated on you
- Things appear to be escalating
- You have exhausted all other options

Before taking direct action, assess your own personal safety and possible escape routes. Involve security or another co-worker to assist you or to act as another set of eyes. Ask the person who is acting out violently to stop and/or leave the Center. If the individual will not leave, explain that the police will be called.

Post-Violent Incident Procedure

Depending on the situation and immediately after an act of violence occurs in the workplace:

- Ensure the (violent) person has left the building
- Call police, if you have not already done so
- Ensure the assaulted person is in a safe place
- Call for an ambulance if someone has been physically assaulted
- Administer First Aid if necessary
- Support the injured person and others affected in the area
- Communicate with staff on and off site (management, risk personnel)
- Follow-up with a discussion in team meetings

<u>Infectious Disease Outbreak</u>

Policy --

The Center is committed to protecting staff, guests and clients receiving services from risk to include infectious diseases. Observing visible symptoms and asking questions to identify whether individuals may have infections or other communicable diseases is necessary.

If a person's condition is questionable, staff should take preventative actions. Where serious infection or communicable disease is suspected, staff are to immediately refer the individual to medical services. Where the infection/disease is determined to be a reduced risk, staff are to provide clear instructions to the individual about any restrictions that may be temporarily implemented to reduce the spread of disease.

At no point is staff to put any individual at risk by placing a person with an infection or communicable disease in the Center without direction from a trained medical professional. Staff are to make sure that all symptoms and actions are clearly documented and communicated to management and/or medical partners as instructed.

Procedure to reduce/eliminate risk from infections and infectious diseases

1) Wash hands frequently. (Reminder signs are posted in kitchens, showers, restrooms and other areas, where applicable).
2) Where more than two people have cold/flu symptoms within a 48-hour period, the Program Manager is to be informed.
3) Where any serious risk of infection/disease is identified or suspected, and it cannot be assessed by a medical professional immediately, isolate the individual in designated room near entrance/exit. Where this is impractical, temporary restriction from the service may be required.
4) At the earliest possible time, have the individual assessed by a trained medical professional and request the medical personnel provide an appropriate medical plan within the context of the Center services.
5) When an individual is referred to the Center, ask questions regarding the person's exposure to communicable disease/infection and their condition.
6) Be alert to any emerging signs or symptoms of illness, such as diarrhea, fever, general malaise, excessive tiredness, changes in behavior, etc.
7) If symptoms are noted, refer at once to medical services. Notify the Program Manager and maintenance staff and ensure detailed documentation to ensure that future shifts become aware and continue observing the situation.
8) Communication is the key to prevention and timely management of these challenges. Make sure that all appropriate parties are aware of the situation and that all actions are clearly documented. Ensure that confidentiality and privacy are respected.

Procedure for an Outbreak

1) Notify staff and clients, post signs.
2) Hand sanitizer and sanitary wipes will be left at the front desk to ensure an adequate supply is available to everyone.
3) The following contact surfaces are to be cleaned with bleach and water (three tablespoons to one liter of water (1:45 strength). Gross contamination may require a bleach solution of 1:10 strength, including:
    - All door knobs
    - Phone keypads and mouth pieces
    - Toilet seats and flush handles
    - Shower handles/areas
    - All taps and areas around sinks
    - Beverage container taps and condiments or food containers

- Gathering/seating areas/surfaces

4) Where an outbreak is declared by a medical professional, the Director, Program Manager and/or Risk Manager may authorize additional cleaning staff to intensify the cleaning regime.
5) Cleaning is to be done as often as possible especially during times when people are using common areas.
6) All clients, staff, providers and volunteers are to wash their hands before eating.
7) Staff may need to have extra fluids available for ill clients.
8) Dining areas are to be cleaned between sittings with a disinfectant solution; consider closing the dining area between meals or have clients leave the area and go outside for one hour after meals for deeper cleaning.
9) Screen kitchen staff and volunteers before allowing them in the kitchen.
10) Deliver food to clients if a quarantine is established.
11) Monitor/coordinate movement of individuals in and out of quarantine areas.
12) Keep up-to-date records of individuals who present with symptoms using a quarantined persons sheet.
13) Designate and apply signage to "isolation areas/washroom. Where this is not possible, staff will need to clean as often as possible, or have client report usage for cleaning.
14) Document and discuss the situation at each shift and update the Program Manager and/or Risk Manager.
15) Notifications to County Public Health for any identified outbreak by medical providers.

Procedure -

Body Lice

Lice are small insects that feed on human blood and lay their eggs on body hairs, or on clothing fibers. Bites cause a mild irritation and a purplish spot.

To control the spread of lice, clients should be encouraged not to share hats, helmets, brushes, combs, towels and linens etc.

- When lice are detected on a client, contact designated Medical Provider and follow established safety protocols.
- Post notice at Center.

Scabies

Scabies is a skin condition caused by microscopic mites that burrow under the skin causing itchiness and inflammation.

- When scabies are detected on a client, contact Medical Provider and follow established safety protocols.
- Post notice at Center.

Bed Bugs

Bed bugs are parasitic reddish-brown, oval, flattened insects about a quarter of an inch long that feed on human blood. Their bites produce itchy bumps.

When bed bugs are detected in the Shelter the following procedure is to be followed:

- Immediately contact a licensed Pest Control Company to eradicate the bed bugs.
- Follow the Pest Control Company's instructions for how to prepare the Center for bedbug treatment.
- Ensure the Pest Control Company treats all crevices, baseboards, windowsills, bed frames, mattresses, box springs, furniture and closets. Garbage storage rooms, hallways, laundry rooms and common rooms should also be treated.
- Protective gowns and gloves must be worn by those eradicating the bed bugs to include professionals, staff and/or volunteers assigned to disposal and removal.
- Bed bug infested materials designated for disposal should not be removed from the Center until after being treated by the Pest Control Company.
- Clothes and linens to be laundered may be removed in sealed plastic bags and washed in hot water and dried on the hottest setting of the dryer.
- All discarded clothing or other materials should be enclosed in plastic bags and marked "bed bug infested" for disposal.
- All vacuumed refuse in bed bug infested rooms should be double bagged in plastic bags and given to the pest control company for appropriate treatment and disposal. (Designated vacuum for this purpose only).
- All furniture and mattresses for disposal should be treated and if possible labelled as bed bug infested before placing in a dumpster. Such materials should not be recycled or allowed to be picked up from the sidewalk or dumpster.
- Continue Pest control treatments every two weeks until there are no new signs of bed bugs (minimum two treatments).
- Post notice at Center.

FOOD SERVICES

Food Service/Kitchen Sanitation

To provide guidance to staff involved in meal prep and handling and to avoid contamination of food, staff and volunteers must:

1) Personal Hygiene

- Maintain adequate personal cleanliness (clothes, nails, hair, overall good hygiene &grooming practices).
- All hair must be confined to a hairnet during food prep and meal service.
- Gloves must be worn when contacting food and food contact surfaces. Gloves must be changed and replaced as often as hand washing is required. Single gloves shall be replaced after removal.

2) Hand Washing

Must occur:

- Immediately before engaging in food preparation.
- During food preparation or more often to prevent cross contamination when changing tasks.
- When switching between working with raw foods and working with ready-to-eat foods.
- After touching hair or body parts.
- After using the restroom (toilet).
- After coughing, sneezing, using a handkerchief or disposable tissue.
- Smoking, eating or drinking.

Proper hand washing is vigorously rubbing together the surfaces of soap lathered hands/arms for at least 20 seconds and thoroughly rinsing with clean running water.
Hands must be dried with a clean "one use" paper towel.

Food Preparation

- All hot food must be transported in Cambro carriers.
- All hot food must be maintained at 140 degrees, by warmer.
- All food temps of hot and cold foods must be taken when received and served and recorded on the Food Transport Record.
- All leftover food items must be thrown away after meal service. Prepackaged items can be stored for use at another time, as applicable.

Refrigerator

- Don't overfill the refrigerator. Cool air must circulate to keep food safe.
- All foods must be labeled, covered, dated and checked for expiration date.
- No staff foods or drinks should be stored in the service kitchen refrigerator.

Freezer

- All foods must be covered labeled and dated.
- No staff foods or drinks should be stored in the service kitchen freezer.

Dry Food Storage

- All dry storage foods must be organized so that the first-in first-out inventory is being used.
- All dry storage foods must be stored in the designated kitchen dry storage area/s to avoid contamination and remain at least 6 inches off the floor.
- All foods must be labeled.

Equipment Storage

- Clean utensils must be properly stored.
- Plastic dishes must be inverted i.e. serving and plastic bowls.
- All equipment must be cleaned and free of debris and spills.
- All plastic cutting boards must be covered when not in use.

Cleaning & Sanitizing Kitchen Areas

A QUAT sanitizer will be used to clean all areas in the kitchen. (Safety Data Sheets will be needed for all chemicals used)

Meal Service Silverware/Service ware

Rinse prior to placing in dishwasher. If washing by hand, place cleaned items in basket and allow to air dry.

Methods of Washing Dishes

Using 3-compartment sink as follows:
Compartment 1 – Wash
Compartment 2 – Rinse
Compartment 3 – Sanitize

- Pre-rinse food to remove food/particles.
- Use detergent according to manufactures instructions.
- Wash water should be hot and changed frequently.
- Rinse dishes in second compartment with clean water.

- Sanitize dishes by submerging in hot water with 1/3 cup of household bleach.
- Dishes must be air dried and inverted.

Cleaning & Sanitizing Common Area Eating Tables
Cleaning of tables/benches/chairs: Before/after meal service

- Fill labeled spray bottle with ¼ of a pump of sparkle dish soap to 32 ounces of warm water.
- Wash tables using paper toweling.
- Dry table

FOOD SERVICE REMINDERS

CLEANLINESS IS KEY!

WASH YOUR HANDS before preparing and serving food.

FOOD SERVICE GLOVES must be used when food is touched, during meal service when abrasion is present or acrylic nails.

HAIR NET must be worn while in the kitchen, all hair must be completely covered.

HOT & COLD FOODS – Hot above 140 degrees, Cold below 40 degrees.

FOOD TEMPS to be taken at time of delivery and time of service.

FOOD THERMOMETERS sanitized after each use.

PERISHABLE FOOD – Refrigerated immediately upon delivery.

ALL FOOD ITEMS – labeled, dated.

WASHING DISHES BY HAND – follow procedures.

ONLY BLUE WIPES or PAPER TOWELS – can be used for kitchen cleaning.

SPONGES are not allowed!

Meal Patterns
Following guidelines established by Serv-Safe, meal plans/menus will be displayed in areas visible to program staff, such as the food service area.

Weekly Food and Supplies
Central Kitchen Food Production Supervisor will train Center staff on food and supplies ordering, food preparation and service delivery to Center clients.

Contact Information: Central Kitchen at 661-872-6507

Center staff will complete a weekly requisition form (see attached) for orders and delivery by Central Kitchen staff and food vendors.
Requisitions must be submitted by Friday to the Central Kitchen and for delivery the following week.

Deliveries will be made by the CAPK Central Kitchen staff Mon – Fri, with cold meal selections being served by Center staff and volunteers on the weekends. (See attached sample menu)
Center staff will ensure dry and cold storage items, cleaning supplies and other food-prep/service/storage items are always ordered in advance and kept on hand – as to not run out prior to the next weekly order/delivery.

Food Transport / Records
A Food Transport Record (attached) must accompany all meals delivered by the CAPK Central Kitchen and food vendors. Upon arrival, Center staff must check off and sign for all food items received. Staff must contact the Central Kitchen Food Production Supervisor for all food and temperature concerns. Food Transport Records will be kept on file at the central Kitchen and Shelter.

PET POLICY

The Center allows residents to have pet(s).

- Pet owners must cooperate with the animal care provider at the designated hours to handle the intake and discharge of pets from the Center.

- Pet owners must provide proof of a current rabies vaccination upon entering the Center. A pet must not have any communicable diseases, which creates a risk for other pets. Kern County Animal Services ("KCAS") will assist pet owners to get vaccinations for pets that need them.

- Residents must provide animal care provider with necessary information to maintain records concerning veterinary care records, incident reports, etc.

- Only dogs including service animals are welcome at the Center.

- Pet owners are responsible for taking care of their pet. This includes:
  - The animal must have food and fresh water.
  - Dogs must be walked daily.
  - Waste material is to be picked-up and properly disposed.
  - The pet must be kept clean – e.g. bathed one time per week or as needed; the participant is responsible for cleaning the bathroom tub or sink if used for animal washing.
  - Crate/carriers must be washed on a weekly basis or as needed.
  - Pet owners must keep their animal current with any required vaccinations (proof is required) and attend to any medical needs that their animal may have.

- A pet must always be caged or on a leash in all areas of the Center. When on a leash, pet owners must always stay with their pet.

- Pet owners are responsible for the care, feeding, health, clean-up and control of their pet at all times. *KCAS will assist in ensuring that pet owners care and have food for their pet.*

- Pet owners are responsible for ensuring that their pet does not cause any kind of disturbance at the Center, including noise, odor or infestations. A pet should not create excessive or disruptive noises, which causes significant discomfort to other residents.

- Pet owners must take pets with them when they leave the Center during the day unless they make arrangements with the on-site animal care provider. Certain arrangements may be made for residents with employment.

- Pet owners must take pets with them if owner is discharged from the Center for any reason. Pet owner understands that in the event a pet is deserted and/or neglected, the KCAS will have the authority to find alternate housing or temporary foster care for the pet.

- If a pet inflicts injury on any other animal or person, it must be reported to the Program Manager and Supervisor immediately. Contractor staff will complete an Incident Report, report the incident to the appropriate animal control authorities, and/or require the removal of the pet from the Center. The Contractor's Risk Manager and County's Risk Manager will be notified the next morning and given a copy of the Incident Report. Contractor's Risk Manager will notify Director and/or Executive Director, as appropriate.

- No Center operation staff are responsible for providing any care for any animals.

I have read and understand Center's Pet Policy and agree to abide by it. I understand that if I violate the agreement, I may be asked to remove my pet from the Center premises.

Resident Signature Date: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Trailer#_Pet Name_ Type of Animal_ _ _ _ _ _ _ _ _ _ _ _ _ _

Description (color, breed, etc.)

Has your animal ever been registered as a "Vicious & Dangerous Dog" by Animal Control and has to wear a special pet tag?

□ Yes □ No

Vaccination Date_ Name of Veterinarian _

(Please attach a copy of verification for vaccination)

CLIENT PROPERTY

Client Money

Policy --

Clients are responsible for their personal belongings and money. To avoid theft and any resulting conflict, Center staff will encourage clients to lock up items of value, including cash, in their assigned storage bin.

Procedure –

Storage bins and bedside storage with camera and security monitoring will be assigned to overnight shelter Clients at intake for safe keeping of valuables.

Process for Lost Keys -

- Security/Shelter Staff will have access to keys including on the weekends and after hours.
- Master Key box will be stored in the Office.

Medication

Policy --

Prescription medication is the property of the client. Administration of medication is the responsibility of the client. **Procedure**

- Prescription medication will be checked by security at intake for client name, pharmacy, and physician.
- There will be access to a refrigerator for storage in a secure location for medications that require refrigeration.
- The client will administer the medication according to the time, route and frequency of the prescription.
- Staff are not responsible for ensuring clients' adherence to the medication regimen.

GOOD NEIGHBOR PLAN

Good Neighbor Policy – Community Coordination and Communication

Neighborhood, Businesses and Public

Communication with neighbors will be on an ongoing basis. As part of this commitment, prior to commencement of any services at the Center, Contractor and County partners will invite the community to the Center for an Open House event to tour, meet staff and partners and answer any questions that members of the surrounding community might have. Visits by members of the community and tours of the facility will be available by scheduling an appointment.

A public inquiry phone number and contact information will be posted. Community stakeholders may call this number for information about the site or to have any questions answered. The phone number will be retained as a resource for community members while the Center is operational. All community complaints and/or inquiries about the Center will be recorded and forwarded to the appropriate staff for follow up response. The Center will be fully committed to an appropriate customer service response and will consider the resolution of community complaints a high priority.

Navigation Center fliers will be available on-site to highlight the various services at the facility and will include admission and eligibility criteria. Volunteer, in-kind and donation opportunities will also be listed for those who wish to support the program.

Media guidelines and requests will be coordinated between Contractor and County marketing and public relations teams and engagement with media outlets will be ongoing to ensure the public is regularly updated on progress and success of the Center program.

Local Police and Fire Departments

The Center is committed to working collaboratively with local police and fire departments. The intention is to coordinate efforts to act as self-sufficiently as possible and minimize the Center's impact on the local police and fire departments. This includes ensuring that staff and security are trained to properly manage and respond to an array of difficult situations that may occur at the Center.

The Contractor and County will provide an array of services and support that will be beneficial to local police and fire departments. These services include, but will not be limited, to:

- Security Officers stationed on-site
- On-site Medical facilities to respond to medical needs of the clients
- Creation of an on-site police substation, if desired
- Designated beds reserved each night for law enforcement referrals
- Security, staff and volunteers will monitor surrounding area to deter and control issues of loitering, encampment, abandoned property, and other blight
- Training opportunities on mental illness, homeless sensitivity or other topics of interest to supplement existing program trainings
- Direct referral access to a coordinated entry system to assist local law enforcement officers connect homeless individuals with housing opportunities
- Statistical reports on number of clients served, length of stay and/or demographic information.

Additionally, Contractor and County will meet with local law enforcement. Initially, it is suggested to meet once a month when the Center opens.

1. City, County, and Service Providers

Operation of the Center will be for the public good and to move the homeless Continuum of Care system, as a whole forward. As such successful implementation of the program/s will require the partnership of various stakeholders including the City, County and other Service Providers.

The Center will be committed to working cooperatively with numerous other service providers, community, and government organizations to serve the needs of the homeless population in Kern County.

In order to effectively manage and operate a robust low barrier navigation center that provides an array of services for Center clients, the Contractor must maintain its strong history of collaboration and willingness to engage other service providers.

Additionally, Center staff will be responsive to and provide reports to the County Board of Supervisors in relation to the outcomes and operation of the program.

2. Policies for Community Involvement

Center staff will be committed to active participation in city and county-wide community events. To the extent reasonable and feasible staff representatives will attend meetings of the local Neighborhood Association(s) and local Chamber of Commerce(s) when invited and communicate with neighborhood and business participants.

Additionally, the Center may sponsor special events, such as community resource fairs, which will include the community and the neighborhood on various occasions.

3. Policies for Neighborhood Patrol

A staff and volunteer led Neighborhood Patrol will assemble to monitor the immediate radius around the Center perimeter. The role of this patrol group is to collect litter, promote cleanliness, engage with neighbors, and enhance safety and cleanliness of the immediate vicinity.

Additionally, they will prevent and control issues of loitering, unauthorized parking of client vehicles in the neighborhood, abandoned property, shopping carts and other blight. A log will be kept of the ongoing patrols. The following actions will be completed by the Neighborhood Patrol:

- All litter and trash items will be removed from the area and properly disposed of
- Clients found loitering will be issued a warning. Violations of this rule may cause a client to be exited from the facility
- Unauthorized parking of client vehicles in the neighborhood are subject to towing
- Staff and volunteers will contact city designated shopping cart retrieval program to collect all shopping carts found that do not contain items of personal property
- Staff and volunteers will follow city codes for removing personal property found in surrounding area.
- Navigation Center staff will work with law enforcement, service providers and volunteers to conduct outreach and engagement activities to homeless in surrounding community such as parks, river bottoms, etc.

COORDINATION WITH COUNTY & AREA SERVICE PROVIDERS

Policy –

In addition to coordination and collaboration with the County in providing homeless support and services at the Navigation Center, services delivery will include working closely with area homeless and services providers, City and County government agencies, corporations, businesses, communities, individuals and others to address the homelessness crisis and needs in Kern County.

Procedure –

Collaboration will include completion of the Business Associate Agreement (BAA) and Memorandum of Understanding Agreement. Provider services include, but are not limited to, food, clothing and personal care items, shelter, medical care, mental health and substance abuse services, housing navigation, case management, job training and employment assistance.

VOLUNTEER & DONATION MANAGEMENT

Policy –

The Navigation Center Operator and County team will work together to organize activities associated with funds, goods, services, time, and/or talent offered by a variety of sources in response to the needs of the homeless and near homeless and during an emergency or disaster, and to make the best use of these offered items if, and when, they are received.

IRS guidelines for receipt and acknowledgement of charitable contributions will be followed.

Procedure –

Volunteers 18 years and older will be encouraged to participate at the Center on a regular and ongoing basis and will follow established safety and confidentiality policies and protocols. The Center Volunteer Coordinator, in cooperation with community members and other services providers, will assist volunteers with scheduling, training and assigned duties while providing non-paid service at the Center.

Donations will be accepted at the LBNC to support services and client needs following established financial policies and established protocols for receipt i.e. days, times, items, etc.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Jeremy Tobias, Chief Executive Officer

Date: March 25, 2020

Subject: *Agenda Item VI(g):* Board of Directors Recruitment for (1) Private Sector and (1) Low Income South Kern Sector – **Action Item**

In December 2019, CAPK began the recruitment process for representatives to join its Board of Directors, specifically under the two (2) vacancies: one (1) for the Private Sector and one (1) Low-Income Sector for the South Kern service area.

Summary

For the Private Sector, we received a total of seven (7) applications from candidates with experience and attributes ranging from health and nutrition, education, technology, finance/banking, and real estate. For the Low-Income South Kern Sector, we received a total of five (5) candidates, however, only one was deemed eligible for the South Kern service area based on their home address using the Kern County GIS Map South Kern Municipal Court District. Per the Bylaws, "Low-Income representatives must reside in the area they represent".

The Ad Hoc Committee, consisting of board members Ana Vigil, Marian Panos, and Jose Gurrola, reviewed the applications and created a final list for interviews. In February and March 2020, interviews were conducted for three (3) Private Sector candidates and one (1) candidate for the Low-Income South Kern sector.

Recommendation

After the interviews, the Committee agreed to recommend Maritza Jimenez, Marketing and Public Affairs Representative for Kern Health Systems to represent the Low-Income South Kern sector. For the Private Sector, the Committee selected two (2) candidates and will discuss with you their recommendations with the Board. The candidates for the Private Sector are Michelle Jara Rangel, Site Manager/Case Counselor for Owens Valley Career Development Center and Hawau Bojuwon, Nutrition, Family & Consumer Sciences Advisor for University of California, Davis (located in Bakersfield).

Attachment

A copy of the candidates' application and supporting documentation will be provided to you prior to the Board meeting.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
March 11. 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Nila Hogan called the meeting to order at 12:00 pm.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Nila Hogan, Fred Plane, Marian Panos

Absent:

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda for March 11. 2020. Carried by unanimous vote. (Panos/Plane).

4. **Public Forum**

No one addressed the Committee.

5. **Program Presentation**

Susana Magana provided a presentation on the MCAP Program, which included the MCAP history, program statistics, the Migrant Childcare contract, program structure, need & eligibility criteria, parental choice & provider options, and the enrollment process Susana also reported in the last two years, the program has experienced a 35.5% growth.

6. **New Business**

a. February 2020 Program & Division Reports – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram provided a summary of the monthly program reports for February 2020 and highlighted the noteworthy accomplishments for the three new programs: AmeriCorps, which is in its second month of operation; and CalFresh Health Living; and the Low Barrier Navigation Center. Staff is being hired and work continues at the location site.

Marian Panos requested a brief report be provided for each program going forward.

Motion was made and seconded to approve the February 2020 Program & Division Reports. Carried by unanimous vote. (Plane/Panos)

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

Pritika Ram summarized the Application Status Report for February 2020 and discussed the Funding Requests for Wells Fargo for VITA Financial Empowerment Workshops and City of Bakersfield Homeless Navigation Center and Pritika reported that we will be applying for this grant, which is due on Friday, March 13th. The model is different than the County.

Pritika also provided an update from the February Funding Request for Kern County Emergency Solutions Grant (ESG) and stated that staff has withdrawn the application.

Motion was made and seconded to approve the Application Status Reports & Funding Requests for February 2020. Carried by unanimous vote. (Panos/Plane).

c. February 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item***

Ginger Mendez provided the budget to actual reports for January 2020. HS Kern and EHS San Joaquin achieved 100% enrollment. EHS Kern enrollment decreased to 89% and EHS Partnerships increased to 60.5%. Most of the under-enrollment issues are due to facility renovations. As previously reported, the Office of Head Start is aware of the issues and are very supportive of CAPK's efforts to meet enrollment requirements.

For children with disabilities, HS Kern, EHS Kern, and EHS San Joaquin exceeded the goal of 10%. EHS Partnerships remains at 3.4%. For over-income, all 4 programs are under the 10% threshold, and the average daily attendance is 99% with 12 sites reporting 100% ADA during the month of February.

Ginger reported that the annual Self-Assessment for the Kern grant was conducted during the week of February 3, 2020 and plans are underway for the San Joaquin annual Self-Assessment that is scheduled for the week of March 23, 2020.

Central Kitchen prepared a total of 63,815 meals and snacks during the month of February. The CACFP report for January 2020 shows a total of 86,092 meals served, which is 83% of meals served.

Fred Plane requested that the data for the Disabilities report be broken out on the report for the Partnership

Motion was made and seconded to approve the February 2020 Head Start / State Child Development Enrollment Update & Meals Report. Carried by unanimous vote. (Panos/Plane).

d. 2019-2020 Head Start / State Child Development Self-Assessment – Sylvia Ortega, Quality Assurance Manager – ***Action Item***

Sylvia Ortega reported that the 2019-2020 Head Start / State Child Development's annual Self-Assessment took place recently, which includes the agency's review of its program's operations, goals and objectives. The agency must self-assess a number of standards to determine the progression of the program. The recent self-assessment resulted in two program findings in the areas of: Policies & Procedures; and Toothbrushing. Plans of Action to address the two findings have been completed.

Sylvia also reported that staff is proactive with the coronavirus issues, and the State recommends following the same guidelines as for influenza.

Motion was made to approve the 2019-2020 Head Start / State Child Development Self-Assessment Report. Carried by unanimous vote (Plane/Panos).

7. Committee Member Comments

Marian Panos said she was glad to be part of the ad-hoc committee for new board member interviews.

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, April 15, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting adjourned at 12:55 pm.

capk

Community Action Partnership of Kern

























Helping People...Changing Lives.



Presented by:

Susana Magana

Program Manager



- MCAP History & Statistics
- Program Structure
- Need and Eligibility Criteria
- Provider Options & Subsidy determination
- Enrollment Process
- **Questions or comments**

The California Department of education created the MCAP program in 1999 to bridge the gap between the center base program & general AP child development programs AND the needs of the migrant community.



Program Statistics

- CAPK is the only agency in the state that has a Migrant AP Program contract.
- MCAP has offices in all 6 entry counties- Kern, Kings, Tulare, Fresno, Madera and Merced
- MCAP is not county bound; which means that as a family migrates to follow agricultural work throughout California, their child care services continue
- In 2019 the program provided services in 16 total counties:

Kern, Kings, Tulare, Fresno, Madera, Merced, Riverside, Ventura, Santa Barbara, Sacramento, Monterey, Yolo, Imperial, Santa Cruz & San Benito

Program Statistics

- Our program has been serving families for 20 years
- We served approximately 550 families / 1300 children per year. We have about 230 childcare providers participate in our program.
- In 2019 we paid out $7.3 million in subsidy childcare payments to providers throughout the state.
- In the month of November 2019, we paid out $750K in childcare reimbursements. This was the highest amount ever reimbursed in a single month.
- In the last two fiscal years the MCAP program has received substantial contract increases. In FY18-19 we received an additional $1.3 million and in FY 19-20 we got an additional $1.1 million. The contract growth was approximately 35.5% increase in two years.

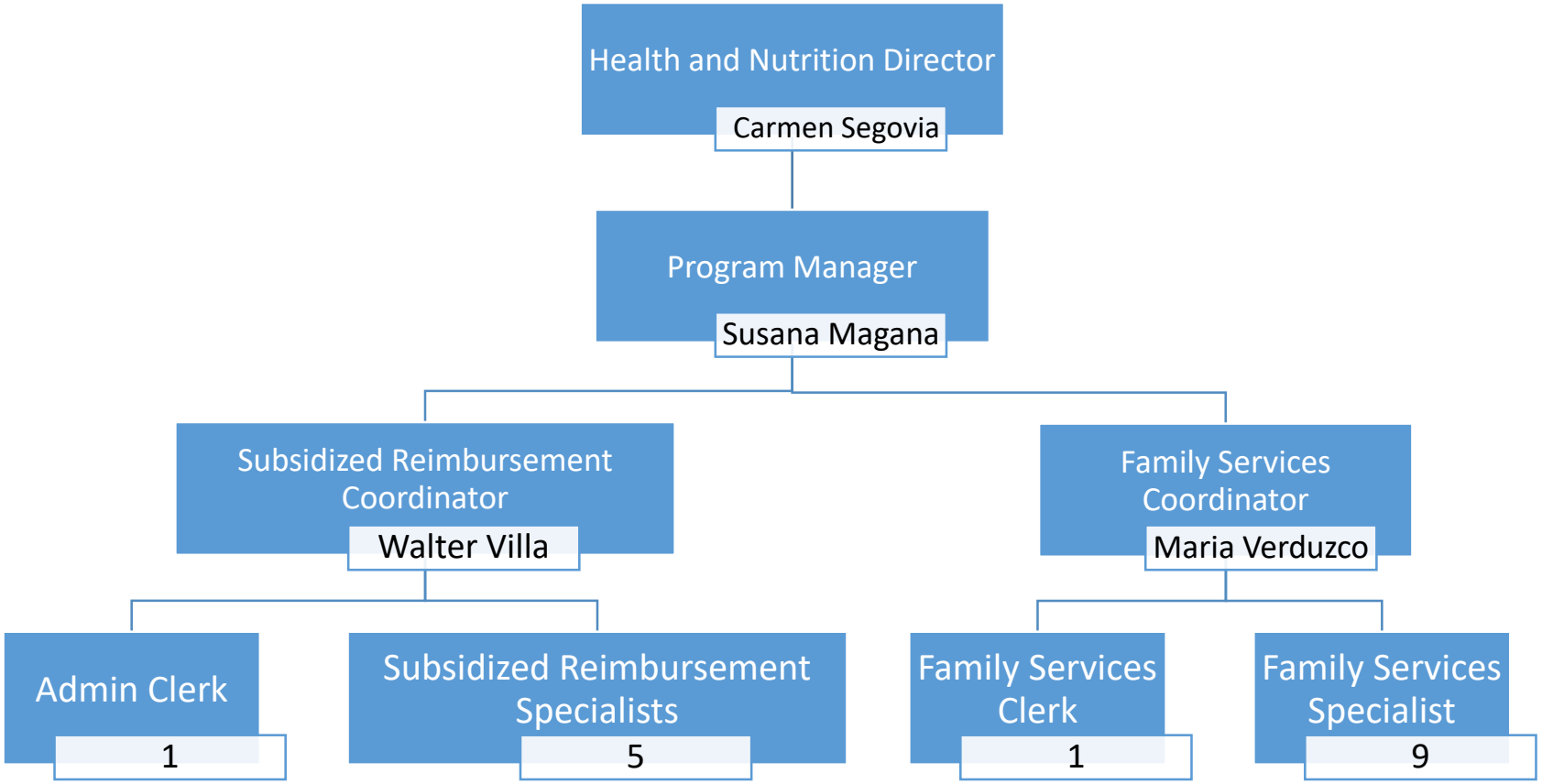
Migrant Childcare Contract

- Fiscal year is July 1st to June 30th.
- FY19-20 total amount is $9.5 million

Contract Allocation

- 15% Admin (approx. $1.4 million)
- 2.5% Support Services (approx. $239K)
- 82.5% Provider Childcare Reimbursements (approx. $7.9 million)

Program Structure



Program Structure

Family Services Department

- Responsible for approx. 450-550 family case management
- Provides families with technical assistance and referrals
- Conducts family visits at labor camps, fields, homes, etc.
- Lead outreach activities

Subsidized Reimbursement Department

- Processes approximately 1000-1300 provider reimbursement invoices per month
- Responsible for the case management of approximately 230 providers
- Provides technical assistance
- Conducts provider home visits to ensure program compliance
- Assist with outreach activities

Our program structure separates the eligibility component from the reimbursement component

- This is the program's checks and balances & part of our fraud prevention protocol.
- Although there are two separate departments, staff works hand in hand to maximize the families served and deliver excellent customer service.
- This structure helps us maintain a high compliance rate. During our last State audit we received a 3% error rate.

Need and Eligibility Criteria

#1 Family must be a true migrant family

- The entire family must migrate to follow agriculture work 75 miles or more from their permanent place of residence, for 30 days or more, every 12 months
- The total miles and total days can be met cumulatively
- Once enrolled services can continue anywhere within California



#2 Family must have Income from Agriculture

Both parents don't have to work in agriculture to qualify, but fifty percent (50%) or more of the family's total gross income must come from actual employment in agriculture or agriculturally related work during the twelve (12) month period immediately preceding the date of application for child care.

Examples of Agriculture Work

- Harvest of all fruits, vegetables, nuts, etc. and the maintenance of a farm
- Bee keeping
- Fishing
- Green Houses & Packing Facilities
- Poultry Farms
- Livestock Farms
- Dairy Farms
- Agriculture Transportation
- Forestry





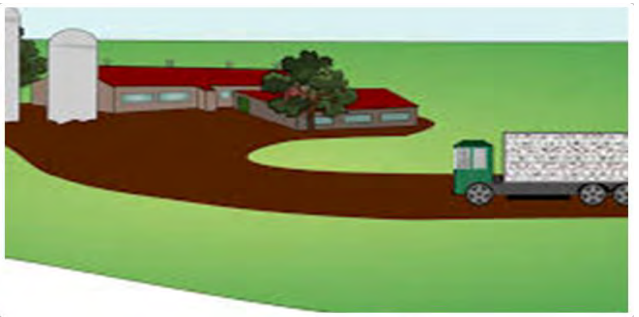












#3 Family must be within the low income guidelines

Due to income fluctuation, the family's income is calculated by averaging the family's income from the preceding 12 months.

The California Department of Education provides the income guidelines for eligibility. Family adjusted monthly income must be at or below 85% of current State Median Income (SMI). These are the income ceiling effective 7/1/19.

Family Size	1 or 2	3	4	5	6	7	8
Monthly income ceiling	$5,343	$5,802	$6,719	$7,794	$8,869	$9,070	$9,272

#4 Family must have an authorized *need* for childcare

- Employment
- Seeking Employment
- Parental Incapacity
- Vocational Training
- Homelessness
- Seeking permanent housing













#5 Family must have children ages 0-12 years



For children with exceptional needs or that are severely disabled, subsidy can continue up to the day before child turns 21 years of age.



Community Action Partnership of Kern

Parental Choice & Provider Options

Families have complete parental choice when it comes to the type of care that will meet their child care needs. Parents can choose from the following types of child care options:

- **Licensed Child care Center**
- **Licensed Family Child care Home**
- **Licensed Exempt-Trust Line Registered child care provider (neighbor/friend)**
- **Licensed Exempt- Relative child care provider (only grandma, grandpa, aunt or uncle)**
- **In-Home Child care/ nanny**

The reimbursement specialist works with the selected provider to ensure that he/she is eligible to be reimbursed through our program, prior to authorizing services.

Maximum Benefit Level Determination

Our program has policies and procedures to ensure that all families are provided the same level of subsidy service.

The Maximum Benefit Level is determined the same for any given family, no matter which Family Service Specialist processes the application. All families with the same need will be granted the same subsidy amount.

Processing Provider Reimbursements

- ✓ The MCAP standardized method of determining the Maximum Benefit Level ensures that reimbursement to providers for child care services are also calculated in a uniform manner.
- ✓ Providers know exactly the Maximum Benefit Level rate they will be reimbursed for each child based on authorized schedule and the Regional Market Rate ceiling for their county.
- ✓ The MCAP reimbursement process yields the same dollar amount, no matter which Subsidized Reimbursement Specialist processes the reimbursement.
- ✓ This uniform and consistent method makes it easy to explain and verify the compliance of our work during internal reviews and during State audits
- ✓ The program processes about 900-1300 childcare invoices per month

Our Enrollment Process

- Pre-application/waiting list
- Eligibility determination
- Maximum Benefit Level determination
- Childcare provider selection
- Provider clearance
- Authorization of a 14-month child care subsidy certificate
- At month 12 of the certificate, the family's recertification determination begins
    - If family meets eligibility:
        - ❖ A new certificate starts the day after the current certificate expires, with no interruption in service
    - If family does not meet eligibility:
        - ❖ Family can continue care until the last day of their current certificate



Migrant Childcare Program

1(800) 259-8866

5351 Olive Drive Suite 200

Bakersfield CA, 93308

www.capk.org



Questions or Comments

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year: February 2020**
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 26	**Program Manager:** Irene Fonseca

Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, and Stanislaus Counties. 2-1-1 serves as the call center for the CAPK Energy Program and VITA. 2-1-1 operates the Kern County Coordinated Entry System—screening callers experiencing homelessness and connecting them with CES Homeless Navigators who prioritizes by urgency and links the client to necessary services. 2-1-1 in collaboration with First 5 of Kern, is an access point for parents of children ages 0-5 to complete an online developmental assessment to aid in early intervention of identified delays. 2-1-1 also offers onsite Calfresh application assistance to eligible Kern County residents, via the C4Yourself website.

Activities	**Description**			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	4,901	4,335	566(11%)	10,090
Kings County	155	145	10(6%)	*
Tulare County	668	610	58(8%)	*
Stanislaus County	919	814	105(11%)	*
Total	6,643	5,904	739(11%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	Homeless Services	VITA
Top 3 Unmet Needs	Rental Assistance	Transportation	Homeless Shelter

YTD Reporting Period January-December

Other Services		**Month**	**YTD**
LIHEAP	Calls Answered	2,711	6,428
Weatherization	Calls Routed through 2-1-1	201	418
Mental Health	Calls Answered	207	411
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	19,175	39,935
VITA	Calls Routed through 2-1-1	2,982	4,259

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		26	**1**	**25**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Received**	**Assessments Completed**
		663	**1**	**70**

Outreach Activities	**Outcomes**
• 2/20/20 2-1-1 Presentation Broadway Head Start • 2/27/2020 2-1-1 F.A.C.T Resource Fair	– 211 Kern - informational cards: 100 – 211 Kern - informational cards: 100

Highlights: 211 Program Specialist attended the 2020 Calfresh Conference in Sacramento where she was able to meet with key stakeholders from across the state to identify opportunities and discuss strategies to improve the reach and impact of CalFresh. The focus being upcoming opportunities to improve how CalFresh serves vulnerable populations and improving access and participation across the state.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February 2020
Program/Work Unit: AmeriCorps Kern Youth Making Change	**Total Program Staffing:** 1 staff and 24 Americorps	**Program Manager/Supervisor:** Carrie Farwell

Services: AmeriCorps volunteers serve for up to one year, and provide 1700 hours of service in the community. Members receive a small living allowance and at the end of their service they receive an education stipend. This year Gov. Newsom allocated state funds to match the federal shares that were allocated to create the largest stipend to date, $10,000. CAPK members volunteer at 7 different sites throughout Kern County providing mentoring, tutoring, and evidence-based small group facilitation, as well as assisting with afterschool programs, coordinating community service projects, and develop strategic planning, research and evaluation for identified needs in the community.

Activities

YTD Reporting Period January - December

Description	Month	YTD
Vineland School District (Vineland Elementary & Sunset Middle) 6 members will provide classroom assistance, active recess, after school support, student shadowing, and group facilitation for Aggression Replacement Training (ART) & One Circle Training.	2	N/A
Kern Behavioral Health & Recovery Systems 2 members will provide group facilitation of evidence based programs, at various KBHRS programs, and schools within KCSOS.		
Lamont Boys & Girls Club 2 members are providing support for an after school teen program, as well as helping to develop outreach activities, and support community events.		
CAPK Friendship House 3 members are providing after school support and coordination of group activities. They will develop strategies for outreach to local schools and encourage youth participation. They will also assist the CAPK Friendship House Program Educator in providing Aggression Replacement Training to students at CLC Tech, and support the food distribution at the site once a month.		
CAPK Shafter Youth Center 2 members will provide after school mentoring, tutoring, and active recess, as well as support for community activities and resource fairs. They will also assist the CAPK Shafter Youth Center Program Education in facilitating Aggression Replacement Training to students in Wasco.		
TYM4CHANGE, Youth Participatory Active Research (YPAR) 9 members will be dedicated to the research, evaluation and data collection of the Kern Youth Making Change AmeriCorps Program. They will be responsible for administering assessments, and also data collection. They will also provide a community needs assessment, and use methods such as film, documentary, and photography to highlight those needs. They will be responsible for fundraising, establishing partnerships, and training select students within the Vineland School District on how to perform Youth Participatory Active Research. They provide event coordination, and oversee our large service projects.		

- The CAPK AmeriCorps Program is in its 2nd month. The 24 members received extensive training prior to placement at their respective sites, and have a wide variety of skills. Data collection tools are being built as we speak, and I look forward to sharing more information about students/community members served in the near future.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February/2020
Program/Work Unit: CalFresh Healthy Living	**Total Program Staffing**: 8	**Program Manager:** Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County will implement strategies and/or interventions in communities to help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where we work, live, shop, learn and play.		

YTD Reporting Period from October 1, 2019 – September 30, 2020

Activities	Description	Status	
		Month	YTD
Program Partnerships	• Health Educators attended three community collaboratives and started healthy eating education sessions at Wasco Library.	4	106
CalFresh Healthy Living SHOP Attend local CAPK Food Bank assistant sites in Arvin, Bakersfield, Delano, Shafter, Wasco, Lamont, Lake Isabella, and Mojave	• Health Educators completed three food pantry assessments and participated at three CAPK Food Pantry events. • Direct Education Contacts: Health Educators provided direct nutrition education materials to 54 participants at the three food bank distribution sites. • Indirect Education contacts: Health Educators attended one health resource fair and interacted with 50 participants.	3 54 50	9 236 1586
CalFresh Healthy Living LIVE	• Health Educators met with Adventist Health to discuss possible clinic site collaboration. Indirect education outreach is 14,550 at Mercy Downtown.	2	14,550
CalFresh Healthy Living Trainings	• CAPK CalFresh Healthy Living hosted two CDPH SNAP-Ed funded update trainings on The Dietary Guidelines for Americans (DGA) and Youth Participatory Action Research (YPAR). • CAPK CalFresh Healthy Living hosted a one-day CDPH SNAP-Ed funded Accelerated Action Planning training. The purpose of the training was to learn a self-directed approach using an 8-step action planning model for short term, single focus project or event planning.	3	5

Upcoming CalFresh Healthy Living Trainings:

1. CalFresh Healthy Living ReThink Your Drink education for MCAP Providers scheduled for Thursday, March 5, 2020, 6 to 7:30 PM at the Delano Civic Center.
2. CalFresh Healthy Living Health Educators will attend one day Snap, Crackle, and Learner-Centered Education training on Thursday, March 19, 2020 at UC Fresno Center.
3. CalFresh Healthy Living School Wellness Training scheduled for Wednesday, April 1, 2020, 8 to 4:30 PM. For more information and/or to register contact Celena Vela, Program Assistant at 661-336-5236 x1900.

Staffing: The program is in the process of filling a Health Educator position which became vacant last month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year:** February 2020
Program/Work Unit: Community Development	**Total Staffing**: 5	**Program Manager/Supervisor:** Sheila Shegos

Services: 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.

Community Development Team Activities

The Outreach Team supported programs across the agency in February. We attended the swearing-in ceremony in Fresno for CAPK's new AmeriCorps team members. We worked to prepare a barrage of advertising for EITC, coordinated critical Census work with Kern County and our programs and advocated for our agency and the people we serve with elected officials and decision makers. We also took adorable pictures of Perry Finzel, a staffer for House Minority Leader Kevin McCarthy, playing blocks with students at the Willow Child Development Center in Oildale.

The Grants Team has been researching new projects including affordable housing and has been supporting program activities including the new Census grants and CalEITC. We are assisting in preparation for the CSBG audit to be conducted in April.



Advocacy	• Newspaper advertisements, developed by Raul Gallardo for the Census, began running. • James Burger spoke at the Bakersfield meeting of the California Public Utilities Commission. • Prepared letters in support of CSBG, WAP and LIHEAP funding for the offices of Congressman Kevin McCarthy and Congressman T.J. Cox. • Captured and shared on social media photos of McCarthy staff visiting Head Start Centers in Bakersfield.
Outreach	• Worked to plan media and marketing efforts for the opening of the Low-Barrier Navigation Center. Met with county promotions team. • Billboard advertisements supporting the Kern EITC benefit through VITA went live. • Promoted the launch of the new WIC debit card in mid-February. • Promoted video of VITA Program Manager Jacquie Guerra supporting the EITC credit on social media. Guerra also spoke to Gov. Newsom's office and to KGET for a news story on VITA. • Coordinated New York Times interview with Head Start Policy Council members for story on poverty in California.
Special Events	• Attended and promoted the AmeriCorps swearing-in ceremony in Fresno.
Grants-In Progress	• City of Bakersfield Homeless Navigation Center • Wells Fargo VITA Financial Empowerment
Research	• Transforming Local Communities • CRM Project Phase 1 funding. • Affordable housing for low-to-moderate income families.
Projects	• Head Start Community Assessment. • Youth Centers Policy & Procedure Manual. • 2020 Census, Kern County Census Committee. • CAPK's Kern County Housing Needs Assessment (Survey).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February/ 2020
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5	**Program Manager/Supervisor: TaVia Wooley**
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

YTD Reporting Period January-December

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness Economic Empowerment	42 1 10	64 3 10
Children enrolled in center-base program		1	1
Adults in Court Mandated Parenting Classes		6	6
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	78	190
Emergency Supplies Closet and Other Services	Food (individuals)	8	14
	Clothing (individuals)	29	74
	Photocopies (individuals) HEAP Application Supporting Docs	218 85	218 168

Other: N/A

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: February 2020**
Program/Work Unit: Energy	**Total Program Staffing**: 38	**Program Manager/Supervisor:** Todd Payne
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

YTD Reporting period January- Decemeber

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	• Utility bill payments	**4**	**261**
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	• Utility bill payments	**798**	**1465**
1. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**242**
	• Energy-efficient appliance installation	**-0-**	**345**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**10**	**10**
	• Energy-efficient appliance installation	**15**	**15**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**3**	**4**
	• Energy-efficient appliance installation	**3**	**4**
5. Total Value of Services (utility payments only)		**$503,812**	**$917,899**
		Results	
6. Energy calls received (from 2-1-1)		**3047**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**774**	**81**
8. Number of LIHEAP applications Completed		**802**	**29**
9. Number of LIHEAP applications in Progress		**150**	**37**
10. Outreach Events attended	2/12 – Financial Aide Fest 2020, Bakersfield College 2/13 – SJVC Resource Fair, 201 New Stine Rd.	Give presentations, distribute brochures, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** February 2020
Program/Work Unit: Food Bank	**Total Staffing**: 18	**Program Manager:** Jaime Orona
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

YTD Reporting Period is January-December

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (January)	39,712	39,712
	Poundage Received all Programs	1,676,754	3,805,730
	Total Poundage Distributed, All Sites	2,061,417	4,200,242
	Total Distributed pounds 2019	1,267,391	2,747,007
Food Sourcing	**Produce Received: 30,000 pounds of produce (donated or purchased) & 6 different produce items: · Grimmway: Carrots · Quionez Trucking: watermelon · Target: Mixed produce · Tasteful Selections: Potatoes · Walmart: Mixed produce · Wonderful: Citrus Trade Mitigation Produce: 299,300 pounds of fresh produce: Apples, Citrus & Pears.**		
Food Drives:	**CSFP Produce Distribution: Distributed 150 pounds of potatoes to 3 Senior sites to a total of 175 seniors**		

Other:

- This month we continued our Backpack Buddies program; which provides breakfast and lunch items for children on the weekend. We are delivering a total of 300 bags between Buttonwillow, Greenfield, and now Standard School.
- Ridgecrest relief program was able to send 5 truck with pallets of can goods, cleaning supplies and personal hygiene items. A total of 15,000 lbs was sent to Ridgecrest in the month of February.
- 2/5- Outreach Presentation- Superintended of Schools Early Childhood
- 2/6- Outreach Presentation- Horace Man Elementary
- 2/12- Outreach Event- Bakersfield College
- 2/13- Outreach Event- San Joaquin Valley College
- 2/19- Pantry Site Review: Mansion of Life
- 2/20- Outreach- Stuff the Bus
- 2/21- Commodity Site Inspection- Lamont
- 2/24- Outreach Meeting Buck Owens
- 2/27- Outreach Event- F.A.C.T. Bakersfield Parole Office
- 2/28- Outreach Meeting- Stuff the Bus Channel 23
- 2/28 – CAPK Food Bank had their annual audit.
- Our CSFP program held 35 distributions for the month of January and distributed 30 pound boxes of healthy and non-perishable food to 4,274 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Carmen Segovia: Choose an item.		**Month/Year:** February 2020
Program/Work Unit: Friendship House	**Total Program Staffing: 3**	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		
		YTD Reporting Period From

Activities	**Participants**	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.	13	99
Summer Program Recreational activities, educational games, and activities.		130
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		26
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		
Mobile Mexican Consulate -Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information**.**		3919
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		109
Positive Youth Development Services- Mentor program for at-risk youth.	28	88

Other:

- The program Educator for the CAPK Positive Youth Development Services program is providing Aggression Replacement Training (ART) classes at CLC Tech in Bakersfield and at Wasco Independence High School.
- Mentoring services are being offered at the Friendship House & Shafter Youth Center for youth ages 6-18. The Positive Youth Development program is still recruiting Mentors & Mentees for both youth centers.
- The Friendship House food distribution is held the 4th Wednesday of each month at 9:30am. The March food distribution is scheduled for 3/25/20.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster, Interim		**Month/Year: February 2020**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 6	**Program Manager/Supervisor:** Barbara Imdorf, Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

YTD Reporting Period January-December

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	895	
	Subs/Temps	25	
	Total Staff	**920**	
New Hires	**All divisions and programs**		
	Regular	5	**152**
	Subs/Temps	2	**58**
	Total New Hires	7	**210**
Leaves of Absence	Full-time Leave	25	
Terminations	**All divisions and programs**		
	Voluntary	7	162
	Involuntary	0	64
	Total Terminations	**7**	**226**
Staffing	**Vacancy**	24	334
	Total Paper Applications Received	**66**	**2,127**
Payroll	**Total Hours**	140,703	
	Paid		
		$2,755,628	
	Total Gross Payroll		

Projects:	***Completed:***
ADP Recruitment *Employee Survey*	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Pritika Ram		**Month/Year:** February, 2020
Program /Work Unit: Low-Barrier Homeless Navigation Center (LBNC)	**Total Program Staffing: Leadership Team: 3**	**Program Manager/Supervisor:** Laurie Hughey

Services: The LBNC will provide food, shelter, clothing, personal hygiene items, laundry services, personal possession storage, pet care and kennels for overnight guests. The center will partner with other agencies to provide substance abuse services, medical and mental health services, employment services, housing and navigation assistance, case management and information and referral services. The center is capable of housing 150 overnight guests. Guest who spend the night will be eligible for a cold breakfast. The center is open to the public from 10am-8pm, guest who utilize the day service are eligible to receive lunch and dinner.

Updates:

- LBNC Policy and Procedures are in the process of being finalized by CAPK, Kern County, Sherriff's Dept and Public Health.
- A Recruitment Job Fair is scheduled for March 4th for the 2nd and 3rd tier staff at America's Job Center of California (AJCC).
- Interviews are scheduled for the Program Coordinator on 3/5/2020.
- We are working with area service providers to determine final scope of work for coordination and quality services delivery.
- Volunteers are being recruited for assembling the shelter beds on 3/21/2020 at the LBNC, located at 2900 M Street, with the time tentatively scheduled for 10am to 2pm. More details will follow.
- Proposals for security and kitchen equipment have been reviewed and discussed for moving forward.
- Timeline for opening the Center is targeted for the end of March/early April. An Open House to the community will be scheduled soon.

Activities	**Participants**	
Description	**Month**	**YTD**
Statement of Program Deliverables once the center opens		
# of overnight residents		
# of daytime residents		
Total # of residents		
# of overnight resident meals		
# of daytime resident meals		
Total # of meals		
# of assigned beds		
# of available beds		
# of volunteers		
Total # of volunteer hours		
Donations-Monetary		
Donations-In kind		
# of exits into permanent housing		
# of total exits		
Average length of stay for all exits		
Average length of stay for exits to permanent housing		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** February 2020
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-3* *2 Family Specialists & 1 Reimbursement Specialist*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2019, to June 30, 2020. **This report is for the service month of January 2019, which was processed in the month of February 2020.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	482	45%
	Madera	113	10%
	Merced	3	0
	Tulare	235	22%
	Kings	91	8%
	Fresno	168	15%
	Total	1092	**100**%

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Current Activities:

Staff continues to promote the program and is accepting applications in all entry counties. We are currently building our waiting lists in Kern, Tulare, Kings and Fresno. All eligible families in Merced and Madera are still being authorized immediately.

The Program is halfway through the fiscal year and has earned 50% of their contract. Staff continues to monitor enrollments to ensure that it continues to stay on track to earn the entire contract without going over. Projecting for this contract is extremely difficult because factors outside of the programs control such as weather & political climate, can interfere with the family's migration patterns.

The program continues to actively recruit to fill program vacancies. The program manager will be scheduling interviews this month to fill 2 specialist vacancies in Kern.

On 2/24 we had an all staff meeting at the Kern office. The meeting was to provide updated projections/ enrollment goals for the remainder of the fiscal year. Jeremy Tobias and Carmen Segovia stopped by to provide words of praise to the staff for being on track on earning the MCAP contract. Jeremy also provided a brief overview of the growth that the CAPK is experiencing and the new services that will be provided to the community.

Upcoming Activities

On 3/13 staff will be attending the Farm worker Appreciation Day & Resource Fair in Delano hosted by Americas Job Center of California

On 4/1 staff will be attending the Shafter Community Wellness Fair hosted by CAPK's Shafter Youth Center

On 4/2-4/3 the Program manager will be attending a spring Technical Assistance training in Pomona hosted by the California Alternative Payment Program Association (CAPPA) and the CA Department of Education

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** February 2020
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

Operations Report begins March 1st

		STATUS	
Activities	**Description**	**Received**	**Completed to Date**
Business Services			
Purchase Orders Processed		115	1949
Contracts/Leases Processed		69	282
Request for Proposals (RFP)	Security Services (LBNC) Food Services – (HS/EHS)	Completed Completed	
Leases	Chrisman Road (Head Start) 701 S. Hutchins Street (Head Start) 277 E. Front Street. Buttonwillow (WIC) 11336 Bartlett Ave. (WIC) 8401 California Ave. (WIC)	In Progress In Progress In Progress In Progress In Progress	
Contracts	ACI (Head Start) Teachstone Addendum Turk's Kern Copy (Finance) Reliable Janitorial (Cal Fresh Escuelita Hernandez (Partnership) GameTime (Head Start)) Sarana Educational Consulting, LLC (Head Start) BioMetrics4 All (Executive)ACS Amendment I Energy) HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Trans West Amendment I (Operations) Wellworks For You (Finance) Econo West, Inc. Amendment (Energy) Colombo Construction (Head Start) Tel-Tec Security (Operations) Turks Kern Copy (Cal Fresh) S.U.S.D. Food Service Contract (Head Start) MOU Cal Fresh (Head Start-SJ) Blue Ribbon Automotive (Head Start) McWilliams and Walden, Inc. (Head Start) Motor City (Head Start) Big O Tires (Operations) Ordiz Melby (Head Start) Tres Hombres Fence Co (Head Start)	Completed Completed Completed Completed In Progress	

	Vision y Compromiso (Comm. Dev.)	In Progress
	Delta Bay Builders (HS Stockton)	In Progress
	K.H.S.D. contract (Head Start Kern)	In Progress
	Roungthip Baccam (Hs Stockton)	In Progress
	KYMC MOUs, 8 total (Health & Nutrition)	In Progress
	Creative Child Care, Inc. (HS Stockton)	In Progress
	Rice Agency Amendment	In Progress
	PLC System Services (Head Start)	In Progress
	Tres Hombres Fence Co (Head Start)	In Progress
	Tres Hombres Fence Company (Operations)	In Progress
	Stewart Title (Operations)	In Progress
	Swanson Engineering (?)	In Progress
	CCS Fundraising (Comm. Dev.)	In Progress
	AAI Pest Control (HS Stockton)	In Progress
	Mojave Veteran's Bldg. Rental Agreement (WIC)	In Progress

Maintenance & Operations		**Work in Progress**	**Closed To Date**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	121	3816
Projects	• "Jewett" Fire alarm system is completed and has passed the Fire Marshall inspection. Friday we will be looking to get the final inspection from the City of Bakersfield. • Cleo Foran Renovation: Construction has been completed and we have received final inspection from the City of Bakersfield. We have also received final inspection from the Fire Marshall on the fire system. Program has requested to add Pour Down play material in the new EHS play yard and install new sod, we are in the process off procuring the work. • East Cal: EHS interior renovations are nearly complete. Exterior renovations are complete. The County inspector is requiring us to install a ADA parking space and exit to the West end on the facility that will require us to add ramps and a gate to the sidewalk, we are in the process of procuring this work.	In Progress In Progress In Progress	

Information Technology		**Received**	**Closed To Date**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	3230	3188
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades MCAP, SJC, WIC • WIC Wise • Jewett • SJC computer upgrades • Census • LBNC	In Progress In Progress Completed In Progress In Progress In Progress In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Risk Management		**Reported**	**01/01/2020 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	7 2 0 0 1 0 0	11 4 0 0 2 0 0
General Liability		0	0
Property Incidents		3	5
Vehicle Incidents		2	6
Projects	Charter for Operational Risk Mgmt Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk committee Update Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Update safety programs to include Homeless Shelter & Staff	Completed Completed Completed In progress Completed In progress Completed In progress In progress	

- **Other: "**Jewett" Fire alarm system is completed and has passed the Fire Marshall inspection. Friday we will be looking to get the final inspection from the City of Bakersfield. "Cleo Foran" Renovation: Construction has been completed, and we have received a final inspection from the City of Bakersfield. We have also received a final inspection from the Fire Marshall on the fire system. The program has requested to add Pour Down play material in the new EHS play yard and install new sod; we are in the process of procuring the work. "East Cal" EHS interior renovations are nearly complete. Exterior renovations are complete. The County inspector requires us to install an ADA parking space and exit to the West end on the facility that will require us to add ramps and a gate to the sidewalk; we are in the process of procuring this work.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January 2020
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 2.5	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

YTD Reporting Period from January to December

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	1	20
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg, Tai Chi	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

Other:

- Shafter Youth Center has been hosting VITA services on Saturday mornings by appointment. Clients are to schedule appointments through 211 Kern. Sounds a real collaboration on a team project!

- Shafter Youth Center staff has been training and learning about Give BIG Kern. This year, SYC will be promoting the event for fundraising efforts. We can make this the first warning. You may be bombarded by emails and social media posts on Giving BIG to SYC.

- AmeriCorps members have started working at SYC. The members are eager and ready to take on some projects.

- Shafter Youth Center hosted the Children's Art Gallery and Children's Art Workshop for the Shafter Colors Festival, on February 22nd. Program Manager, Angie Nelson conducted guided paint sessions with kids as young as 3 years old.

- Shafter Youth Center will be hosting a Community Wellness Fair on March 11th. American Refuse has partnered up and helped in planning the event. As of 3/2, we have over 30 vendors slated to attend. Announcements are planned with social media, tv, radio and magazine outlets.






Youth C




Shafter



Shafter Community Wellness Event

When: Wednesday, March 11, 2020

Time: 4 p.m. - 7 p.m.

Where: Shafter Youth Center – 455 E. Euclid Ave, Shafter.

Stop by for information on Health, Education, Safety and Other Community Resources!

Adventist Health and Bakersfield Pregnancy Center will have their mobile units in the front parking lot.

FREE immunizations (birth-18 years who qualify), Flu shots, BMI Testing, FREE food, giveaways…and more!!

Please visit "Shafter Community Wellness Fair" on Facebook for a complete list of vendors and services they offer.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year** January 2020
Program/Work Unit: VITA	**Total Program Staffing**: 1 permanent 3 temps	**Program Manager/Supervisor:** Jackie Guerra
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) applications.		

YTD Reporting Period from January - December

		Results			
		Month		YTD	
Activities	**Description**	**Dollars**	**# of Tax Returns**	**Dollars**	**# of Tax Returns**
Refunds	Federal Refunds	$2,616,526.00	1031	$3,399,685.00	1,281
	Federal EITC	$1,091,950.00	475	$1,467,024.00	605
	Federal Total	**$3,708,476.00**		**$4,866,709.00**	
	State Refunds	$450,059.00	957	$560,336.00	1207
	California EITC	$150,879.00	599	$39,652.00	749
	State Total	**$600,938.00**		**$599,988.00**	
Total Credits & Refunds	**State & Federal**	**$4,309,414.00**	**1,988**	**$6,174,871.00**	**2,488**

Additional Comment/Notes:

- Moving forward with hiring new TEMP staff, 1 Site Coordinator and 2 Admin Assistants
- In addition of our regular schedule of 5 days of week at CAPK on 19th St. for appointment only, we were open the 10th and the 24th for walk-in clients. We will continue this "every other Monday walk-in day" for the month of March.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: February, 2020**
Program/Work Unit: WIC	**Total Program Staffing**: 68 staff 1 vacancies	**Program Manager:** Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/18 – 9/30/19			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All Services - February, 2020		**16,160**	**13,126/82%**	**N/A**	**N/A**
Participation by WIC site	**Location**	**Participants**	**Location**			**Participants**
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers. ***included in Ridgecrest number**	Arvin	*	Mojave			114
	Bakersfield		Oildale			269
			Ridgecrest			533
	E. California	1341	Rosamond			513
	Niles Street	1818	Shafter			1181
	Montclair	342	Tehachapi			300
	Friendship House	67	Wasco			1600
	Panama	1104				
	Boron		San Bernardino County			
	Buttonwillow		Adelanto			1599
	California City	60	Big Bear			199
	Delano	576	Crestline			253
	Edwards Air Force	822	Needles			170
	Lost Hills	8	Phelan			*
	*** state ave	257				
	unable to calculate		Mobile WIC			

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 747 followers and Instagram has 832 followers. This is up from last month.

CAPK WIC staff participated in 2 all day trainings on the new WIC WISE software system. These trainings were led by State trainers and gave staff the opportunity to have hands on experience and ask questions before the roll out of WIC WISE.

The WIC CARD became a reality for CAPK WIC staff and participants on 2/18/2020. CAPK WIC participants now have access to the WIC Card that replaces the vouchers/checks for the supplemental foods that they are eligible for. The WIC CARD has many benefits: easier check out at the stores, Participants no longer must purchase many items at one time, and if the card is lost or stolen it can be easily replaced along with the benefits. With the old voucher system if participants lost their vouchers/checks they could not be replaced. The first week was difficult on staff and participants with long waits and computer glitches. But as the staff gets more experience with the program, the clinic flow is much smoother. Participants did not mind the wait as they were also very excited about being issued the WIC CARD.

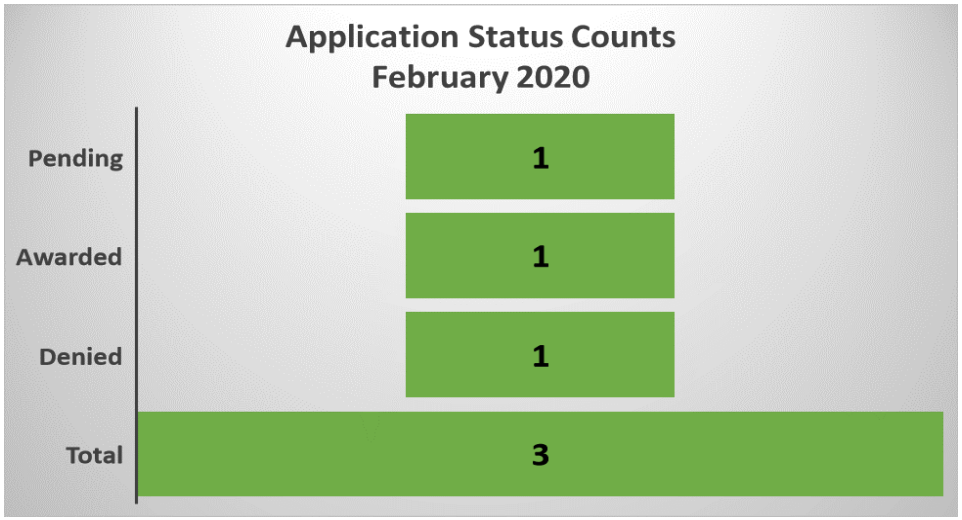
Hub meetings were held this month. The subject was the new WIC WISE system: lessons learned and continued training.

The Outreach and Public Relations Coordinator was busy doing outreach announcing the WIC CARD by appearing on radio shows and Telemundo and Eyewitness News.

Community Development Division
Application Status Report
February 2020

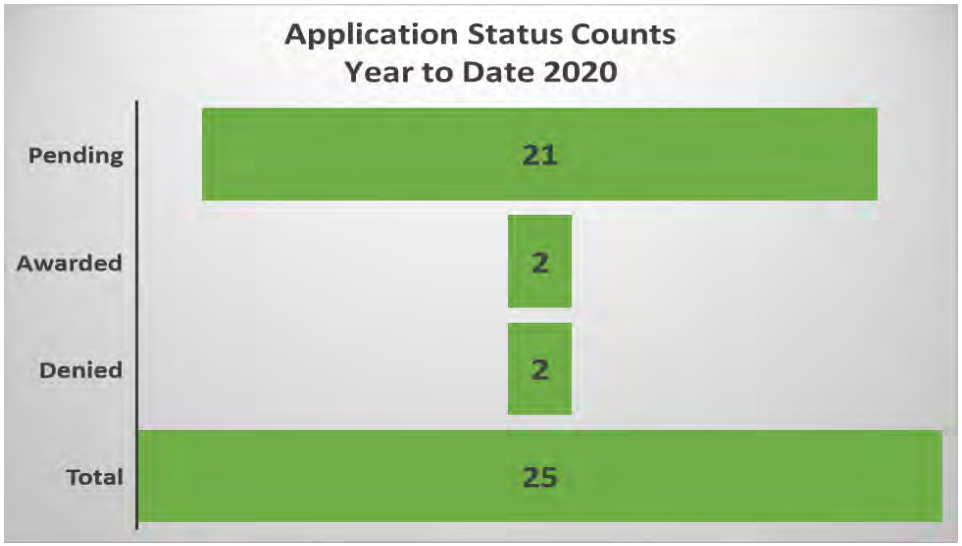
Application Status Dollars, February 2020

Status	Dollars	Count
Pending	$360,000	1
Awarded	$15,000	1
Denied	$2,360	1
Total	$377,360	**3**
Win Percentage		**50%**



Application Status Year to Date

Status	Dollars	Count
Pending	$5,375,000	21
Awarded	$85,707	**2**
Denied	$47,360	2
Total	$5,508,067	**25**
Win Percentage		**50%**



Community Development Division
Application Status Report
February 2020

Submission Detail

Project Name	Funder	Program	Amount Requested	Amount Awarded	Notification	Date Submitted	Status
Youth Garden Grant 2020	kidsgardening.org	SYC	$2,360	$0	2/11/2020	12/13/2019	Denied
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	$15,000	$15,000	2/5/2020	1/13/2020	Awarded
Kern Youth Reinvestment Partnership	California Board of State and Community Corr	FHCC/SYC/211	$360,000	$0		2/13/2020	Pending
Census Project	Kern County	CDD	$47,707	$47,707	1/17/2020	1/1/2020	Awarded
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	$30,000	$0	1/6/2020	10/21/2019	Denied
Kids Adopt a Beach	California Coastal Commission	FHCC/SYC	$8,000	$8,000	1/3/2020	10/24/2019	Awarded
Jewett Community garden	National Head Start Association	Head Start	$5,000	$0	1/3/2020	10/11/2019	Denied
CAPK Low Income Housing Project	JPMorgan Chase & Company	CDD	$5,000,000	$0		1/15/2020	Pending
STEM Education	Cisco Foundation Inc	FHCC/SYC	$ 25,000	$ -		12/27/2019	Pending
CAPK Food Bank Expansion Project-CDBG	Kern County		$ 458,293	$ -		12/6/2019	Pending
CAPK Affordable Housing Project-PSV	City of Bakersfield		$ 400,000	$ -		11/22/2019	Pending
CAPK Food Bank Expansion Project-CDBG	City of Bakersfield		$ 458,295	$ -		11/22/2019	Pending
Medi-Cal Outreach Grant	Kern County Department of Human Services	FHCC/211	$ 632,000	$ -		11/8/2019	Pending
East Kern Economic Empowerment for Families -Extension	CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFRC	$ 75,000	$ -		10/25/2019	Pending
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	$ 30,000	$ -		10/21/2019	Pending
STEM	Texas Instruments	FHCC/SYC	$ 70,000	$ -		10/4/2019	Pending
STEM	National Science Foundation	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
STEM Education	Northrop Grumman	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
Free Farmers Market Delano-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
Free Farmers Market Wasco-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
211 Kern 2019 CoC Coordinated Entry	US Department of Housing and Urban Development (HUD)	211 Kern	$ 236,838	$ -		7/29/2019	Pending
FHCC STEM Lab	Walmart	FHCC	$ 5,000	$ -		7/26/2019	Pending
Food Bank C Train	Walmart	Food Bank	$ 5,000	$ -		7/26/2019	Pending
Small Business Initiative	Walmart	CDD	$ 5,000	$ -		7/26/2019	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	VITA
Funding Agency	Wells Fargo	**Project Name**	Financial Empowerment Workshops
CFDA		**Target Population**	Low to Moderate Income taxpayers
New Funder or Reapplication	Re-application	**Number Served**	185
Estimated Request	$50,000	**Division Director**	Pritika Ram
Award Period	June 1, 2020 -Dec. 31, 2020	**Program Manager**	Jacqulin Guerra

Project Goal (One sentence goal statement)

Improve the financial capabilities of low-to-moderate income working people and families through financial empowerment workshops and one-on-one coaching. Special workshops will be held for people who have or want to start a small business and undocumented/documented migrant workers.

Project Description (Brief one paragraph description)

A full-time program educator will schedule and oversee no-cost financial empowerment workshops for up 15 participants at each. Interested participants can attend one or all workshops. The interactive workshops will use the Your Money Your Goals toolkit and other subject matter expert guest presenters and cover subjects such as opening and managing a bank account, budgeting, debt, saving for emergencies, avoiding predatory lending, business finance, and public charge. At least two additional workshops will be held for starting/managing a small business and at least one geared towards special financial and legal issues of migrant workers and undocumented migrants.

The program educator will also conduct one-on-one financial coaching for up to 50 interested workshop participants. Participants that complete at least 3 one-on-one financial coaching session will be eligible for up to $100, $1 to $1, match for opening a new savings account.

Estimated Budget Summary

The six-month program budget will include a new 40 hr. a week program educator, 10 hrs. a week of program manager time, mileage, participation incentives such as food and prize drawings, outreach materials and savings match.

Approvals:

Pritika 2/26/2020

1. Division Director — Date

2. Director of Community Development — Date

3. Chief Financial Officer — 2/27/2020 — Date

4. Chief Executive Officer — 2/27/2020 — Date

Date Presented/Approved

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Government	**CAPK Program**	Homeless Services
Funding Agency	City of Bakersfield	**Project Name**	Bakersfield Homeless Navigation Center
CFDA	N/A	**Target Population**	Homeless
New Funder or Reapplication	New	**Number to be served**	TBD
Estimated Request	$2,520,000	**Division Director**	Pritika Ram, Interim
Award Period	TBD with ongoing contract renewals.	**Program Manager**	TBD

Project Goal (One sentence goal statement)

Reduce homelessness in Bakersfield by providing a low-barrier 24/7 shelter that allows people, partners, pets, and belongings; wrap-around case management; and supports to help the homeless move into stable housing.

Project Description (Brief one paragraph description)

CAPK proposes to be the professional operator for the Bakersfield Homeless Navigation Center (BHNC), which is anticipated to open in the Fall of 2020, located at 1900 East Brundage Lane. If awarded, CAPK will provide core services and manage sub- contracted services for a 150 bed shelter which may include facility management and operation, routine facility maintenance and janitorial services, daily meals, laundry, transportation, coordination with partner referral entities, case management, housing navigation, job training, veteran's services, animal care services, on-site/off-site private security, and miscellaneous technical support. Medical and Mental Health services are anticipated to be provided through contracts with the County of Kern Behavioral Health Department and the Kern Medical Hospital Authority.

Estimated Budget Summary

Start-up: Approximately $320,000 to include all equipment and supplies, including a complete kitchen, laundry facility, office furniture and computers, beds and bedding, etc.
Operations: Approximately $2.2 MM per year to include staffing, food, janitorial service, security, laundry services, transportation, etc. Staffing will be similar to the Kern Low-barrier Navigation Center with additional kitchen and shelter staff.

Approvals:

1. Division Director _____ Date _____
2. Director of Community Development _____ Date 3/3/2020
3. Chief Financial Officer _____ Date 3/5/2020
4. Chief Executive Officer _____ Date 3/6/2020

Date Presented/Approved

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

Revised 5/9/2018

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** February 2020
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Donna Holland
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	Enrollment	Funded	Reportable	Percentage
Head Start Kern		1317	1317	100%
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	 210—Fully Enrolled 124—Fully Enrolled 112—53 Enrolled	446	395	89%
Early Head Start San Joaquin		313	313	100%
Early Head Start Partnership • Bakersfield College • Blanton • Garden Pathways • Taft College • Jewett • Escuelita Hernandez • In Process	 32—28 Enrolled 16—16 Enrolled 11—10 Enrolled 42—36 Enrolled 24— 0 Enrolled 16— 2 Enrolled 11— 0 Enrolled	152	92	60.5%
TOTAL Funded Enrollment		**2228**	2117	

Children with Disabilities		Goal	Percentage
Head Start Kern	Identified as having an IEP	10%	10.5%
Early Head Start Kern	Identified as having an IFSP	10%	14.1%
Early Head Start San Joaquin	Identified as having an IFSP	10%	20.1%
Early Head Start Partnership	Identified as having an IFSP	10%	3.4%
Over Income		**Goal**	
Head Start Kern		<10%	9.3%
Early Head Start Kern		<10%	3.6%
Early Head Start San Joaquin		<10%	9.3%
Early Head Start Partnership		<10% 101—130%	5.3% 7.2%
Average Daily Attendance (Program Wide >85%)		**99%**	

Enrollment Highlights

12 Sites reported 100% ADA

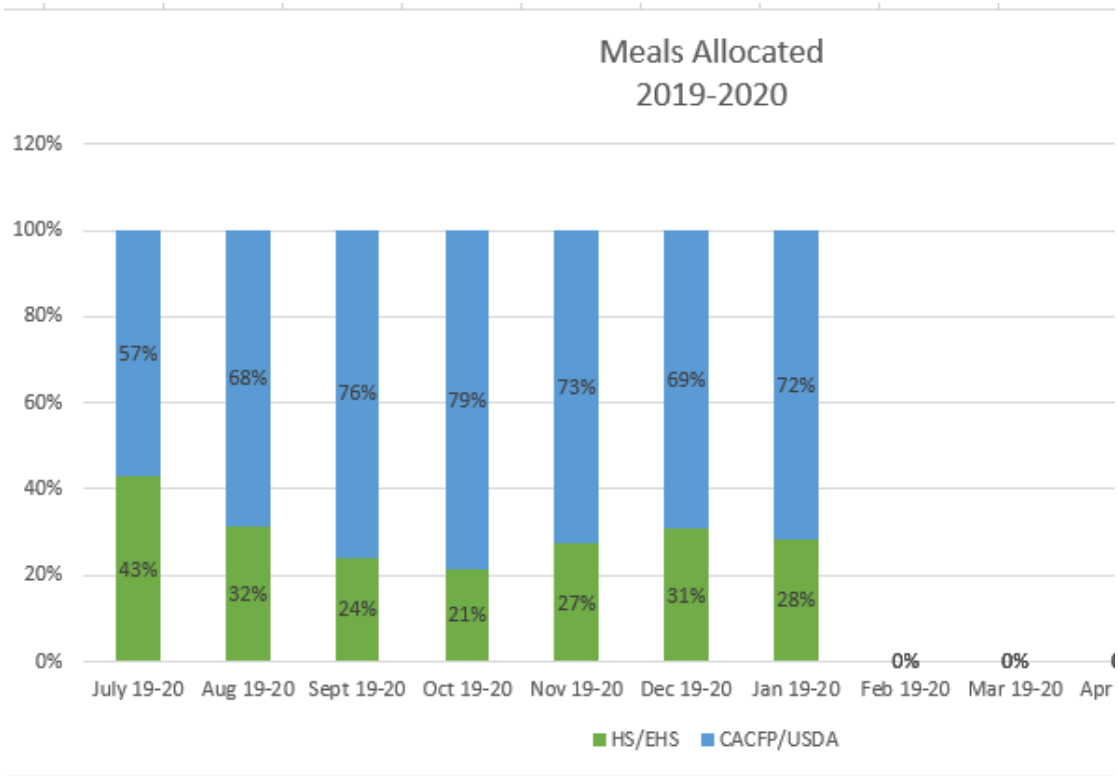
Enrollment & Attendance Manager and Enrollment Coordinator attended the first annual F.A.C.T (Families Achieving Change Together) collaboration meeting, focusing on the unique issues facing women following incarceration, hosted by the Bakersfield Parole Office.

Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
633	10	16	151

Compliance
The annual Self-Assessment for the Kern grant was conducted during the week of February 3, 2020. We are planning and preparing for the San Joaquin annual self-assessment that is scheduled for the week of March 23, 2020.

Central Kitchen February 2020				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	63,714	23,086	20,042	20,586
Home Based Meals	101	15	71	15
TOTAL	**63,815**	**23,101**	**20,113**	**20,601**
Highlights: The Head Start/State Child Development Program conducted a mock State review. Sylvia Ortega conducted the interviews for the various departments. The Central Kitchen's interview, according to Sylvia Ortega, was outstanding. All files, procedures and processes were reviewed, and all were found to be in compliance**.**				

CACFP						
January 2020						
Total Meals Requested				Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**		CACFP/USDA	HS/EHS	January 2020
69,664	16,428	86,092		61,631	24,461	**83%**



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Quality Assurance Manager

Date: March 11, 2020

Subject: *Agenda Item 6d:* 2019-2020 Head Start/State Child Development Self - Assessment – **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance, environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Head Start/State Child Development self-assessment resulted in two program findings in the areas of:

- Policies and Procedures - The Head Start/State Child Development program is in the process of updating its policies and procedures.
- Toothbrushing - The Head Start/State Child Development program shows inconsistencies with following toothbrushing procedures.

Plans of Action to address the two findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2019-2020 Head Start/State Child Development Self-Assessment Report.

Attachments:
Summary of 2019-2020 Self-Assessment Process
2019-2020 Self-Assessment Report

Community Action Partnership of Kern
Head Start/State Child Development
Summary of 2019-2020 Self-Assessment Process

The Head Start/State Child Development self-assessment was completed the week of February 4-7, 2020. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, interviews and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores, Early Childhood Environment Rating Scale (ECERS) and program plans. The program self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start and State Child Development policies and procedures need to be updated.
- Toothbrushing- The Head Start/State Child Development shows inconsistencies with following toothbrushing procedures.

Through the self-assessment process and interviews with Head Start/State Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start/ State Child Development funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Training

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the grant application for the subsequent year. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern
Head Start/ State Child Development
2019-2020 Self-Assessment Report

Compliance Item: Policies and Procedures

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(b)(1) In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.	The Head Start and State Child Development program needs to update policies and procedures.	Quality Assurance Manager Director of Head Start and State Child Development Administrative Staff	March 1, 2020 and ongoing	Revise Head Start and State Child Development Service Areas Policies and Procedures Train staff on new policies and procedures	Revised Policies and Procedures Training Schedule	Revised Policies and Procedures will strengthen the program with consistency.

Community Action Partnership of Kern
Head Start/ State Child Development
2019-2020 Self-Assessment Report

Compliance Item: Toothbrushing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.43 Oral Health Practices: A program must promote effective oral hygiene by ensuring all children with teeth are assisted by appropriate staff, if available, in brushing their teeth with toothpaste containing fluoride once daily. (1302.47 Safety Practices: A program should consult Caring for our Children Basics.) 3.1.5.1: Routine Oral Hygiene Activities: All children with teeth should brush or have their teeth brushed with a soft toothbrush of age-appropriate size at least once during the hours the child is in child care.	During monitoring visits, it was observed that staff were not consistently following procedures for toothbrushing	Health and Nutrition Supervisor Quality Assurance Manager	March 1, 2010 and ongoing	Onsite toothbrushing overview was conducted at specific sites. Site Supervisor training on handwashing and sanitation Monitor program to ensure proper toothbrushing is being done.	Training Toothbrushing procedure Monthly Monitoring	Ensure proper toothbrushing is being incorporated into the daily schedule to assist children in developing healthy habits.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PERSONNEL & AFFIRMATIVE ACTION COMMITTEE MEETING
March 12, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Fred Plane called the meeting to order at 12:00 pm.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane, Jonathan Mullings

Absent: Jose Gurrola, Yolanda Ochoa

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Personnel & Affirmative Action Committee Agenda for March 12, 2020. Carried by unanimous vote. (Mullings/Plane).

4. **Public Forum**

No one addressed the Committee.

5. **New Business**

a. Reorganization of Executive Team – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias stated that the Personnel Committee is being revived to address personnel issues on a quarterly basis.

Due to the growth of the Agency and the expansion of programs, it was necessary to review the organization structure of the agency, specifically the senior leadership staff, and modify the roles and responsibilities. The proposed organization structure includes 2 Chief positions, the Chief Financial Officer and the Chief Program Officer, and both will report to the CEO. The Administrative Group, headed by the Director of Administration, will also report directly to the CEO. This layout was discussed with the Wipfli consultant recently and their suggestion closely mirrored the recommended org chart.

The senior leadership staff job descriptions were included in the agenda packet and reviewed by the committee. Vacant positions that are currently included in the budget can be filled soon. Jeremy said that if this organizational structure is approved by the full Board, some positions

will be filled immediately, and others will require budget review prior to hire. Jeremy does not anticipate a significant budget amendment, but any amendment will be presented to the Budget & Finance Committee.

Fred complimented the organizational structure but requested to see preliminary budget detail in the future to demonstrate the fiscal range and how it will be funded.

Motion was made and seconded to approve the organizational structure of the agency leadership team and the proposed job descriptions. Carried by unanimous vote (Mullings/Plane).

b. Head Start / State Child Development Reorganization and Job Descriptions – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Yolanda Gonzales reported that there has been substantial growth within the Head Start Division over the past few years, with additional funding opportunities to expand services. Increased responsibilities of the staff have led to a review of the Division organizational structure. Yolanda recommends the addition of two Assistant Director positions, one to oversee direct services and one to oversee partnership grants, professional development and direct services and enrollment. A new position, Administrative Analyst, will help with funding.

Yolanda reported that funding for these positions is already in place and all other proposed positions that are not included in the budget will come back to the committee for review and approval at a later time.

Tracy Webster has conducted a preliminary analysis of the budget and concurs that the budget will support the recommended additions. A closer look into the budget will take place and will be reviewed by the Budget & Finance Committee and additional COLA dollars will be requested.

Motion was made and seconded to approve the Head Start and State Child Development Division organizational structure and the addition of 6 positions noted. Carried by unanimous vote (Mullings/Plane).

c. Food Bank Job Descriptions – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

Tracy Webster reported that the Food Bank distribution has increased 58% over the past couple of years. The requested change to the job description for the Food Bank Program Manager includes a modification to the grade from a 10 to grade 11. The revisions to the job description are more reflective of the duties being performed and is in line with the grade 11 job description. Funds are available in the budget to support the proposed increase.

Additionally, the Food Bank Operations Supervisor often assists in the warehouse activities such as driving a forklift, a box truck or other company vehicles. Being forklift certified and required to assist with driving company vehicles used by the Food Bank was added to the job description.

The added requirements to be forklift certified did not change the grade, which is currently pointed at a Grade 9.

Motion was made and seconded to approve the requested changes to the job descriptions for the Food Bank Program Manager and the Food Bank Operations Supervisor. Carried by unanimous vote (Mullings/Plane).

d. Energy Accounting Manager - Emilio Wagner, Director of Operations – ***Action Item***

Tracy Webster reminded the Committee that in April of 2019, the Energy Business Manager was reassigned to the Finance Division and the fiscal components were assumed by an Accountant with the remaining oversight of the Billing and Inventory staff remaining in the Energy Program. After several months, it became apparent that the Billing and Inventory tasks are integral to the fiscal integrity of the program and it was determined that it is more efficient to have one position with an Accounting background to provide the fiscal components and direct supervision and guidance to both the Billing and Inventory Staff. The salary grade is an 11 and the Energy Program budget was designed with the anticipation of this position.

Motion was made and seconded to approve the job description of the Energy Accounting Manager and organizational chart. Carried by unanimous vote (Mullings/Plane).

e. Fingerprint Policy – Tracy Webster, Chief Finance Officer – ***Action Item***

Tracy reported that we have acquired a Fingerprint machine and will begin conducting fingerprinting as a part of the new hire on-boarding process. Previously, this essential function was outsourced and resulted in delays and reduced transparency for applicants. Head Start employees will continue to be fingerprinted though the agency's CCL account and an additional account will be established for the remainder of the agency's staff. The fingerprint background check will be conducted in-house and an active DOJ pull system will be maintained. A policy and decision matrix to identify misdemeanors and/or felonies will be divided into 4 tiers to allow for informed decision making when hiring staff. Tracy said that the policy and decision matrix template was originated by CAPK's legal counsel and management has determined categories of positions that belong to each tier. The matrix was developed keeping in mind the nature and gravity of the offense or conduct, time passed since the offense, and completion of the sentence, along with the nature of the job held or sought.

Motion was made and seconded to approve the Fingerprint Policy and Decision Matrix. Carried by unanimous vote (Mullings/Plane).

f. Employee Survey Results – Tracy Webster, Chief Finance Officer – ***Info Item***

Tracy Webster reported that an employee survey took place and the response rate was only 26.6%. For the next survey, we will explore other tools and the possibility of providing incentives to increase participation. The feedback was mixed as why staff did not complete surveys and some employees did not feel anonymity. Important indicators were revealed with

an increase in employee satisfaction. Areas with lowest level scoring was job training, top down, bottom up communication, and total benefits. Teacher salaries continue to be an issue, which is being discussed in the current union negotiations. Jeremy Tobias said that he views these survey results as a valuable tool to bring about change.

g. Leave Management – Tracy Webster, Chief Finance Officer – ***Action Item***

Tracy Webster stated that a revised Leave Management Policy will be coming to this committee in the future, but she thought it important to preface any proposed changes by reporting on the current level of employee leaves, which has increased substantially over the past few years. The agency currently contracts with The Hartford, however, they do not manage the employee relationship. Staff is trying to eliminate the long-term leave cases and ensure The Hartford is managing the cases. In many instances, appropriate documentation needs to be approved. With the leave status as it is, there is a significant loss of time and production. In the coming months, legal counsel will meet with staff to address the leave management issues. It appears that The Hartford is approving ADA cases without appropriate disabilities and the number is significant.

Fred Plane asked Tracy to look at the sick leave analysis.

There was also discussion about what management will do if CAPK has to close centers due to the Coronavirus. Tracy stated that many staff have not managed their sick leave appropriately. Leadership staff will be investigating options related to this topic.

6. Committee Member Comments

Pastor Mullings asked if there are any other policies / procedures going forward. Tracy said the highest priority is the Leave Policy. We also need to revise the Employee Policy Manual. An ongoing live document will be easier and more robust.

Jeremy Tobias said that ensuring employee evaluations are completed in a timely manner with a format that is meaningful is a high priority.

7. Next Scheduled Meeting

Personnel & Affirmative Action Committee
Thursday, June 11, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting adjourned at 1:04 pm.

Community Action Partnership of Kern

Helping People. . . Changing Lives.

MEMORANDUM

TO: Personnel Committee

FROM: Jeremy T. Tobias, Chief Executive Officer

DATE: March 12, 2020

RE: *Agenda Item 5a:* Reorganization of Executive Team – **Action Item**

As the Committee is aware, the complexity of the organization continues to grow as we are currently operating 75 different sources of funding with an operational budget of approximately $82 million. The staffing of the agency is approximately 925 individuals. Our scope, influence and staffing levels continue to expand. This past year alone, the agency has added a number of new programs including: Homeless Shelter Services; AmeriCorps; CalFresh Healthy Living; and CalWorks Home Visitation Initiative. In addition, we are in process or reviewing several new initiatives as well including establishment of a Foundation; Low-income Housing projects; and possibly some new veteran services. Considering the long-term longitudinal growth of the agency, it is necessary to closely examine the organizational structure of the agency and modify roles and responsibilities of the executive team.

The attached proposed organization chart reflects the addition of two positions: Chief Program Officer and Director of Youth and Community Services. The Chief Executive Officer would be directly responsible for the Director of Administration, the Chief Finance Officer, and the Chief Program Officer. The revised structure aligns divisions under two chiefs as follows:

1. Chief Financial Officer
    a. Finance
    b. Human Resources
    c. Operations

2. Chief Program Officer
    a. Head Start / State Child Development
    b. Health & Nutrition
    c. Community Development
    d. Youth and Community Services

Also, the Administrative Division will report directly to me and will include the Director of Administration and Outreach, Govt Relations, Grants/Analysis CSBG, Foundation, Performance Standards, and new initiatives. This will offer the CEO greater oversight and input on important agency visibility matters such as public relations, communications, interaction with elected officials, new initiative brainstorming, analytical staff, and direction of grant funding.

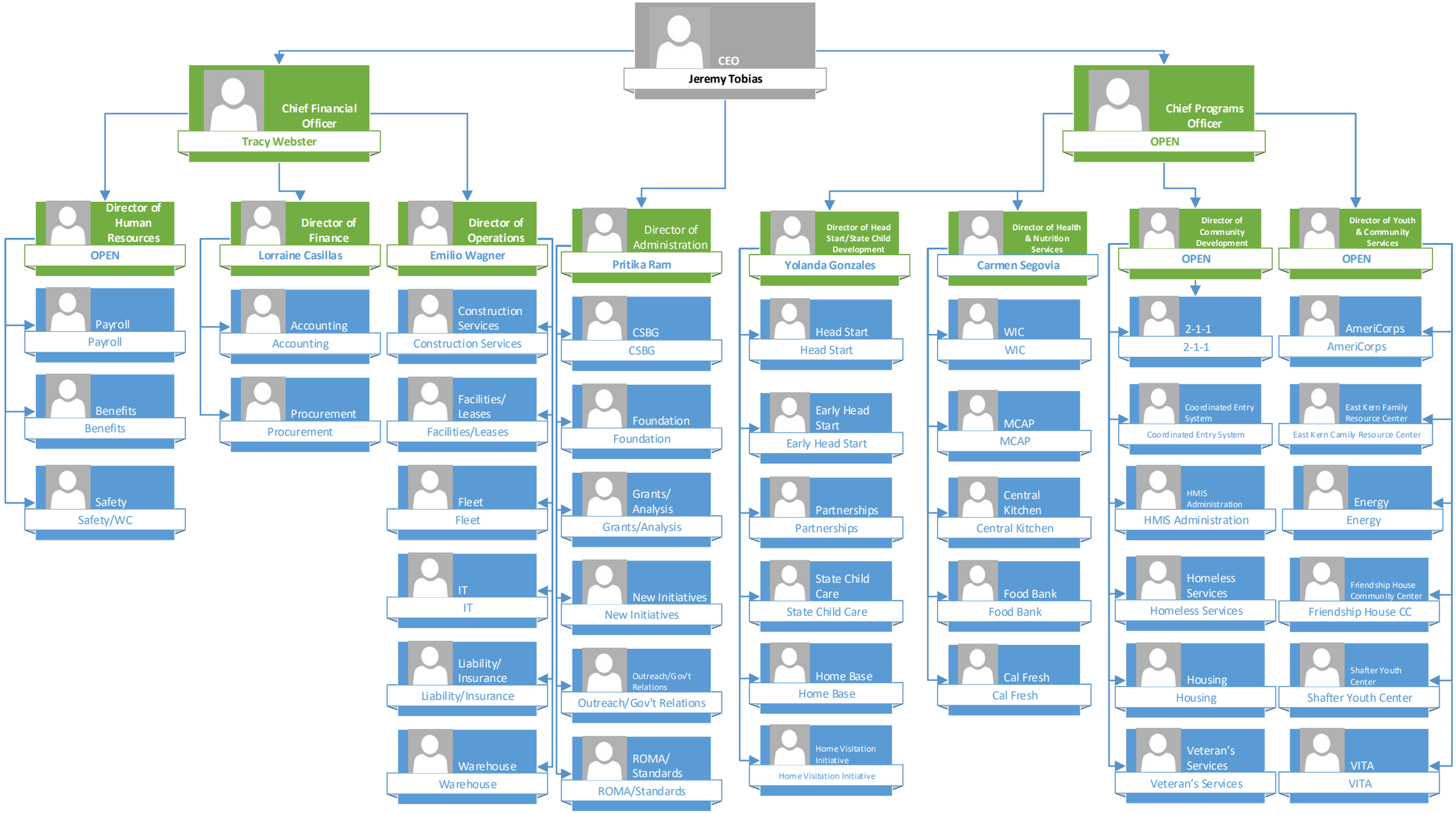
This proposed structure should build in greater accountability and internal controls. This supports the agency's vision to support the mission of the organization in satisfying the needs of clients and the community. The realignment of responsibility by division allows for division directors to be more targeted and focused.

Job descriptions for all positions have been revised and repointed by the Human Resource team. Each of the Division Directors have been pointed at a Grade 14. The Chief Financial Officer and the Chief Program Officer have been pointed at a Grade 16. The budget for fiscal year 2020-21 can fund the proposed changes.

Recommendation:

Staff recommends approval the proposed agency reorganization and changes in the executive team job descriptions.

Attachments:
Proposed Organization Chart
Proposed Job Descriptions of Executive Team


CEO
Jeremy Tobias
Chief Financial Officer
Tracy Webster
Chief Programs Officer
OPEN
Director of Human Resources
OPEN
Payroll
Payroll
Benefits
Benefits
Safety
Safety/WC
Director of Finance
Lorraine Casillas
Accounting
Accounting
Procurement
Procurement
Director of Operations
Emilio Wagner
Construction Services
Construction Services
Facilities/ Leases
Facilities/Leases
Fleet
Fleet
IT
IT
Liability/ Insurance
Liability/Insurance
Warehouse
Warehouse
Director of Administration
Pritika Ram
CSBG
CSBG
Foundation
Foundation
Grants/ Analysis
Grants/Analysis
New Initiatives
New Initiatives
Outreach/Gov't Relations
Outreach/Gov't Relations
ROMA/ Standards
ROMA/Standards
Director of Head Start/State Child Development
Yolanda Gonzales
Head Start
Head Start
Early Head Start
Early Head Start
Partnerships
Partnerships
State Child Care
State Child Care
Home Base
Home Base
Home Visitation Initiative
Home Visitation Initiative
Director of Health & Nutrition Services
Carmen Segovia
WIC
WIC
MCAP
MCAP
Central Kitchen
Central Kitchen
Food Bank
Food Bank
Cal Fresh
Cal Fresh
Director of Community Development
OPEN
2-1-1
2-1-1
Coordinated Entry System
Coordinated Entry System
HMIS Administration
HMIS Administration
Homeless Services
Homeless Services
Housing
Housing
Veteran's Services
Veteran's Services
Director of Youth & Community Services
OPEN
AmeriCorps
AmeriCorps
East Kern Family Resource Center
East Kern Camily Resource Center
Energy
Energy
Friendship House Community Center
Friendship House CC
Shafter Youth Center
Shafter Youth Center
VITA
VITA

Chief Financial Officer

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
The Chief Financial Officer is responsible coordinating the activities of the Finance, Human Resources, and Operations departments to include, but not limited to, planning, organizing and guiding efficiencies and compliance of the financial and accounting functions of the organization, efficient and accountable procurement, human resources management, and general business operations of the agency.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer.

SUPERVISION EXERCISED:
Director of Finance, Director of Human Resources, and Director of Operations

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Plan, organize, coordinate, guide and control the overall financial and accounting, human resources, and operations functions of the organization.
2. Ensure that accounting policies, procedures and controls comply with generally accepted accounting principles, government regulations and guidelines.
3. Design and implement financial reporting systems, human resource information systems, and operation systems.
4. Make decisions to modify or adapt procedures to strengthen the overall financial control environment of the organization to meet different or changing circumstances. Make decisions to ensure a vibrant workforce in compliance with state and federal law. Align resources to ensure operations meets the needs of agency programs.
5. Prepare and present monthly, quarterly and annual financial reports that accurately reflect the financial position of the organization.
6. Provide technical support in developing and preparing budgets, budget modifications and amendments and other supporting financial analyses and schedules required for ongoing grant/contracts and proposals for additional funding.
7. Identify and present financial issues. Make recommendations on appropriate action for resolution. Identify and present matters concerning employee relations and changing employment law.
8. Act as a liaison with funding sources in resolving budget, financial and reporting issues.
9. Oversee and facilitate the annual organization-wide audit as well as funding source fiscal monitoring visits.
10. Provide general business and financial, human resources and operational advice to the Chief Executive Officer on the overall operations and financial condition of the organization. Provide

technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements. Additionally provide guidance on matters concerning employee and management human resource concerns.
11. Maintain effective working relationships and communications with senior management, the Board of Directors, funding source representatives and auditors.
12. Monitor progress toward key financial goals.
13. Serve as primary support staff contact to the Budget & Finance, Personnel, and Audit & Pension committees of the Board of Directors.
14. Responsible to oversee labor negotiations and maintain positive relationships with Service Employees International Union (SEIU) Local 521 and ensure compliance with Union contract. Works with management and Union on contract negotiations and renewal.
15.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform 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:

Generally accepted accounting principles
Applicable federal, state and local laws, codes and regulations
Organization and Finance division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications
General knowledge of human resources and operations (IT, facilities, construction)

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively, both orally and in writing
Plan and coordinate work requiring constant alertness and considerable mental attention
Work under frequent time pressures or deadlines
Supervise and motivate a diverse group of individuals
Research and resolve financial issues and problems
Analyze financial data with successful results
Prepare accurate and concise financial statements, reports and budgets
Establish and maintain good working relationships, both internally and externally with funding sources, banks, board of directors and auditors
Exercise good or independent judgment including initiative and ingenuity

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.
- CPA (Certified Public Accountant) or Master's Degree preferred.

- Minimum of ten (10) years of progressive financial accounting experience, including five (5) years of supervisory experience.
- Preferred experience in human resources and business operations.
- 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, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

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 Chief Financial Officer			
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					

Chief Program Officer

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
The Chief Program Officer is responsible coordinating the activities of the Divisions of Head Start/State Child Development, Health and Nutrition, Community Development, and Youth and Community Services. Responsible for planning, organizing and guiding efficiencies and compliance to appropriately serve agency clients toward self-sufficiency. Guide subordinates with data driven decisions to achieve successful outcomes for clients of the agency.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer.

SUPERVISION EXERCISED:
Director of Head Start/State Child Development, Director of Health and Nutrition, Director of Community Development, and Director of Youth and Community Services

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Plan, organize, coordinate, guide and control the overall program objectives of subordinate divisions.
1. Ensure that internal quality control activities are conducted to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required time frames; and to prepare for audits/programmatic quality reviews from external agencies.
2. Reviews and coordinates division budget preparation, monitors expenditures and revenues for assigned programs/contracts, and coordinates required periodic program reporting as required.
3. Initiates, directs, and evaluates division program activities and effectiveness, i.e., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
4. Ensures that data driven decisions are made for each division in the direction of efforts and resources.
5. Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts; and apprises the Chief Executive Officer of the status of agency contracts/program performance on a periodic basis. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions; and implement the corrective actions
6. In conjunction with the Chief Financial Officer, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations including

funding guidelines.
7. Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
8. Prepares and present monthly, quarterly and annual programmatic reports that accurately reflect the program efforts of the organization.
9. Prepares management analyses and reports on various contracts/programs for strategic planning purposes and presentations to appropriate policy bodies.
10. Identify and present program issues. Make recommendations on appropriate action for resolution.
11. Act as a liaison with funding sources in resolving program and reporting issues.
12. Works in collaboration with other agencies, organizations, and/or local government that support and enhance services provided by Community Action Partnership of Kern.
13. Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials, as well as state and federal funding representatives.
14. Performs special assignments/projects and other duties as assigned by the Chief Program Officer.
15. Monitor progress toward key measurable client outcomes and goals.
16. Serve as primary support staff contact to the Program Review and Evaluation Committee of the Board of Directors.

B. Other Job Specific Duties:
1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform 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:
Resource and fund development
Research techniques and resources
Applicable federal, state and local laws, codes and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications
General knowledge of human resources and operations (IT, facilities, construction)

Ability to:
Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively, both orally and in writing
Supervise diverse staff
Plan, organize, allocate, and control resources
Communicate verbally and electronically effectively
Attend evening and weekend meetings
Effectively work in group settings with other Directors, Managers, Board of Directors, and others
Effectively present programs to the general public

Establish professional working relationships with staff, service providers and partners, and the community
Work under frequent time pressures or deadlines
Bilingual language fluency (Spanish/English) highly desirable

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- B.S./B.A. degree from an accredited institution with a major in Public Administration, Business Administration or closely related field (possession of an advanced degree is desirable and may be substituted for one (1) year of required experience). Masters Degree in Business Administration or Public Administration is preferred.
- Five (5) years senior management level experience, including supervision, in directing, organizing and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Minimum of ten (10) years of progressive management experience with a non-profit organization or governmental entity is desirable including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

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 Chief Program Officer				
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					

Director of Administration

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
The Director of Administration is a senior level position that reports directly to the Chief Executive Officer.

The Director of Administration supports the Chief Executive Officer in organizing and coordinating the work of grant analysts, outreach, advocacy, and government relations. Coordinate Results Oriented Management and Accountability (ROMA), National Performance Standards, and CSBG reporting. Lead new initiatives, special projects, agency fundraising, and foundation.

The Director of Administration will act as the primary project coordinator between the Chief Executive Officer and the administrative staff, as well as, assist the Chief Executive Officer in communications with the Board of Directors, management, staff and stakeholders.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer

SUPERVISION EXERCISED:
Administrative Coordinator, Outreach and Grant Administrator, Outreach and Advocacy Coordinator

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Provide leadership, project management, technical expertise and ongoing supervision on assigned initiatives and projects.
2. Takes the lead or co-lead on new projects and initiatives, develops a plan of action and corresponding timelines to ensure successful completion.
3. Provides continuous feedback and reports to the Chief Executive Officer on the progress of initiatives and projects.
4. Proactively communicates with staff, management, the Board of Directors and other stakeholders, as appropriate, to ensure successful rollout and implementation of initiatives.
5. Analyze complex situations and gather information, as required, in formulating plans, timelines and proposals for assigned initiatives and projects.
6. Establish weekly, monthly, quarterly, etc., goals with measurable outcomes on assigned projects. Provide written reports in follow-up to assigned projects and initiatives as directed by the Chief Executive Officer.
7. Assist the Chief Executive Officer with the development of budgets, program and administrative strategies to ensure the success of CAPK overall. Represent the agency, as

directed, at local, regional, State and Federal venues to maintain open dialog and successful communication strategies with stakeholders, funders, etc.
8. As assigned, direct and lead committees, ad hoc groups, community groups, focus groups, etc., as required, and communicate issues, plans and outcomes accordingly.
9. Assist the Chief Executive Officer with Governmental Affairs and may take the lead with special assignments.
10. Oversee agency communications and outreach activities
11. Direct grant writing activities to include research, analytics and coordination with appropriate agency strategic objectives
12. Prepare oral and written presentations to community groups, staff, funders, Board of Directors, etc.
13. Assist with strategic planning process and related projects and initiatives.
14. Prioritize and schedule work to meet established deadlines.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.
6. Frequent out of town travel, for the day or multiple days, representing agency as needed.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures and equipment including computers.
Word processing, spreadsheets, database, power point and other related software applications.

Ability to:
Manage the Chief Executive Officer's financial and administrative operations.
Provide guidance and direction to division directors, managers and staff.
Solve problems, mediate disputes, and deal with issues before they are brought to the Chief Executive Officer.
Lead group meetings and collaborative decision processes.
Communicate effectively in person, in writings, and on video to staff, Board of Directors and the public.
Demonstrate good interpersonal skills.
Be organized and meet goals and deadlines.
Attend evening and weekend meetings.
Establish professional working relationships with staff, agencies, clients and the public.
Bilingual language fluency (Spanish/English) desirable.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Education:

- Bachelor's Degree from a four-year college or university.
    - Experience may be considered on a year per year bases for education.

Experience:

- Five (5) years senior management level experience, Three (3) of which must be in a supervisory capacity, to include organizing and coordinating administrative activities, and the development and managing of budgets.
- Progressive experience in program design and management; development and monitoring of budgets and contracts; project management and strategic planning.
- Experience in working with federal, state and local governments and private funding sources. Assure compliance with a variety of State and federal regulations, laws and reporting requirements.

Skills:

- The ability to motivate and supervise subordinates in day-to-day operations.
- Communicate effectively, both orally and in writing.
- Work independently while managing competing demands.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical, TB 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 Director of Administration				
Activity	**Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting				x
Walking				x
Standing				x
Bending (neck)				x
Bending (waist)				x

Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Director of Finance

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 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Responsible for assisting the Chief Financial Officer (CFO) in overseeing and directing the coordination and implementation of financial management systems that ensure efficiencies and compliance on an organization-wide basis including planning, organizing, guiding and monitoring the overall financial and accounting functions of the organization.

SUPERVISION RECEIVED:
Receives supervision from the Chief Financial Officer (CFO).

SUPERVISION EXERCISED:
Direct supervision of the Finance Manager, Accounting Manager and Indirect supervision of Accountants, Accounting Specialists, and Accounting 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.

A. Essential Job Specific Duties:

1. Partners with the CFO with the financial management and accounting functions of the Finance division.
2. Ensure that accounting policies, procedures and controls comply with generally accepted accounting principles, governmental regulations and guidelines.
3. Act as a liaison with funding sources in resolving budget, financial and reporting issues.
4. Work with the CFO in developing and implementing policies and procedures to ensure corporate assets are safeguarded, including confidential data.
5. Partner with the CFO in designing and implementing financial reporting systems.
6. Responsible for the preparation of monthly financial reports that accurately reflect the financial status of the organization for presentation to the Board of Directors.
7. Works with CFO in developing and establishing budgeting standards to evaluate expenditures for all grants/contracts and programs.
8. Identify and present financial issues. Recommend appropriate action to strengthen and enhance the financial environment.
9. Review and approve of expenditures within grant/program budget limits.
10. Responsible for the development and preparation of budgets, budget modifications and amendments and other supporting financial analyses and schedules required for ongoing grants/contracts and proposals for additional funding.
11. Partner with CFO in establishing and maintaining all banking relationships.
12. Provide general business and financial advice to the CFO on the overall operations and financial condition of the organization. Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.

13. Analyze and interpret legislation and other financial directives issued by the Controller General of the United States and the Office of Management and Budget (OMB).
14. Establish and maintain effective relationships with senior management, the Board of Directors, funding source representatives and auditors.
15. Train staff on effective use of the accounting software applications/modules (Abila MIP).
16. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform 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:

Generally accepted accounting principles
Applicable federal, state, and local laws, codes, and regulations
Organization and Finance Division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Maintain and organize a variety of files, records, and logs
Plan and coordinate work requiring constant alertness and considerable mental attention
Work under frequent time pressures or deadlines
Supervise and motivate a diverse group of individuals
Research and resolve financial issues and problems
Analyze financial data with successful results
Prepare accurate and concise financial statements, reports and budgets
Establish and maintain good working relationships, both internally and externally with funding sources, banks, board of directors and auditors
Exercise good or independent judgment

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
- CPA (Certified Public Accountant) preferred
- Eight (8) years of progressive financial accounting experience, including four (4) 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, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Finance			
	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					

Director of Operations

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 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under general direction of the Chief Financial Officer, the Director of Operations will ensure that all divisions are appropriately provided support services by directing facility maintenance, fleet management, information technology, risk management and business services. Serve as the Responsible Managing Employee (RME) for agency construction projects and property improvements.

SUPERVISION RECEIVED:
Receives supervision from the Chief Financial Officer

SUPERVISION EXERCISED:
Directly supervises Facilities Manager, Technology Services Manager, and Business Manager.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Develops short and long-range plans in coordination with the appropriate division directors related to information technology, facilities management, procurement strategies and maintenance, including recommended prioritization of resources.
2. Communicates with agency directors and management personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and others concerning facilities maintenance, operations, planning, and construction in order to exchange information, resolve issues, and ensure effective services.
3. Responsible for property management to include leases, property acquisition, appraisal, notice of federal interest, and any permits and inspections.
4. Responsible for implementing and monitoring agency security and safety.
5. Oversee and monitor the work of the maintenance department including maintenance, renovation and new construction of all agency facilities.
6. Oversee and monitor Warehouse and Distribution building.
7. Oversee the development of a coordinated fleet management system.
8. Prepares site survey, plot plans, drawings, lay-outs, floor plans, and other data as required to pictorially or diagrammatically present proposals or situations. This is to include cost estimating, design programming and 3-D modeling, rendering, animation of proposed projects.
9. Assist and coordinate with appropriate staff the Geographic Information System (GIS) software and related equipment.
10. Assists executive management with project status reports to be presented to the Board of Directors and Policy Council.
11. Ensures Davis Bacon California State prevailing wage compliance: review of certified payroll,

fringe benefits, accuracy of deductions, provides assistance and employee interviews.
12. Point of contact for all construction. Prepares required documentation for local building department to pull permits. Monitors construction: verify work completed to plans and specs, sign off on invoices/pay applications, maintains and organizes construction documents
13. Coordinates general liability insurance, loss control, worksite safety, workers compensation, disaster preparedness, facility inspections and claims management.
14. Oversees the Information Technology Department ensuring network stability by planning and implementing hardware standards, resource management and software solutions.
15. Oversees the Business Services Department which includes procurement, insurance, leases, and fixed asset inventory. Ensures all applicable federal, state, and local regulations are applied to all procurement efforts and contract documents.
16. Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
17. Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts; and apprises the CFO and CEO of the status of agency contracts/program performance on a periodic basis. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions; and implements the corrective actions
18. In conjunction with the CFO, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations including funding guidelines for program activities.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as well as provide trainings as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications
Principles and practices of finance, real estate financing and economic development
Davis-Bacon Act

Ability to:
Solve problems effectively and efficiently.
Deal with conceptual matters.
Plan, organize, allocate, and control substantial resources.
Communicate effectively.
Attend evening and weekend meetings.
Effectively present program to the general public.
Work independently with little direction; meet schedules and timelines.

Plan, develop, and present mixed media presentations.
Write creatively and clearly for general and specialized audiences.
Maintain and organize a variety of files, records, and logs.
Supervise employees professionally to achieve their goals and be self-motivating.
Plan and organize work; compose clear, concise reports and recommendations.
Analyze situations accurately and adopt an effective course of action.

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 of Arts or Bachelor of Science Degree in Business Administration, Public Administration, Planning, Construction or closely related field preferred.
- Eight years' experience working in facilities management, project management or construction management.
- Possession of General Contractors License.
- Possession of Responsible Managing Employee (RME)
- Certification as Playground Safety Inspector preferred

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical TB and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing 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 Director of Operations			
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					

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Director of Human Resources

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 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under direct supervision of the Chief Financial Officer (CFO) the Director of Human Resources is directly responsible for the overall administration, coordination and evaluation of the human resource functions. Serves on the executive management team and assists and advises company management about Human Resources. The Director of Human Resources guides and manages the overall Division of Human Resources services, policies, and programs for the entire company.

SUPERVISION RECEIVED:

Receives supervision from Chief Financial Officer

SUPERVISION EXERCISED:

Human Resources Administrator, Payroll/HRIS Administrator, HR Generalist/Recruiting Supervisor, Recruiting Specialist, Benefits Specialist, HR Technicians, Payroll Technicians, Risk Management Supervisor

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Oversees the implementation of Human Resources programs through Human Resources staff. Monitors administration of established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
2. Provides strategic planning and implementation of HR best practices and processes; implementation of agency policy and procedures.
3. Must be able to develop and implement a short and long-term human resources strategy and corresponding systems in alignment with the agency mission; support organizational growth and value; translate the agency's strategic plan into HR strategies.
4. Annually reviews and makes recommendations to executive management for improvement of the organization’s policies, procedures and practices on personnel and payroll matters.
5. Key focus areas include recruiting and staffing; employee orientation, development and training. Performance management, employment and compliance to regulatory concerns and employee relations. Management of compensation and benefits administration.
6. Provides management, direction and oversight for time and attendance and payroll processing and compliance activities.
7. Responsible to oversee labor negotiations and maintain positive relationships with Service Employees International Union (SEIU) Local 521 and ensure compliance with Union contract. Works with management and Union on contract negotiations and renewal.
8. Ensure compliance with ongoing regulatory and federal and state laws.

9. Develops and monitors an annual budget that includes Human Resources services, employee recognition, and company staff development.
10. Works directly with Human Resources consultants, attorneys and training specialist, and coordinates company use of insurance brokers, pension administrators and other outside sources.
11. Support management by providing human resources advice, counsel, analyze information and data, and ensure active communication between manager and employee.
12. Responsible for wage and salary reports and other compensation information. Ensure agency compliance with mandated compensation updates.
13. Work closely with the Chief Financial Officer to supply information to auditors. Monitor procedures to meet grant compliance in relationship to auditing standards. Ensure compliance and responses to CAPK audits.
14. Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicate and enforce organizational values. Communicate changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
15. Administer employee benefit programs including retirement, group health and life insurance plans, short and long-term disability plan, COBRA and FMLA. Ensure billing from vendors is accurate and completed timely to present to the Finance Division.
16. Negotiate with insurance companies, brokers, or agencies with respect to premiums, terms and conditions, renewals, modifications of insurance contracts in coordination with the Chief Financial Officer.
17. Oversee the HRIS and Payroll software/data base for accuracy and safety of information. Automate HR processes by incorporating the use of HRIS and paperless systems. Ensure confidentiality of all electronic and paper employee data.
18. Oversees Attendance Tracking and related policies.
19. Oversees Performance Evaluations ensuring adherence to policies.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.
21. Performs special assignments/projects and other duties as assigned by the Chief Financial Officer.

B. Payroll Management

1. Responsible for directing and overseeing all aspects of timekeeping and payroll processing to ensure employees are paid accurately and in accordance with federal, state and local laws and regulations as well as agency policies.
2. Ensures payroll taxes are properly withheld, accurate payments are remitted to taxing authorities and accurate reporting is prepared and submitted by payroll vendor in a timely manner.
3. Ensures accurate withholding and remittance of employee contributions towards agency-provided health, retirement and supplemental benefits.
4. Guides Payroll Manager and other staff in reviewing and revising, as needed, policies, procedures, processes, internal controls, and data collection, reporting and storage systems to ensure all are functioning properly and efficiently.
5. Ensures all necessary timekeeping and payroll records are maintained in accordance with federal, state, and local laws and in accordance with grantor agencies requirements.
6. Ensures all required payroll-related reports are filed timely with appropriate federal, state, local and grantor agencies.

7. Works with external auditors and grantor agency reviewers to provide payroll information to assist with financial audits and compliance reviews and to address any issues that may arise during such audits and reviews.
8. Maintains cooperative relationships with payroll processing and other related vendors.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Modern office practices, methods, procedures and equipment including computers
- Word processing, spreadsheet, database, and other related software applications
- Payroll processing, procedures and state and federal laws according to paying employees

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization, with vendor and partner organizations.
- Display strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Understand and interpret program revenue and expense budgets.
- Ability to create and use Excel spreadsheets for program data, personnel, benefits, and budget management tasks.
- Operate as a member of the Leadership Team.
- Interface with the Board, providing updates and recommendations as needed on topics related to HR.
- Set goals, in consultation with Chief Financial Officer, for staff performance and satisfaction; develop metrics; gather data and report results.
- Display strong technical and analytical skills
- Motivate and supervise subordinates in a day-to-day operation
- Communicate clearly with a collaborative approach; willing to develop and ensure the success of staff, and to create/sustain a positive work environment

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 Human Resources or related field, and eight years experience in human resources with progressive responsibility, including at least five years at a management level. Master’s degree preferred.
- Certification as a Senior Professional in Human Resources (SPHR) required.
- Payroll certification and/or experience preferred.
- Demonstrated progressive experience in Management of an HR Department.
- Experience may substitute for education at the discretion of the Chief Financial Officer.

OTHER REQUIREMENTS:

- Possession of a valid California Driver’s License and State automobile insurance, and

acceptable driving record substantiated by a DMV printout.
- Completion of a fingerprint background check, physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Human Resources			
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					

Director of Head Start/State Child Development

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 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the general direction of the Chief Program Officer, the Director of Head Start/State Child Development plans, organizes, controls and directs the operation, management and administration of Head Start/ Early Head Start / Early Head Start San Joaquin / Early Head Start Child Care Partnerships/ Home Visiting Initiative (Cal Works) and State Programs; develops, monitors, implements and evaluates programs policies and procedures; develops, administers and monitors program budgets; assures the Head Start /Early Head Start complies with and implements State, local and federal regulations; supervises and evaluates the performance of assigned personnel. Ensures all and is subject to applicable Federal and State laws, policies and regulations as determined by the Board of Directors and Policy Council. (Including leadership and technical expertise for program staff; assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, Federal and State regulations, funding source requirements and policies/practices).

SUPERVISION RECEIVED:
Receives supervision from Chief Program Officer

SUPERVISION EXERCISED:
Assistant Director of Head Start/State Child Development, Program, Design and Management Administrator, Fiscal Administrator, Education and Support Services Administrator, Partnership Administrator, Quality Assurance Manager, and Assistant to the Director of Head Start/State Child Development

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Program Planning and Operational Management: Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services.

    a. Ensures all required assessments are completed per grant regulations ie: community needs assessment; school readiness.
    b. Supervises design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
    c. Develops written procedures for program planning which includes a process for the formulation of program service objectives, a budget and work plan based on identified 5-year program goals.
    d. Develops and prepares annual preliminary program budgets; analyzes and reviews

budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors fiscal systems to assure and sustain program alignment; administers grants; develops and negotiates service contracts with subscribing educational systems, partnerships and consultants.

e. Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; determines need for, monitors and evaluates staff development programs and provides information to staff regarding professional development activities.
f. Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information, visit classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
g. Establishes and maintains partnerships with agencies/resources in the community as they relate to program goals and objectives.
h. Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
i. Provides systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
j. Maintains an internal communications system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council and the Community Action Partnership of Kern Board of Directors.
k. Ensures that annual self-assessment and process for program and management improvement plans are conducted in conjunction with the Policy Council.
l. Directs public relations and community interface activities.

2. Personnel Management: oversees the identification of work to be done as related to the Performance Standards, administrative requirements and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management; Provides leadership in establishing and maintaining quality work standards throughout the Division.

    a. Ensures that staff positions meet or exceed State of California Department of Education, Head Start and/or Community Care Licensing staffing requirements.
    b. Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
    c. Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
    d. Works with the Human Resources Department to implement timely recruitment and selection process to ensure consistency with the budget plan, performance evaluations, coaching and counseling in accordance with applicable federal and state laws/regulations.
    e. Oversees the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.
    f. Makes recommendation to the Chief Program Officer regarding hiring and terminations in accordance with Agency policy, applicable laws/regulations, and Appendix A, Governance and Management Responsibilities.
    g. Responsible for the development and implementation of training plans for staff, Policy Council, parents, volunteers and others involved in the operation of the Head Start, Early

Head Start, Early Head Start San Joaquin, Early Head Start Child Care Partnership, Home Visiting Initiative and State of California Department of Education programs.

3. Financial Management: in conjunction with the Chief Program Officer and Chief Finance Officer, oversees the grantee's responsibility in conducting the financial affairs of the Division, including Head Start, Early Head Start, and Fatherhood.

    a. In conjunction with the Agency's Chief Finance Officer and the Fiscal Administrator, develops and maintains an effective system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
    b. Oversees the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
    c. Manages funds in order to achieve the maximum benefit from a limited amount of resources.
    d. Ensures that timely, accurate financial reports presented in an understandable format are provided to the Policy Council and Board of Directors to ensure adequate information to make decisions necessary to operate successful Child Development programs.
4. Performs other duties as assigned and required by the Chief Program Officer.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. 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:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures and equipment including computers.
Word processing, spreadsheet, database, and other related software applications.

Ability to:
Find solutions for conceptual matters.
Plan, organize, allocate, and control substantial resources.
Communicate effectively.
Display good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) highly desirable

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 Education, Child Development, Public Administration, Education Administration, or related field with 24 units ECE/CD, Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; Programs/Curriculum; plus 6 units in administration, and 6 units in adult supervision.
- Minimum five years senior management level experience in administering a child development program, division or department within a public agency or private non-profit organization.
- Demonstrated ability in project and budget planning.
- Five years of direct experience in managing government funded programs desirable.
- Knowledge of principles and practices of administration, budgeting, fiscal oversight, project management and personnel practices; Must have strong supervisory skills, effective communication skills, and the ability to work independently while managing competing demands; Federal, State, and local programs, laws and regulations pertaining to the operation of the Program.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance upon offer of employment and annually thereafter.
- 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 Director of Head Start/State Child Development			
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					

Helping People. . . Changing Lives.

Director of Health & Nutrition

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 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the direction of the Chief Program Officer (CPO), the Director of Health & Nutrition Services will monitor all Agency contracts and/or grants pertaining to health, health education, and nutrition to ensure programmatic compliance with Federal and State laws and/or regulations and any other requirements specific to the contracts and/or programs.

SUPERVISION RECEIVED:
Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:
WIC Program Manager, Food Bank Manager, Migrant Childcare Alternative Payment (MCAP) Program Manager, Cal Fresh Healthy Living Program Manager, Central Kitchen, and supports the CEDS Nutrition Services staff

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Responsible for monitoring federal, state and county funds to ensure funds are allocated and expended in accordance with guidelines set by applicable funding sources and appropriate federal/state regulations.
2. Responsible for the overall operation of the programs including planning, developing, implementing and monitoring policies and procedures to ensure compliance with program/contract goals and objectives, in accordance with the funding sources requirements and scope of work.
3. Oversees the development, implementation, and monitoring of programs budgets for the Division.
4. Oversees program operations to ensure effective use of funds and compliance with rules and regulations set forth by the funding source.
5. Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
6. Develops funding concepts and grants for implementation and project management of programs and services. Provides support in the preparation and submission of funding applications to meet the program's goals and objectives.
7. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions.
8. Assists personnel with the implementation of solutions to identified performance problems with agency contracts, including the evaluation of work performance on a timely basis, and providing administrative and human resources support.
9. Provides oversight of the overall operation and administration of the Central Kitchen,

including compliance with the Head Start Performance Standards in relations to food service; meals/menus ages 0 – 4 years, special dietary requirements.
10. In conjunction with the Chief Financial Officer, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations.
11. Apprises the CPO of the status of agency contracts/program performance on a periodic basis.
12. Assist the CPO with presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies and the community.
13. Works in collaboration with other agencies, organizations and/or local government that support and enhance services provided by the Partnership.
14. Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials as well as state and federal funding representatives.
15. Oversees nutritional services for Child Education & Development Services programs, to include, but not limited to, approval of menus, review of special diets and diet modifications, and oversee high-risk diets.
16. Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the agency's relationships with other individuals and/or organizations.
17. Performs special assignments/projects and other duties as assigned by the CPO.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:
Deal with conceptual matters.
Plan, organize, allocate, and control substantial resources.
Communicate effectively.
Display interpersonal skills.
Attend evening and weekend meetings.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) highly desirable

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Education:

- B.S./B.A. degree from an accredited institution with a major in Nutrition, Food Service, or closely related field.
- Possession of an advance degree is desirable and may be substituted for one (1) year of required experience.
- Registered Dietitian; current registration with the Academy of Nutrition and Dietetics.

Experience:

- Five (5) years senior management level experience, including supervision, in directing, organizing and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization; emphasis in health, health education and nutrition programs desirable.
- Public speaking experience and media relations is desirable.
- Any equivalent combination of education and/or experience may be acceptable.

Skills:

- Must have knowledge of principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management and HR/employee practices
- Must have strong supervisory skills, effective communication skills, and the ability to work independently while managing competing demands
- Must have ability to gather and analyze data and make comprehensive reports and recommendations.
- Must have the ability to communicate effectively and prepare clear and concise reports.
- Must have the ability to establish and maintain effective working relationships; Federal, State, and local programs, laws and regulations pertaining to the operation of the program; analyze demographic and program statistical data to effectively plan program goals and objectives

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Completion of physical and substance abuse screening upon offer of employment.
- Successful completion of TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Health & Nutrition			
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					

Director of Community Development

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 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the director of the Chief Program Officer (CPO), the Director of Community Development will direct, supervise and monitor all agency contract and/or grants that pertain to homeless services and self-sufficiency services (2-1-1 Kern County, Coordinated Entry Systems (CES), Homeless Management Information Systems (HMIS), Homeless Shelter operations, Housing and Veterans Services). Ensure programmatic compliance with Federal and State laws and/or regulations and any other requirements specific to the contracts/programs.

SUPERVISION RECEIVED:
Receives supervision from the Chief Program Officer (CPO).

SUPERVISION EXERCISED:
Supervises Program Manager 211, Homeless Services Program Manager(s), and Coordinated Entry Services

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Performs internal quality control activities to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required time frames; and to prepare for audits/programmatic quality reviews from external agencies.
2. Reviews and coordinates budget preparation, monitors expenditures and revenues for assigned programs/contracts, and coordinates required periodic program reporting as required.
3. Initiates, directs, and evaluates program activities and effectiveness, i.e., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
4. Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts; and apprises the Chief Program Officer of the status of agency contracts/program performance on a periodic basis. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions; and implement the corrective actions
5. In conjunction with the Chief Financial Officer, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations including funding guidelines.
6. Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
7. Assists the Chief Program Officer in providing effective presentations to the Board of Directors

and its subcommittees, elected officials, private and public agencies, and the community.
8. Prepares management analyses and reports on various contracts/programs for strategic planning purposes and presentations to appropriate policy bodies.
9. Works in collaboration with other agencies, organizations, and/or local government that support and enhance services provided by Community Action Partnership of Kern.
10. Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials, as well as state and federal funding representatives.
11. Performs special assignments/projects and other duties as assigned by the Chief Program Officer.
12. Serves as a liaison on the county-wide homeless collaborative to ensure that the needs of the homeless population are being met.
13. Analyze and interpret HMIS data to communicate homeless population outcome data.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to improve the lives of homeless clients with a "housing first" mindset
5. 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:
Resource and fund development
Research techniques and resources
Word processing, spreadsheet, database and other related software
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Word processing, spreadsheet, database, and other related software

Ability to:
Supervise diverse staff
Plan, organize, allocate, and control resources
Communicate verbally and electronically effectively
Attend evening and weekend meetings
Effectively work in group settings with other Directors, Managers, Board of Directors, and others
Effectively present programs to the general public
Establish professional working relationships with staff, service providers and partners, and the community
Bilingual language fluency (Spanish/English) highly desirable

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- B.S./B.A. degree from an accredited institution with a major in Public Administration, Business

Administration or closely related field (possession of an advanced degree is desirable and may be substituted for one (1) year of required experience).
- Five (5) years senior management level experience, including supervision, in directing, organizing and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:
- Must have strong and effective supervisory and communication skills.
- Public speaking experience and media relations desirable
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Bilingual (English/Spanish) capabilities desirable
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Community Development			
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					

Director of Youth and Community Services

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 14 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the general direction of the Chief Program Officer, the Director of Youth & Community Services will direct, supervise and monitor all Agency contracts and/or grants pertaining to youth services and self-sufficiency services, (Americorps, Youth Services, East Kern Family Resource Center, Energy Programs, and VITA/IDA Program) to ensure programmatic compliance with Federal and State laws and/or regulations and any other requirements specific to the contracts/programs.

SUPERVISION RECEIVED:
Receives supervision from Chief Program Officer

SUPERVISION EXERCISED:
Energy Program Administrator, 211 Kern County Program Manager, Youth Services Program Managers, Americorps Program Manager, and VITA/IDA Program Manager.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. **Essential Job Specific Duties:**
2. Performs internal quality control activities to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required time frames; and to prepare for audits/programmatic quality reviews from external agencies
3. Reviews and coordinates budget preparation, monitors expenditures and revenues for assigned programs/contracts, and coordinates required periodic program reporting as required.
4. Initiates, directs, and evaluates program activities and effectiveness, i.e., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
5. Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts; and apprises the Chief Program Officer of the status of agency contracts/program performance on a periodic basis. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions; and implement the corrective actions
6. In conjunction with the Chief Financial Officer, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations including funding guidelines.
7. Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
8. Assists the Chief Program Officer in providing effective presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.

9. Prepares management analyses and reports on various contracts/programs for strategic planning purposes and presentations to appropriate policy bodies.
10. Works in collaboration with other agencies, organizations, and/or local government that support and enhance services provided by Community Action Partnership of Kern.
11. Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials, as well as state and federal funding representatives.
12. Performs special assignments/projects and other duties as assigned by the Chief Program Officer.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. 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:

Principles and practices of nonprofit administration.
Budgeting and fiscal oversight.
Project management.
Local Programs.
Personnel practices.
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:

Work independently while managing competing demands.
Gather and analyze data and make comprehensive reports and recommendations.
Communicate effectively and prepare clear and concise reports.
Establish and maintain effective working relationships. must have the ability to analyze demographic and program statistical data to effectively plan program goals and objectives
Deal with conceptual matters
Plan, organize, allocate, and control substantial resources.
Attend evening and weekend meetings
Effectively present program information to the general public.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- B.S./B.A. degree from an accredited institution with a major in Public Administration, Business Administration or closely related field (possession of an advanced degree is desirable and may be substituted for one (1) year of required experience).

- Five (5) years senior management level experience, including supervision, in directing, organizing and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Must have strong and effective supervisory and communication skills.
- Public speaking experience and media relations desirable
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Bilingual (English/Spanish) capabilities desirable
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Family, Youth and Community Services			
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					

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Personnel Committee

From: Yolanda Gonzales, Director of Head Start and State Child Development

Date: March 12, 2020

Subject: *Agenda Item 5b:* Head Start and State Child Development Reorganization – **Action Item**

The Head Start and State Child Development Division has experienced substantial growth over the past several years. This growth has expanded services, improved quality, and enhanced facilities through multiple Federal and State grants. Additionally, we have significant funding opportunities pending for 2020 that will expand services and facilities even more. As the division has grown, key staff have experienced an increase in workload that has led to the need for a reorganization of duties for the division. Through a series of planning meetings, consultation with the Human Resource Division, the Finance Division and the Chief Executive officer, staff are presenting the Personnel Committee with the attached Organizational Structure for consideration and approval.

To summarize the new organizational structure in the attached, please note the color coordination below:

Yellow = Added Positions	Newly added positions include: Assistant Director of Head Start and State Child Development (2), Program Administrator, Administrative Analyst, Mentor Coach II, Wellness and Mental Health Manager, and Behavioral Support Specialists (4). Four of the six Job Descriptions have been drafted, reviewed with Human Resources, and presented for review and recommend for Board approval. The Wellness and Mental Health Manager as well as the Behavioral Support Specialist Job Descriptions will be presented for approval with the Quality Improvement funding application in April.
Green = New Titles	New Titles represent existing positions that are currently approved job descriptions. Program is proposing the change in title to bring consistency to similar roles with like duties.
Tan = Increase in Quantity of Position	An Increase in Number of Positions stem from the growth within the division, workloads have expanded to require additional staff to support the demand.
Purple = New Supervisor	Positions assigned to New Supervisors. With the addition of Assistant Directors, the alignment of supervision changed for some positions and these job descriptions have been revised to mirror the Organizational Structure proposed.

Blue = Divided Duties	Finally, the two positions notated in blue represent a division in dual roles. It is proposed that the dual role be split and there be two separate positions each with two staff.

Staff have revised all affected budgets to support these changes. All positions are allocated appropriately, and administrative costs are within the allowable range. The current HS/EHS budgets support most of these positions. Other funding sources include Head Start Quality Improvement funding and California Department of Education fund. Positions allocated to these grants are notated within the organization structure. These positions will not be filled until funding has been awarded. The budgetary changes proposed will support the workforce needed without compromising quality services to children.

The key factors within this reorganization is to bring equity in the workload and to create succession planning as reflected in CAPK's Strategic Plan Goal 5. Once fully implemented, none of the current staff will be displaced or demoted.

Recommendation

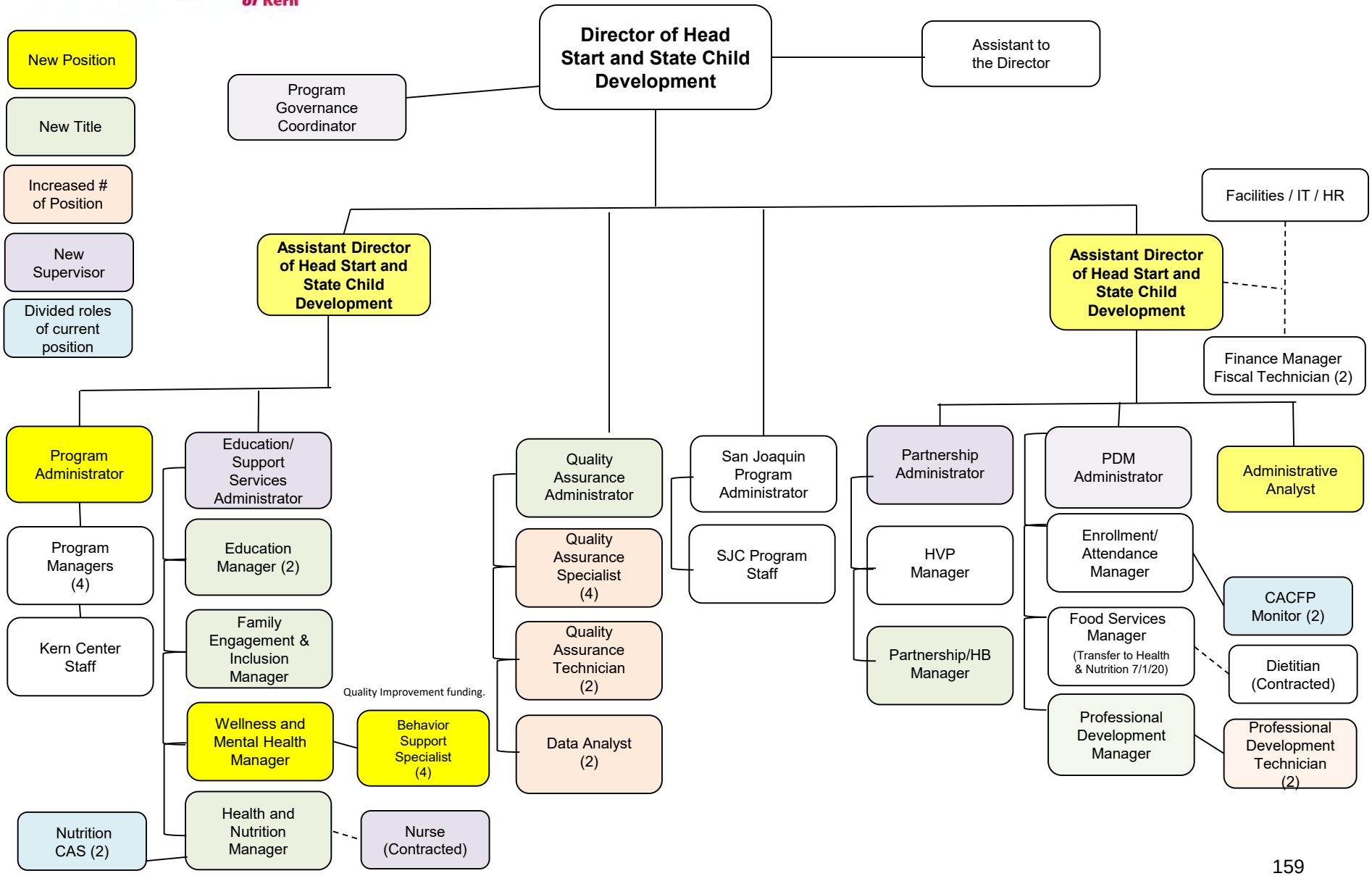
Staff recommends the Personnel Committee approve the Head Start and State Child Development division organizational structure and the addition of 6 positions noted.

Attachments:

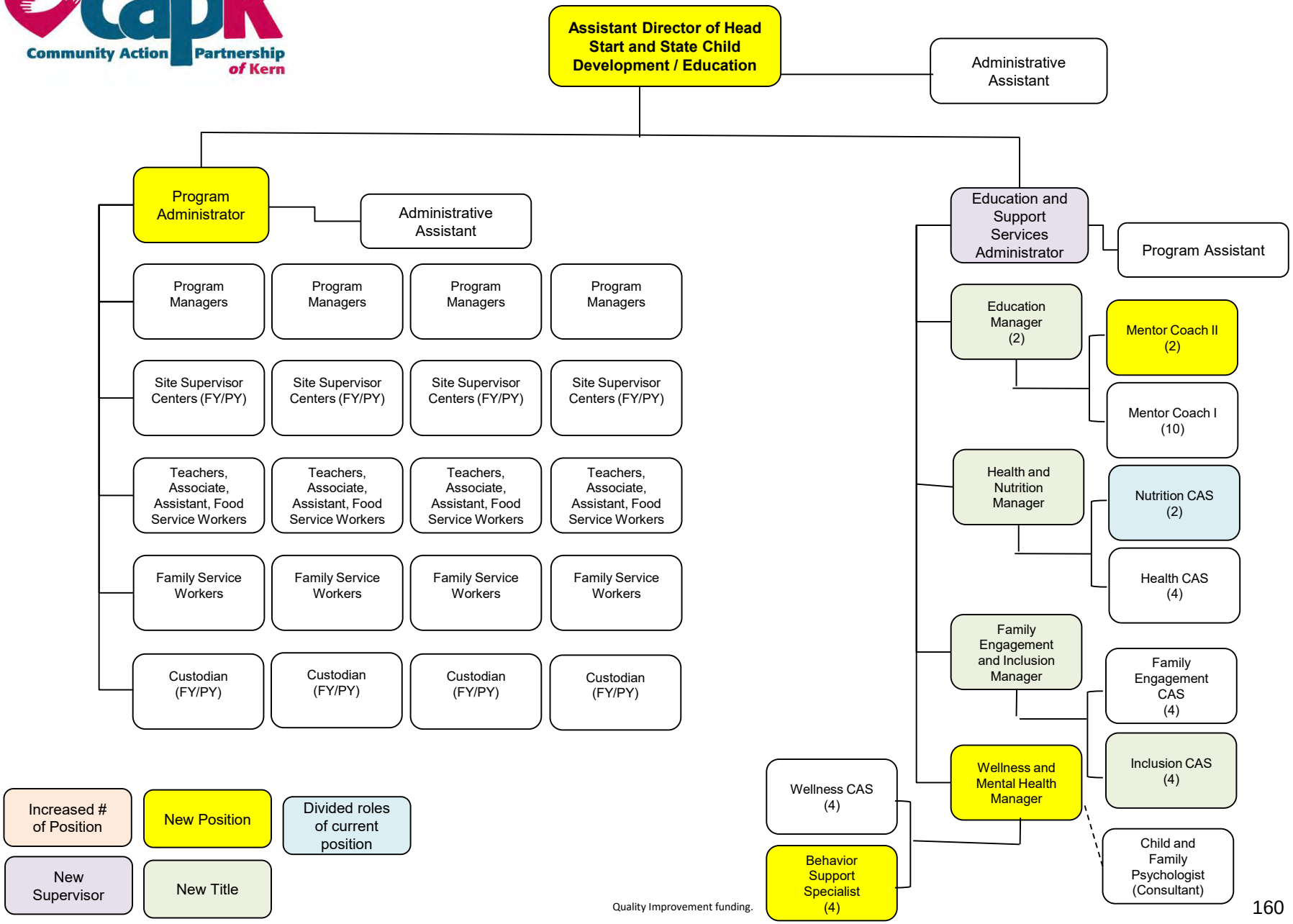
Head Start and State Child Development Organizational Chart

The following will be presented at the meeting:
Assistant Director of Head Start and State Child Development ~ Education Job Description
Assistant Director of Head Start and State Child Development ~ Program Job Description
Administrative Analyst
Mentor Coach II

Head Start/State Child Development Programs

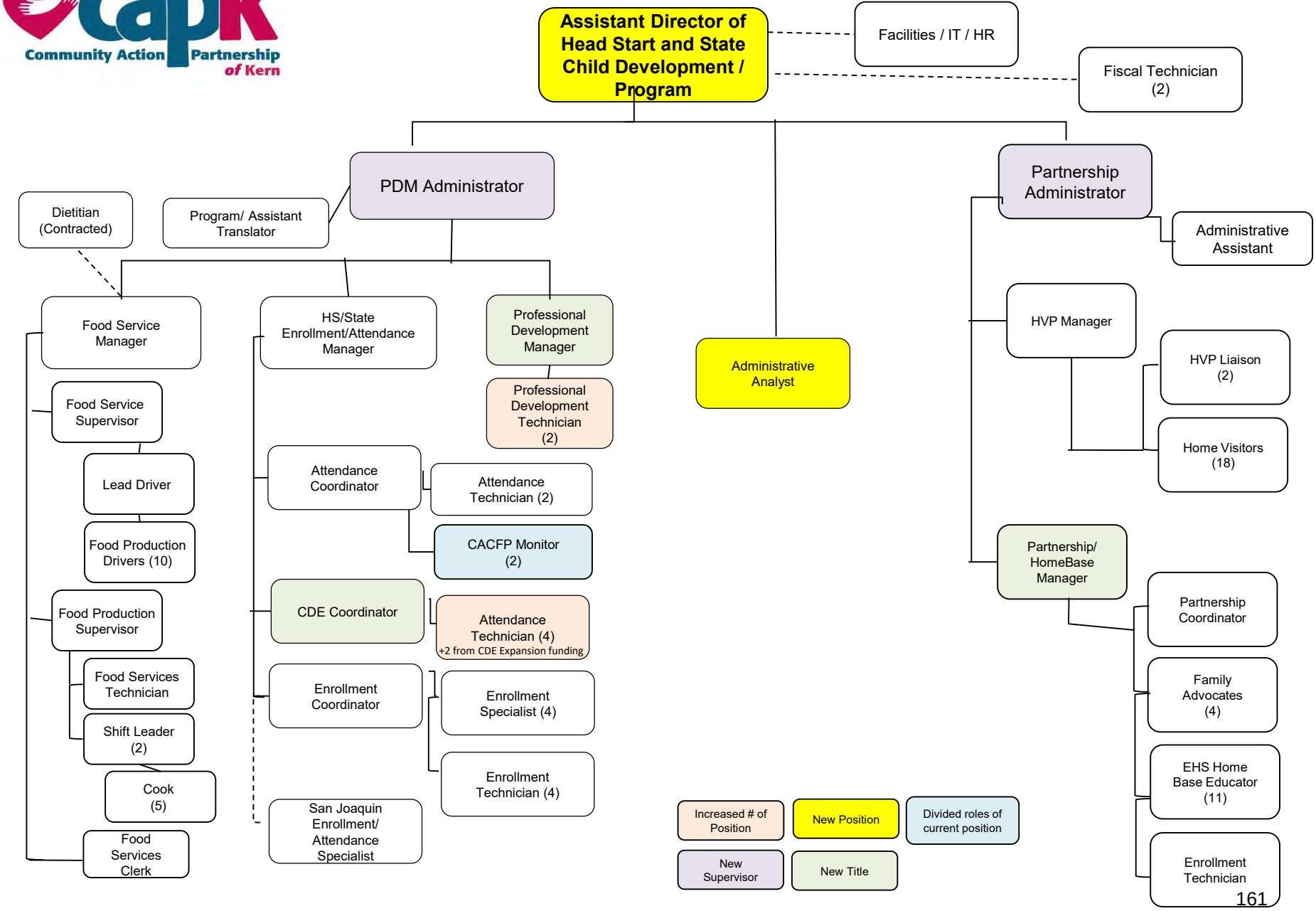


Head Start/State Child Development Programs

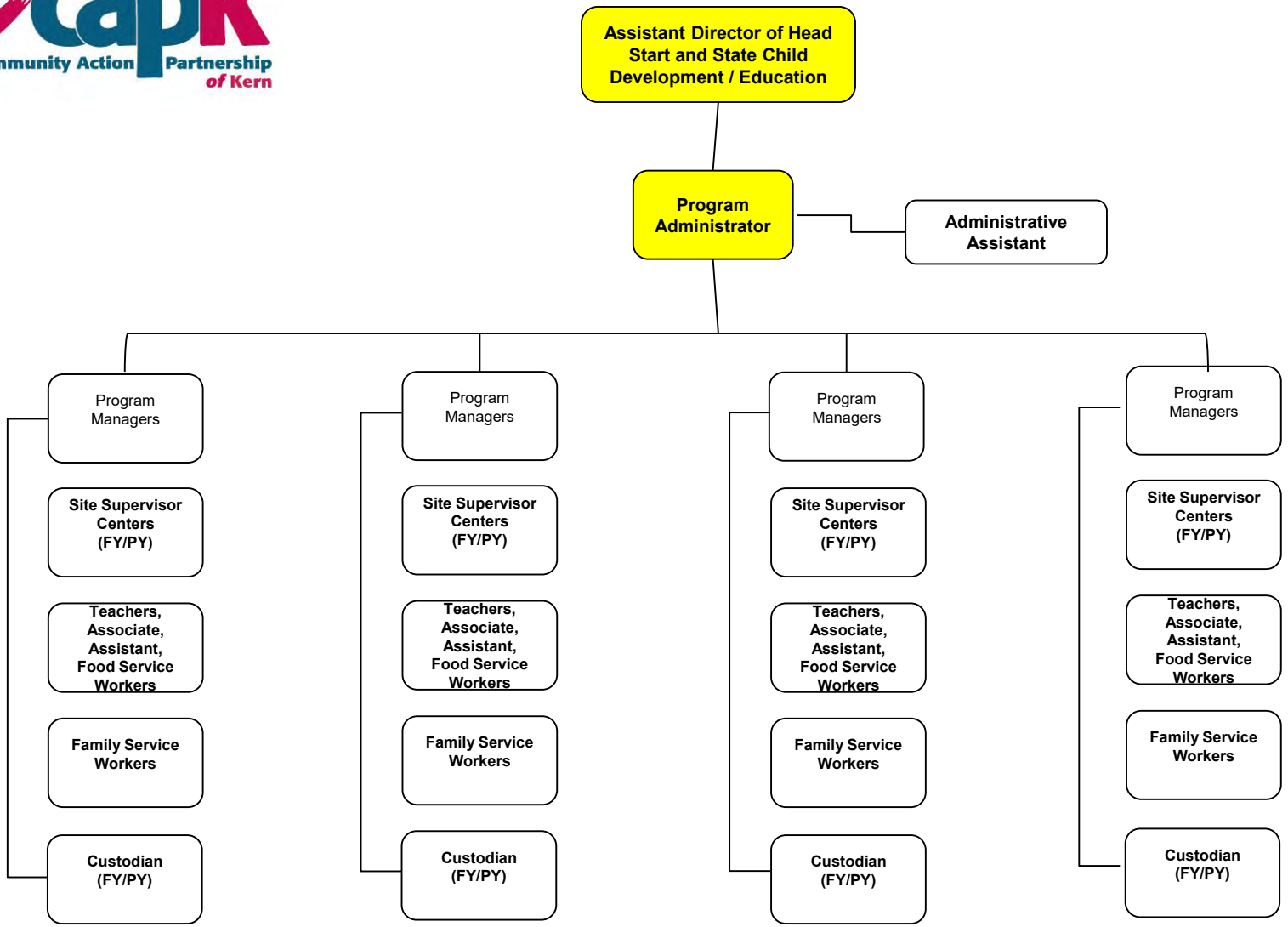


Quality Improvement funding.

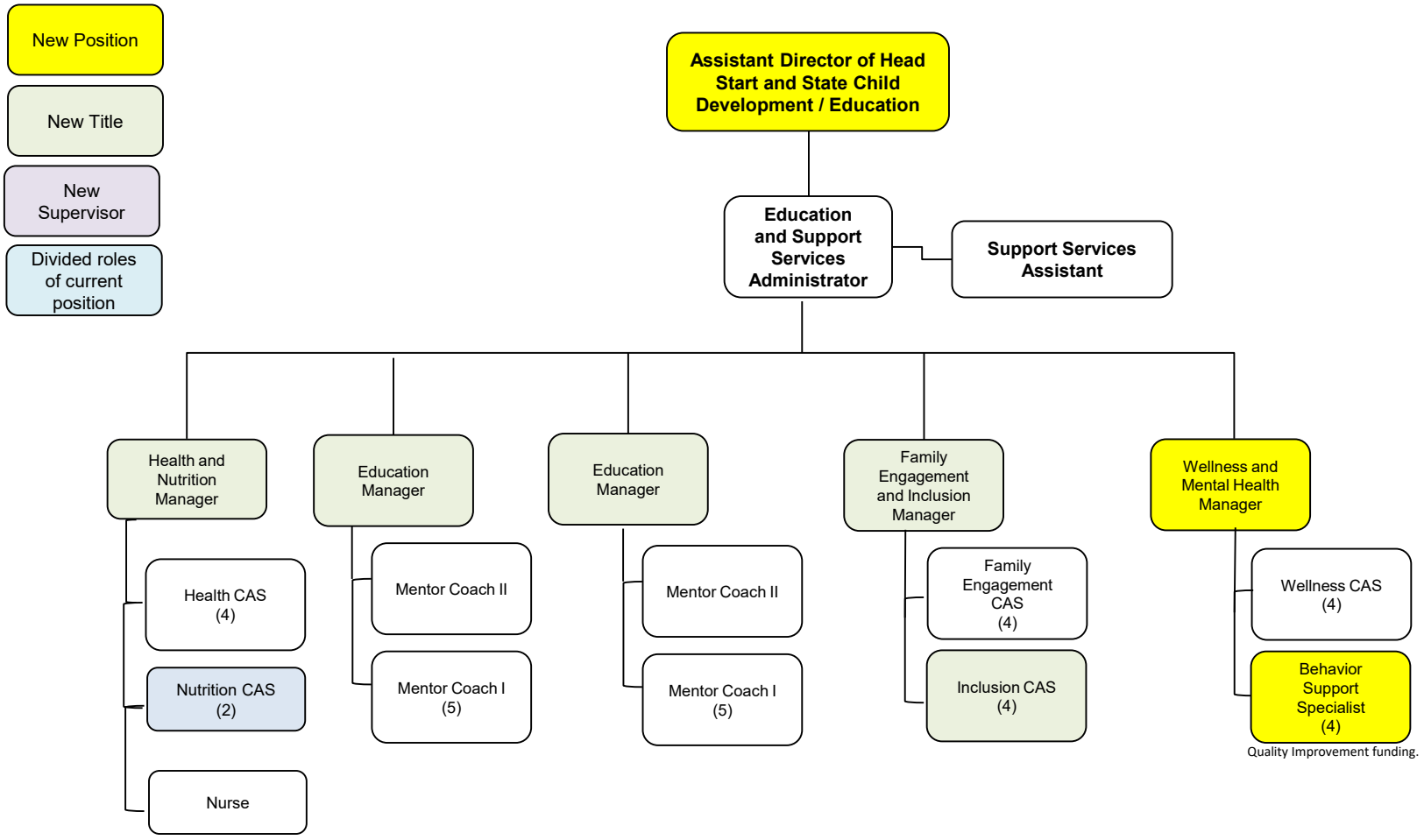
Head Start/State Child Development Programs



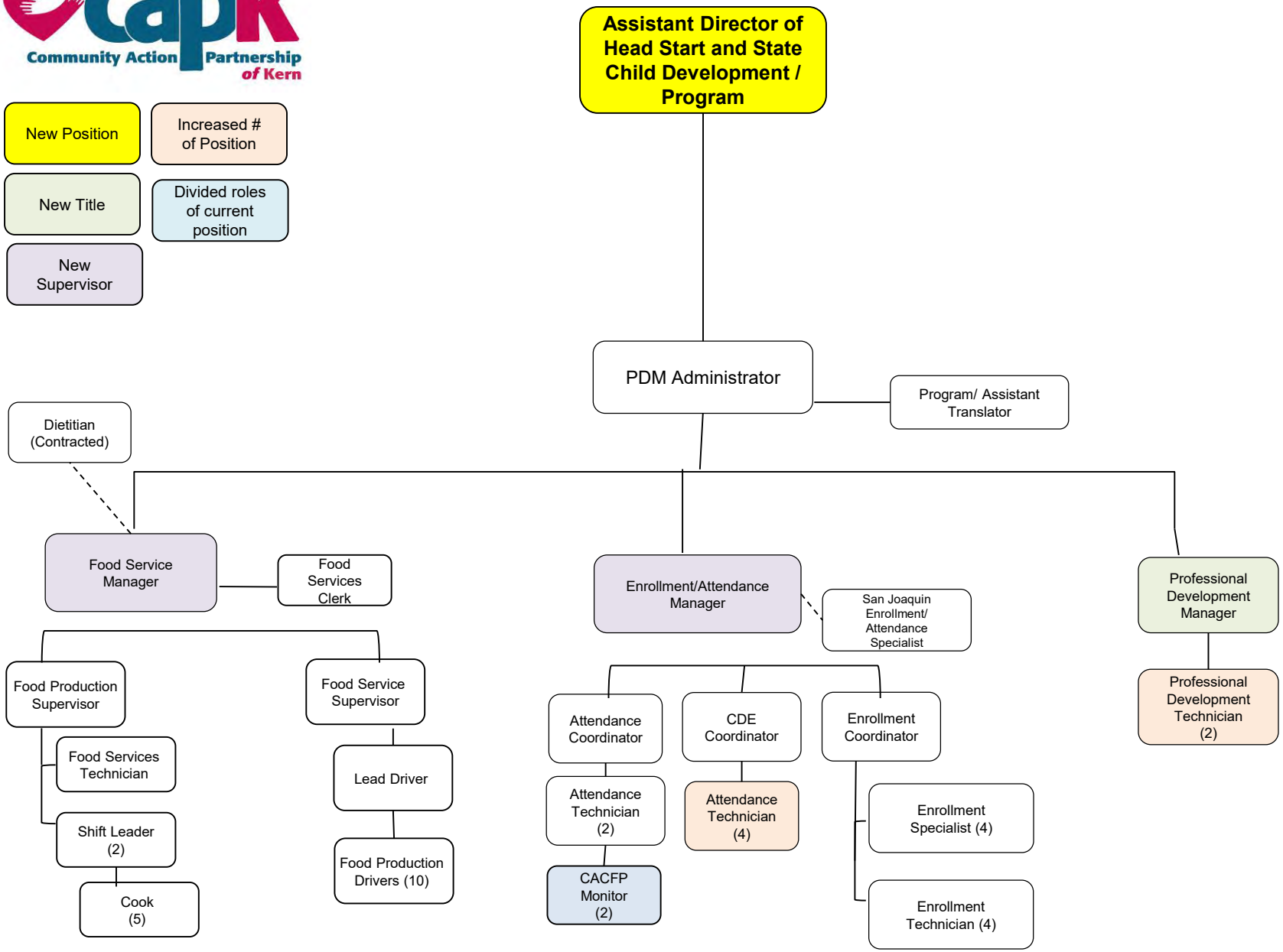
Head Start/State Child Development Programs



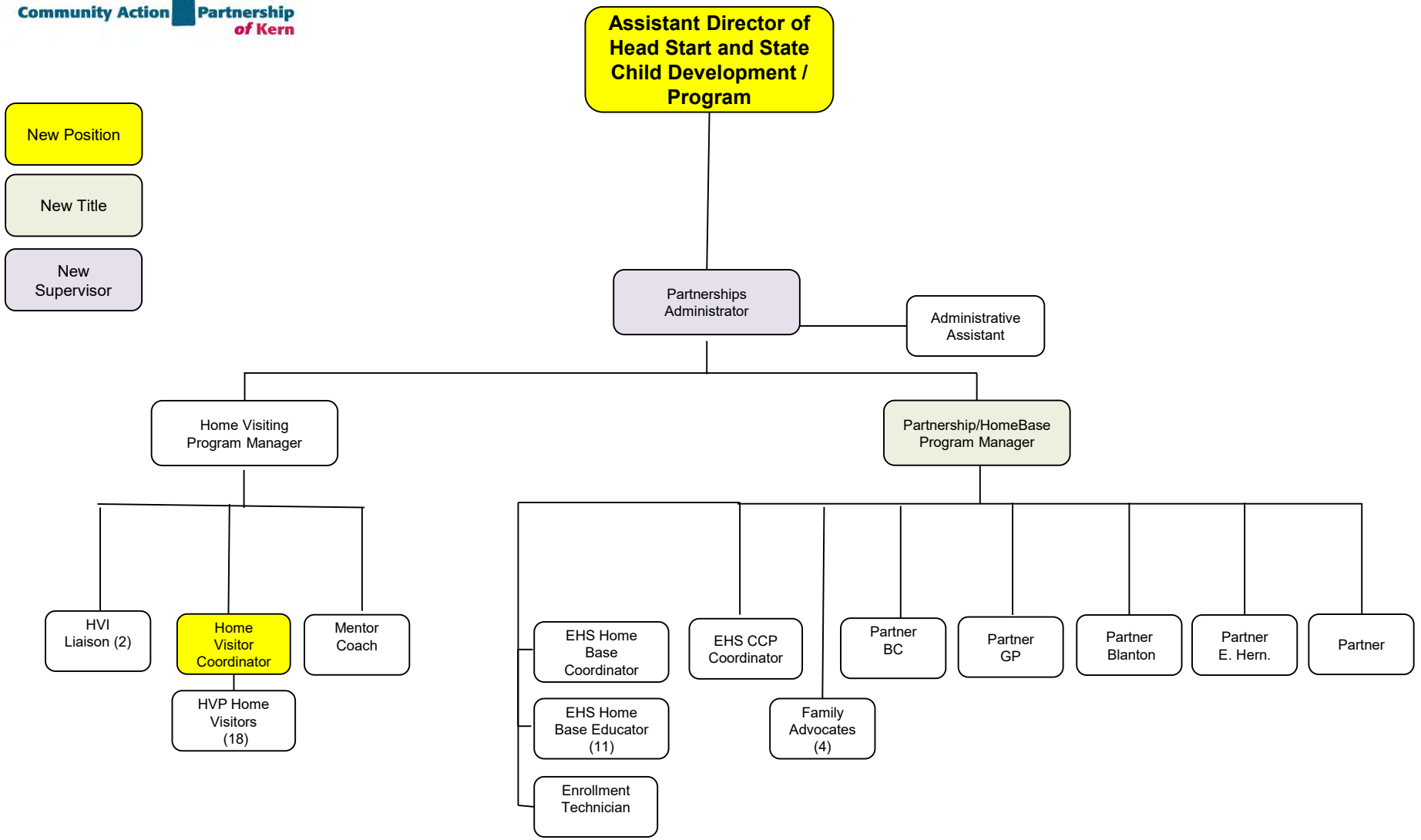
Head Start/State Child Development Programs



Head Start/State Child Development Programs



Head Start/State Child Development Programs



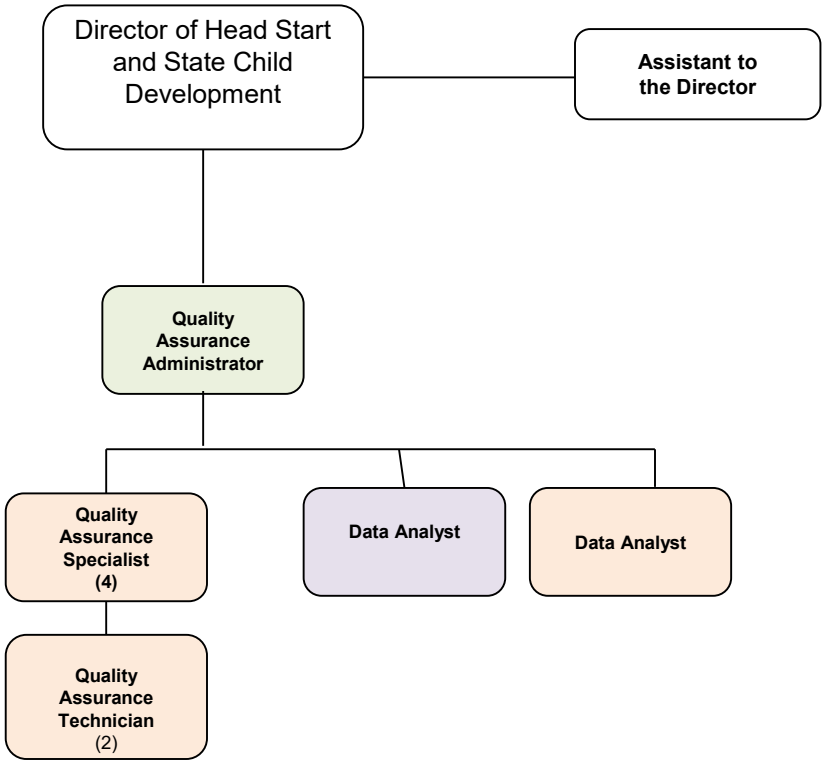
Head Start/State Child Development Programs

New Position

Increased # of Position

New Title

New Supervisor



Community Action Partnership of Kern

Helping People... Changing Lives.

Assistant Director of Head Start/State Child Development ~ Education

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 13 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the general direction of the Director of Head Start/State Child Development (Director), the Assistant Director of Head Start/State Child Development ~ Education supports the Director with planning and organizing systematic controls that directs the operation, management and administration of the Head Start and State Child Development programs. The Assistant Director develops, monitors, implements and evaluates assigned program's policies and procedures; develops, administers and monitors program budgets; assures all programs comply with Local, State, and Federal regulations. The Assistant Director supervises and evaluates the performance of assigned personnel. Ensures program quality as subject to applicable Federal and State laws, policies and regulations as determined by the Board of Directors and Policy Council. Including leadership and technical expertise for program staff; assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, Federal and State regulations, funding source requirements and policies/practices.

SUPERVISION RECEIVED:

Receives supervision from Director of Head Start/State Child Development

SUPERVISION EXERCISED:

Directly supervises Education and Support Services Administrator, Program Administrator and Administrative Assistant. Indirectly supervises all Head Start personnel.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Program Planning and Operational Management: Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services.

    a. Ensures all assigned assessments are completed per grant regulations.
    b. Provides assistance with the design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
    c. Participates in the development of written procedures for program planning which includes a process for the formulation of program service objectives, a budget and work plan based on identified 5-year program goals.
    d. Provides oversight of compliance with the Head Start Performance Standards in relations to food service; meals/menus ages 0 – 4 years, special dietary requirements.
    e. Supports the development of assigned program budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established

limitations; monitors fiscal systems to assure and sustain program alignment; administers grants; develops and negotiates service contracts with subscribing educational systems, partnerships and consultants.

f. Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; determines need for, monitors and evaluates staff development programs and provides information to staff regarding professional development activities.
g. Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information, visit classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
h. Establishes and maintains partnerships with agencies/resources in the community as they relate to program goals and objectives.
i. Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
j. Supports systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
k. Maintains an internal communications system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council and the Community Action Partnership of Kern Board of Directors.
l. Ensures that annual self-assessment and process for program and management improvement plans are conducted in conjunction with the Policy Council.
m. Support the Director with public relations and community interface activities.

2. Personnel Management: oversees the identification of work to be done as related to the Performance Standards, administrative requirements and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management; Provides leadership in establishing and maintaining quality work standards throughout the Division.

   a. Ensures that staff positions meet or exceed State of California Department of Education, Head Start and/or Community Care Licensing staffing requirements.
   b. Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
   c. Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
   d. Works with the Director implement timely recruitment and selection process to ensure consistency with the budget plan, performance evaluations, coaching and counseling in accordance with applicable federal and state laws/regulations.
   e. Supports the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.
   f. Makes recommendation to the Director regarding hiring and terminations in accordance with Agency policy, and applicable laws/regulations.
   g. Responsible for the development and implementation of training plans for staff, governing body, parents, volunteers and others involved in program operations.

3. Financial Management: in conjunction with the Director, oversees the grantee's responsibility in conducting the financial affairs of the Division.

a. In conjunction with the Director maintains compliance with a system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
b. Participates in the development and preparation of the grant refunding application and any supplemental applications as required by contracts.
c. Manages assigned budgets in order to achieve the maximum benefit from a limited amount of resources.

4. Performs other duties to fully support the Mission and Vision of Division as assigned by the Director.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. 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:

Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures and equipment including computers.
Word processing, spreadsheet, database, and other related software applications.

Ability to:

Find solutions for conceptual matters.
Plan, organize, allocate, and control substantial resources.
Communicate effectively.
Display good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) highly desirable

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 Education, Child Development, Public Administration, Education Administration, or related field with 24 units ECE/CD, Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; Programs/Curriculum; plus 6 units in administration, and 6 units in adult supervision.
- Minimum five years senior management level experience in administering a child development program, division or department within a public agency or private non-profit organization.
- Demonstrated ability in project and budget planning.

- Two years of direct experience in managing government funded programs desirable.
- Knowledge of principles and practices of administration, budgeting, fiscal oversight, project management and personnel practices; Must have strong supervisory skills, effective communication skills, and the ability to work independently while managing competing demands; Federal, State, and local programs, laws and regulations pertaining to the operation of the Program.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance upon offer of employment and annually thereafter.
- 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 Assistant Director of Head Start/State Child Development			
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 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					

Community Action Partnership of Kern

Helping People... Changing Lives.

Assistant Director of Head Start/State Child Development ~ Program

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 13 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the general direction of the Director of Head Start/State Child Development (Director), the Assistant Director of Head Start/State Child Development ~ Administration supports the Director with planning and organizing systematic controls and directs the operation, management and administration of Head Start and State Child Development programs. The Assistant Director develops, monitors, implements and evaluates assigned program's policies and procedures; develops, administers and monitors program budgets; assures all programs comply with Local, State, and Federal regulations. The Assistant Director supervises and evaluates the performance of assigned personnel. Ensures program quality as subject to applicable Federal and State laws, policies and regulations as determined by the Board of Directors and Policy Council. Including leadership and technical expertise for program staff; assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, Federal and State regulations, funding source requirements and policies/practices.

SUPERVISION RECEIVED:

Receives supervision from Director of Head Start/State Child Development

SUPERVISION EXERCISED:

Directly supervises Program Design and Management Administrator, Partnership Administrator, Administrative Analyst and Administrative Assistant. Indirectly supervises all Head Start personnel.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Program Planning and Operational Management: Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services.

    a. Ensures all required assessments are completed per grant regulations ie: community needs assessment; school readiness.
    b. Is responsible for the design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
    c. Develops written procedures for program planning which includes a process for the formulation of program service objectives, a budget and work plan based on identified 5-year program goals.
    d. Provides oversight of the overall operation and administration of the Central Kitchen, including compliance with the Head Start Performance Standards in relations to food

service; meals/menus ages 0 – 4 years, special dietary requirements.

e. Supports the development of assigned program budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors fiscal systems to assure and sustain program alignment; administers grants; develops and negotiates service contracts with subscribing educational systems, partnerships and consultants.
f. Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; determines need for, monitors and evaluates staff development programs and provides information to staff regarding professional development activities.
g. Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information, visit classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
h. Establishes and maintains partnerships with agencies/resources in the community as they relate to program goals and objectives.
i. Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
j. Supports systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
k. Maintains an internal communications system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council and the Community Action Partnership of Kern Board of Directors.
l. Ensures that annual self-assessment and process for program and management improvement plans are conducted in conjunction with the Policy Council.
m. Support the Director with public relations and community interface activities.

2. Personnel Management: oversees the identification of work to be done as related to the Performance Standards, administrative requirements and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management; Provides leadership in establishing and maintaining quality work standards throughout the Division.

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   b. Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
   c. Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
   d. Works with the Director to implement timely recruitment and selection process to ensure consistency with the budget plan, performance evaluations, coaching and counseling in accordance with applicable federal and state laws/regulations.
   e. Oversees the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.
   f. Makes recommendation to the Director regarding hiring and terminations in accordance with Agency policy, and applicable laws/regulations.
   g. Responsible for the development and implementation of training plans for staff, governing body, parents, volunteers and others involved in program operations.

3. Financial Management: in conjunction with the Director, oversees the grantee's responsibility in conducting the financial affairs of the Division.

    a. In conjunction with the Director maintains compliance with a system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
    b. Oversees the development and preparation of the grant refunding application and any supplemental applications as required by contracts.
    c. Manages assigned budgets in order to achieve the maximum benefit from a limited amount of resources.
4. Performs other duties to fully support the Mission and Vision of Division as assigned by the Director.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
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MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

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Agency policies and procedures.
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Modern office practices, methods, procedures and equipment including computers.
Word processing, spreadsheet, database, and other related software applications.

Ability to:

Find solutions for conceptual matters.
Plan, organize, allocate, and control substantial resources.
Communicate effectively.
Display good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) highly desirable

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 Education, Child Development, Public Administration, Education Administration, Business Management or related field.
- Minimum five years senior management level experience in administering a child development program, division or department within a public agency or private non-profit organization.

- Demonstrated ability in project and budget planning.
- Two years of direct experience in managing government funded programs desirable.
- Knowledge of principles and practices of administration, budgeting, fiscal oversight, project management and personnel practices; Must have strong supervisory skills, effective communication skills, and the ability to work independently while managing competing demands; Federal, State, and local programs, laws and regulations pertaining to the operation of the Program.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance upon offer of employment and annually thereafter.
- 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 Assistant Director of Head Start/State Child Development			
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 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					

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Head Start and State Child Development Program 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:**

SUMMARY:

Under the direction of the Assistant Director of Child Education and Development Services, the Program Administrator has the responsibility in the overall implementation of Early Childhood Education, Child Development principals and school readiness efforts for all Head Start and Early Head Start center-based programs. The Program Administrator will provide leadership and technical expertise for program staff; assisting with the interpretation and implementation of all aspects of Head Start Performance Standards, General and Child Care Regulations, Community Care Licensing regulations, and funding source requirements. Will ensure compliance with all program policies and procedures as well as early childhood education practices.

SUPERVISION RECEIVED:

Receives supervision from Assistant Director of Child Education and Development Services

SUPERVISION EXERCISED:

Program Managers and assigned administrative support

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Oversees a management system that ensures proper planning and efficient operation of center-based options.
2. Ensure the program maintains quality and meets all licensing, state and federal mandates.
3. Provides oversight for agency's Practice Base Coaching model's design, implementation, and monitoring.
4. Oversees and review analyses of data for School Readiness, child assessments, and CLASS goals and objectives, responsible for the implementation and recommendations for program improvement, and compliance.
5. Responsible for ensuring an educational program with focus on principals of early childhood education, appropriate curricula, child health, development and growth, and caring and safe environments for children.
6. Responsible for ensuring high quality educational programs and coordinating professional development and coaching as required.
7. Confer with Assistant Director and other administrative personnel to review achievements and discuss required changes in program emphasis resulting from current status and outcomes. As well as, planning and implementation of policies and procedures for State and Federal requirements.
8. Assists with the Health and Safety requirements of all centers.
9. Assist with overall full compliance of both State and Federal as it relates to program accountability.

10. Work in partnership with other Administrators for the common goal of program excellence.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. 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:

Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Modern office practices, methods, procedures and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Comprehensive knowledge of regulations governing the administration of Head Start or State related programs desirable.

Ability to:

Deal with conceptual matters.
Plan, organize, allocate, and control substantial resources.
Demonstrate good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program information to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) highly desirable.
Network with community partners, serve on community committees and represent the agency in community presentations.
Analyze demographic and statistical data to effectively plan program goals and objectives.
Be detail oriented.
Communicate effectively and demonstrate ability to write clear and concise reports.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university with a major in Early Childhood Education, Public Administration, Child Development, Health Services, or Social Services with at least 8 semester units in administration or management with a minimum of 2 units in adult supervision.
- Program Director permit desired. At minimum must possess or have the ability to obtain a valid Site Supervisor permit issued by the Commission for Teacher Credentialing.
- Completion of the four modules of West Ed desirable. (The program for Infant/toddler Care givers, with college credit attached required or trainer's certificate.)
- Minimum three (3) years of experience serving in an administrative or management-related position with an early childhood organization serving families with young children or serving

as a management or organizational development technical assistance consultant to such programs.
- Minimum of two (2) years supervisory experience.
- Familiarity with challenges of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.

OTHER REQUIREMENTS:
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of physical, TB and substance abuse screening required upon offer of employment.
- Must be fingerprinted and have such records filed with the Department of Justice, and the State Department of Social Services and Community Care Licensing.

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 Program Administrator			
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					

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Administrative Analyst

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 9 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the direction of the Program Design and Management (PDM) Administrator, and working with Head Start leadership, the Administrative Analyst will provide administrative support for the Head Start and State Child Development division. The support will include research, proposal writing, program development, administrative studies and analyses, resource development, communication with government agencies, community-based organizations, elected and appointed officials. There will be an emphasis on seeking program funding, promoting CAPK programs and initiatives including performing outreach efforts on behalf of the Head Start Division.

SUPERVISION RECEIVED:
Receives supervision from the PDM Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Reviews and pursues appropriate on-line and published sources of funding in support of the Head Start goals and objectives, including federal, state, local, and private funding.
2. Working with Head Start departments, develops grant applications and program proposals to include program design, budget development, evaluations, program narratives and other funding application components.
3. Conducts the preparation of the program needs, community, and other assessments, as well as, the division's strategic planning.
4. Develops, gathers, and develops reports for collaborating data collected from partners, funding sources, policy makers, and the general public regarding the Head Start and State Child Development programs and initiatives.
5. Prepares program information reports as required by Head Start Program Performance Standards.
6. Makes presentations on behalf of the Head Start division to the Board of Directors and Policy Council; and holds the role of Staff Sponsor for the HS Policy Council Planning Committee.
7. Conducts programmatic studies and analyses as assigned.
8. Compiles correspondence for funding sources, government agencies, policy makers, the Board of Directors, or the general public.

B. Other Job Specific Duties:

1. Attends Board of Directors meetings, and other briefings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as required
4. Performs other 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:

Agency policies and procedures
Principles and practices of program/project management, program development, budgeting, and strategic planning
Applicable federal, state, and local laws, codes, and regulations
Computers and basic software systems including MS Outlook, Word, Excel, PowerPoint.

Ability to:

Deal with conceptual matters
Gather and analyze data and prepare clear and concise reports
Meet and interview individuals and groups and to provide accurate reports
Demonstrate exceptional oral and written communication skills
Demonstrate good interpersonal skills.
Effectively present CAPK programs to the general public
Establish professional working relationships
Work independently and on a team
Work with computers and use basic office software applications
Organize and prioritize workload to meet deadlines
Be a creative thinker and writer

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Graduation from a four-year college or university in Business Administration, Early Childhood Education, Accounting, Liberal Studies or related field
- Three to five years of progressively responsible administrative/program management experience.
- Experience in funded grant/contract proposal writing, and/or other fund development applications or initiatives.
- Experience in working with not-for-profit or for profit businesses and/or government regulated programs.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.

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 Administrative Analyst			
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					

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Mentor Coach II

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 8 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:

Provides training to Teachers and Mentor Coaches to ensure quality implementation of Practice Based Coaching and Teachers Learning using a collaborative approach. Supports Head Start, Early Head Start and Early Head Start Child Care Partnership programs year-round. Delivers support to all Mentor Coaches in different grant locations. Guides Mentor Coaches with the support needed to ensure high quality teaching to successfully create better learning outcomes. Will travel to all Kern and San Joaquin County locations as needed.

SUPERVISION RECEIVED:

Receives supervision from the Education Coordinator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Collaborates with Education Coordinators and Administrator of Education and Support Services to plan and evaluate the professional development of Mentor Coaches.
2. Under the supervision of the Education Coordinator, provides mentoring, coaching of Mentor Coaches: by observations and assessments; to support quality PBC support, and professional development planning.
3. Develops and maintains positive, supportive relationships with Mentor Coaches and child development staff; works with the Education Coordinator to develop a schedule for conducting classroom observations as a foundation for determining needs.
4. Ensures fidelity by modeling mentoring practices to Mentor Coaches.
5. In collaboration with Education Coordinators, trains teaching staff, maintains support as needed, plans and presents small group workshops based on relevant child development topics derived form program monitoring outcomes.
6. In collaboration with Education Coordinators will support and co-train during the summer series training held for full year, partnership, and homebased staff, and other trainings as assigned.
7. Effectively mentors' individuals of various cultural backgrounds and learning modalities: In a support role, guides Mentor Coaches to support teaching staff to successful implementation of various models of early childhood education curriculum, as well as provide on-going guidance and mentoring to support implementation.
8. Guides Mentor Coaches in the development of individual plan of actions, with specific goals and areas for growth identified through observations and data analysis.

9. Provides constructive feedback and support to Mentor Coaches for learning and growth. This may include activities, reading material, or other resources as needed to guide learning.
10. Implements best practices in early childhood development based on Head Start Performance Standards, Practiced Based Coaching, Creative Curriculum, PITC Philosophy, California Community Care Licensing, Head Start Early Learning Outcomes Framework, and State Childcare Guidelines.
11. Meets regularly with the education coordinator, assists with professional development plans.
12. Responsible for completing assigned CLASS, ERS, other assessments and data collection as needed. Will double code with new Mentor Coaches or those that require additional support as needed.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.
5. Performs any other like duties as assigned.
6. Travel to other grant locations, up to monthly visits or as needed.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Regulations governing the administration of Head Start Program and State related programs desirable.
Correspondence and report writing practices and procedures.
Current problems of socially and economically challenged families.
The contributions of parents and volunteers who may be non-professional.
Modern office practices, methods, procedures and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.

Ability to:

Reasonably obtain knowledge of agency policies and procedures.
Deal with conceptual matters.
Plan, organizes, allocate, and control substantial resources.
Communicate effectively, both verbally and in writing.
Demonstrate professional Interpersonal skills.
Work as a positive team member.
Attend evening and weekend meetings
Effectively present CEDS Head Start program information to the general public.
Establish professional working relationships with staff, agencies and parents.

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 Child Development, Education, Human Development or related field.
- Possess or ability to obtain within 30 days a Site Supervisor Permit or higher from California Commission on Teacher's Credentialing.
- Minimum 2 years' experience in developing early childhood Education Curriculum using the principles and theories of child growth and development in any child development.
- Minimum 2 years' experience as a Mentor Coach.
- CLASS observer certification.
- Certification as PITC Trainer desirable or must be able to obtain within two (2) years
- Knowledgeable of the QRIS rating process desired.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Reliable transportation as traveling throughout Kern County will be necessary.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three years thereafter.
- Must have completed a First Aid/ CPR Certificate or will obtain the certification within 90 days of employment.

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 Mentor Coach			
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					

MEMORANDUM

To: Personnel Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: March 12, 2020

Subject: *Agenda Item 5c:* Revised Job Descriptions for Food Bank Program Manager and Food Bank Operations Supervisor – **Action Item**

The Food Bank Program Manager job description has not been reviewed or revised since March 9, 2017. Since then, the responsibilities of the Food Bank Manager have grown to include the operation of the Commodity Supplemental Food Program (aka Senior Food Program) which serves 4,300 seniors per month, the Trade Mitigation Program and an overall increase in the number of pounds of food that it distributes throughout Kern County. The number of pounds of food distributed are as follows:

Fiscal Year	Pounds
2016-17	13,767,294
2017-18	13,749,371
2018-19	14,419,580
2019-20	21,846,838

The revised Job Description was submitted to the Human Resources Division for review and pointing and it was determined that with the current requirements and responsibilities of the position, it should be a Grade 11 rather than a Grade 10 as it was in 2017.

The difference in compensation is as follows:

Grade 10

Minimum	Mid	Maximum	Minimum	Mid	Maximum
$ 51,584.00	$ 64,459.20	$ 77,376.00	$ 24.80	$ 30.99	$ 37.20

Grade 11

Minimum	Mid	Maximum	Minimum	Mid	Maximum
$ 59,321.60	$ 74,152.00	$ 88,982.40	$ 28.52	$ 35.65	$ 42.78

Funds are available in the budget to support the proposed increase.

Additionally, upon review of the current job description of the Food Bank Operations Supervisor, it was determined that to improve the operation of the Food Bank, it is at times necessary for the

Operations Supervisor to assist with warehouse activities such as driving a forklift, driving a box truck and/or company vehicles. Thus, being forklift certified and required to assist with driving company vehicles used by the Food Bank was added to the job description.

The revised job description was submitted to the Human Resources Division for review and pointing and it was determined that the added requirements and responsibilities of the position did not change the grade that it is currently pointed at: Grade 9.

The compensation for Grade 9 is as follows:

Minimum	Mid	Maximum	Minimum	Mid	Maximum
$ 44,824.00	$ 56,076.80	$ 67,288.00	$ 21.55	$26.96	$ 32.35

Recommendation

Staff recommends that the Personnel Committee approve the revised Food Bank Manager job description as a Grade 11 and changes to the Food Bank Operations Supervisor job description as a Grade 9.

Attachment:
Food Bank Manager job description
Food Bank Operations Supervisor job description

PROGRAM MANAGER

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the direction of the Director of Health & Nutrition Services, the Food Bank Program Manager is responsible for the efficient operation of the Food Bank in accordance with federal, state and local government statutes, regulations, and performance standards. The Program Manager plans, coordinates, supervises, implements, and evaluates programs and objectives designed to identify the food and nutrition needs of low-income residents and provide services to alleviate those needs. The Food Bank Program Manager is responsible for coordinating staff, volunteers, programs and applicable Food Bank services including the coordination of over one hundred (100) distribution sites throughout Kern County and the Commodity Supplemental Food Program (CSFP).

SUPERVISION RECEIVED:
Receives supervision from Director of Health and Nutrition.

SUPERVISION EXERCISED:
Operations Supervisor, Food Sourcer, Lead Administrator Clerk, Warehouse Coordinator, Agency Relations Coordinator, CSFP Coordinator and volunteers.

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Develop and implement operating and administrative policies and procedures to ensure efficient operation of programs.
2. Ensure compliance with federal, state, and local regulations; compliance with the scope of work as defined by funding sources and contracts such as the Feeding America Program.
3. Develop objectives and options based on information results from community needs assessments of anti-hunger programs.
4. Responsible for the development of plans for the utilization of community and Food Bank resources, including staffing requirements.
5. Provides direct supervision to warehouse employees and volunteers in the absence of the Operations Supervisor, Warehouse Coordinator and/or CSFP Coordinator.
6. Initiate and maintain liaison with public and private agencies that provide supporting

services to address hunger in Kern County.
7. Responsible for the implementation of internal and external reporting systems and procedures for monitoring program results.
8. Responsible for the development, preparation and monitoring of operation budgets and grant proposals.
9. Provide leadership by example and maintain quality work standards.
10. Responsible for the coordination and operation of the USDA Commodities, The Emergency Food Assistance (TEFAP), Emergency Food & Shelter, the Commodity Supplemental Food Program (CSFP), Feeding America programs and activities and community donated resources.
11. Responsible for the care and maintenance of all Food Bank vehicles and equipment.
12. Responsible for maintaining perpetual inventory control of all food items and non-food items through institution of the first-in-first out rotation of inventory and using the inventory software program.
13. Responsible for implementing and monitoring contracts with federal, state and local funding sources.
14. Responsible for maintaining a network of distribution partners/sites throughout the county.
15. Responsible for the oversight to recruit and coordinate volunteer services which is conducted by the Agency Relations Supervisor.
16. Assist the Director of Health and Nutrition Services with program status reports to be presented to the CAPK Board of Directors.
17. Responsible for safeguarding and controlling confidential information using care and discretion to protect the organization from substantial loss.
18. Assist in obtaining funding provided by federal, state and local sources and donations for community resources. Actively seek alternate funding sources for the Food Bank.
19. Responsible for the development and implementation of a strategic plan for the Food Bank.
20. Responsible for being the primary media contact for the Food Bank and works closely with CAPK's Outreach/Public Relations Department including being the primary media representative for the Food Bank on tv, radio, social media, etc.
21. Responsible for the overall operation of the CSFP program including inventory, food packaging, distribution and required reports.
22. Responsible for responding to Food Bank and CSFP concerns.
23. Responsible for coordinating and managing food drives.
24. Responsible for planning and implementing Farmers Markets throughout Kern County.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Must have demonstrated ability to work independently and make clear presentations of ideas and recommendations.
5. Familiarity with Social Service and charitable food assistance procedures and networks.
6. Ability to maintain records and meet deadlines.
7. Demonstrate ability to supervise staff and volunteers.
8. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
9. Ability to work with diverse staff, volunteers, groups and social service agency representative.
10. Ability to work independently and make clear presentations of ideas and recommendations.
11. Ability to maintain records and meet deadlines.
12. 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:

Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English), desirable.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

A. Education:

1. Bachelor of Arts or Science Degree in Business Administration, Public Administration or a related field.

OR

2. Demonstrated experience in administering a social services program may be substituted for the education requirement on a year for year basis.

B. Experience:

1. Four years' experience in the management of a program.
2. Minimum of Two years Supervisory experience.
3. Familiarity with social service and charitable food assistance procedures and networks.
4. Ability to maintain records and meet deadlines.
5. Food Bank experience desirable
6. Ability to work with the media, i.e. television, radio, social media

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- SafeServ certification required.

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 Program 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					

OPERATIONS SUPERVISOR

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 9 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the direction of the Program Manager, the Operations Supervisor is responsible for warehouse, facility, inventory, and fleet oversight. This position will also interface with warehouse staff and volunteers. Reports directly to the Program Manager. May require flexible hours according to the nature and scope of the work.

SUPERVISION RECEIVED:
Receives supervision from Program Manager.

SUPERVISION EXERCISED:
Warehouse Coordinator, Warehouse Specialist, Driver, Volunteers.

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Provides direct supervision to Warehouse Coordinator, Warehouse Specialist, and Drivers. Completes performance evaluations on a regular basis.
2. Responsible for the assurance that quality standards are met for all food handling, safety, and warehouse operations in accordance with CAPK Food Bank and Feeding America Standards.
3. Updates written policy and procedure manual pertaining to receiving, storage, inventory and distribution.
4. Ensures that policies and procedures are followed in warehouse with respect to receiving, storage, inventory and distribution.
5. Implements and regularly monitors inventory using the warehouse management system. Submits monthly report to Food Bank Program Manager. Reports must include any discrepancies, corrective actions and recommendations.
6. Responsible for overseeing to the warehouse cleanliness, maintenance and safety daily. Any concerns must be addressed and discussed with the Food Bank Program Manager.
7. Provides direct supervision to warehouse employees and volunteers in the absence of the Warehouse Coordinator.

8. Under the direction of the Food Bank Program Manager purchases all food and warehouse supplies according to CAPK procurement procedures.
9. Serves as the emergency contact for warehouse emergencies.
10. Places a quarterly order based on the State's allocation limits and bonus foods availability within the USDA Program. Communicates the need for resources to appropriate State and Federal offices.
11. Follows the approved reporting system to comply with State and Federal law and regulations.
12. Prepares required reports for USDA and a written accountability log for continuous USDA inventory and clients served.
13. Provides policy changes and appropriate information to Food Bank staff concerning USDA and other funding sources updates.
14. Responsible for the maintenance of warehouse equipment and vehicles. Responsible for the continuous monitoring of equipment including freezer, refrigerator and generator on a monthly basis.
15. Acts independently to plan work, set priorities, and analyze facts to determine required action.
16. Responsible for safeguarding confidential information and documents, critical to the organization, customers, and employees.
17. Maintains routine and non-routine contact with internal and external customers, vendors, funding sources, partnering agencies, and others.
18. Assist with warehouse activities on an as needed basis, i.e. operate a forklift, drive a box truck and a company vehicle when necessary.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. 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:

Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:

Ability to deal with conceptual matters
Ability to plan, organizes, allocate, and control substantial resources.
Ability to perform tasks that are detail oriented.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program to the general public.

Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) highly desirable

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

A. Education:
1. Associate of Arts degree in Business Adminsitration or related field.
OR
2. Two years of experience as a lead warehouse position may be substituted for the education requirement on a year for year basis.

B. Experience:
1. Two years management experience (warehouse management preferred.)
2. Two years of experience with inventory control and using a warehouse management system.
3. Two years of experience with customer service.
4. Current forklift certification required.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling and inventory practices.
- SafeServe Certification required.

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 Operations Supervisor			
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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Personnel Committee



From: Emilio G. Wagner – Director of Operations

Date: March 12, 2020

Subject: *Agenda Item 5d:* Energy Accounting Manager **– Action Item**

During April of 2019 the Energy Business Manager position and duties were reassigned, where the fiscal components were assumed by an Accountant in the Finance Division and the remaining oversight of the Billing and Inventory staff remained in the Energy program. This split of responsibilities has worked up to this point, yet we have found that Billing and Inventory are integral to the fiscal integrity of the program. Although Energy management is capable of providing the oversight of the positions, it is far more efficient to have a position with an Accounting background to provide the direct supervision and guidance to both the Billing and Inventory staff.

Attached is the proposed Energy Accounting Manager position which will be housed in the Finance Division and the proposed organizational chart showing the lines of supervision. This position is similar in some regards to the original Business Manager, but with a greater emphasis in accounting.

The job description was reviewed and pointed by the Human Resources Division and given a grade 11, similar to the original Business Manager position. The Energy budget was designed with the anticipation of this position.

Recommendation:
Staff recommends approval of the Job description and the organizational charts.

Attachments:
Energy Accounting Manager Job Description
Operations & Finance Division Proposed Organizational Chart

COMMUNITY ACTION PARTNERSHIP of KERN
FINANCE
Energy Accounting Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 11 FLSA Status: Exempt Date Approved:

SUMMARY:

Responsible for financial monitoring and reporting functions of program budgets/grants to include monitoring and analyzing assets, liabilities, revenue and expenditures accounts; reviewing financial data, preparing budget to actual reports and use findings to assist management with the day-to-day operations of the program.

SUPERVISION RECEIVED:

Receives supervision from the Controller or from the Director of Finance in the absence of the Controller.

SUPERVISION EXERCISED:

Fiscal Coordinator, Operations Technicians, and Indirect supervision of Fiscal Technician, Billing Supervisor and Billing 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

A. Essential Job Specific Duties:

1. Assists and provides guidance to the Program Administrator and Division Director for all fiscal issues affecting grants/programs.
2. Assists in the preparation and finalization of budgets and budget revisions.
3. Creates, maintains, and monitors a budget to actual report for each funding source along with an overall program budget, and provides proposed budget modifications if expenditures are projected to exceed or under spend the budget.
4. Establishes, maintains, and enforces internal control procedures for Inventory, Fiscal and Billing departments.
5. Prepares a monthly financial/statistical report for use by the Program Administrator and Division Director.
6. Prepare annual program audit schedules.
7. Monitor inventory policies and procedures including review of monthly inventory reports for accuracy.
8. Reconcile various program accounts (including but not limited to inventory, sub-contractors) on a monthly basis.

9. Review data entered into program software, State database(s), and general ledger.
10. Responsible for entering data into the State of California Department of Community Services and Development Expenditure Activity Reporting System.
11. Provide recommendations on improving and/or streamlining processes.
12. Prepare financial reports for grants/contracts in accordance with funding source requirements.
13. Analyze general ledger accounts for propriety and accuracy.
14. Keep Division Director and Program Administrator informed on all financial issues affecting grants/programs. Recommend solutions for improvement.
15. Provide support to key program management staff on effective use of the accounting software applications/modules.
16. Provide technical support to staff in resolving budget, financial and reporting issues.
17. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform 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:

Generally accepted accounting principles
Applicable State, Federal, and local laws, codes, and regulations
Organization and division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications
Department policies and procedures

Ability to:

Prepare financial statements and reports
Analyze financial data
Research and resolve accounting issues
Work independently
Coordinate work requiring constant alertness and attention to detail
Work under frequent time pressures and deadlines
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Use good organizational methods and procedures
Establish and maintain effective working relationships, both internally and externally

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
- Six (5) years of progressive financial accounting experience
- Two 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, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

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.

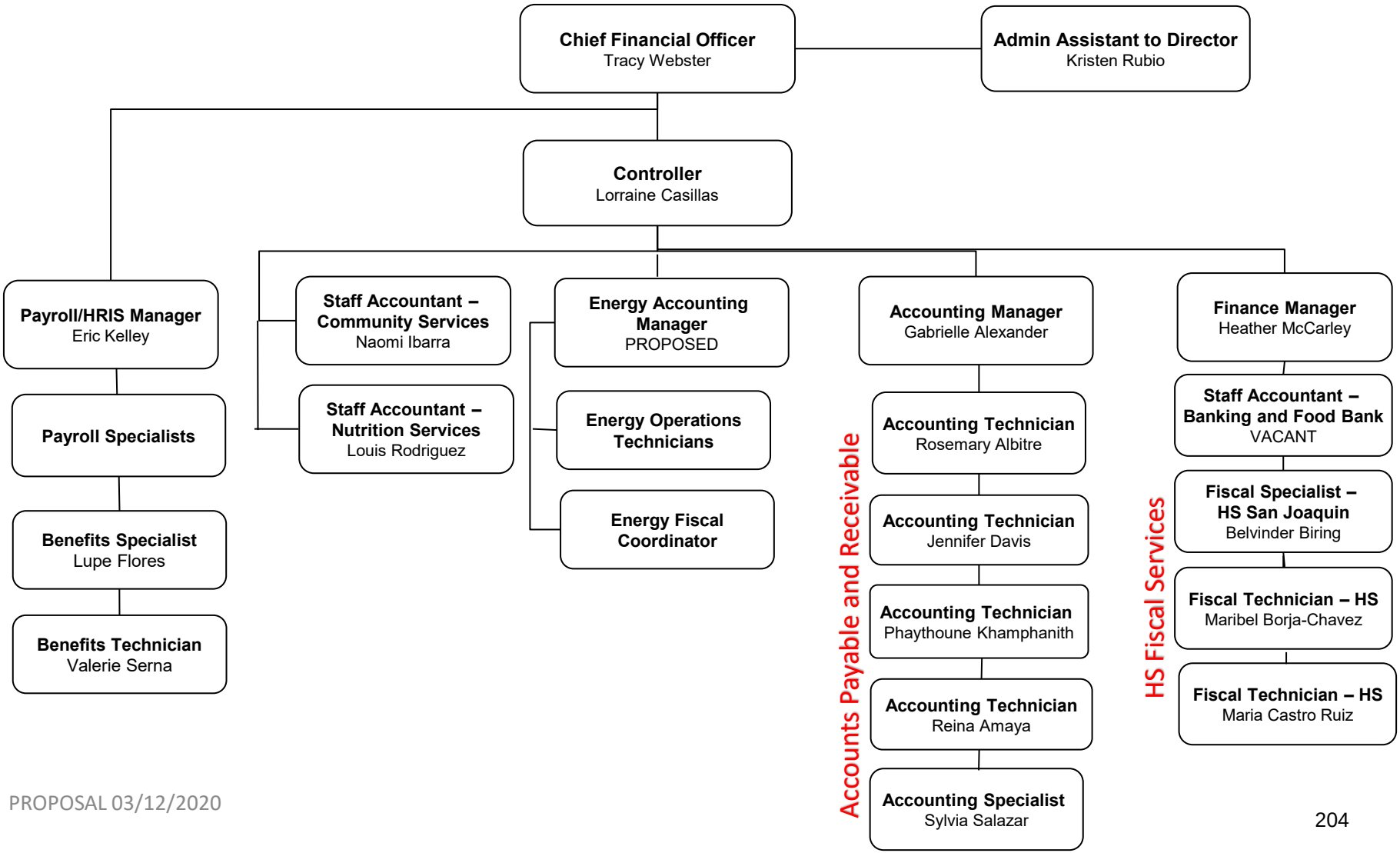
ESSENTIAL PHYSICAL DEMANDS:

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 Energy Accounting 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	

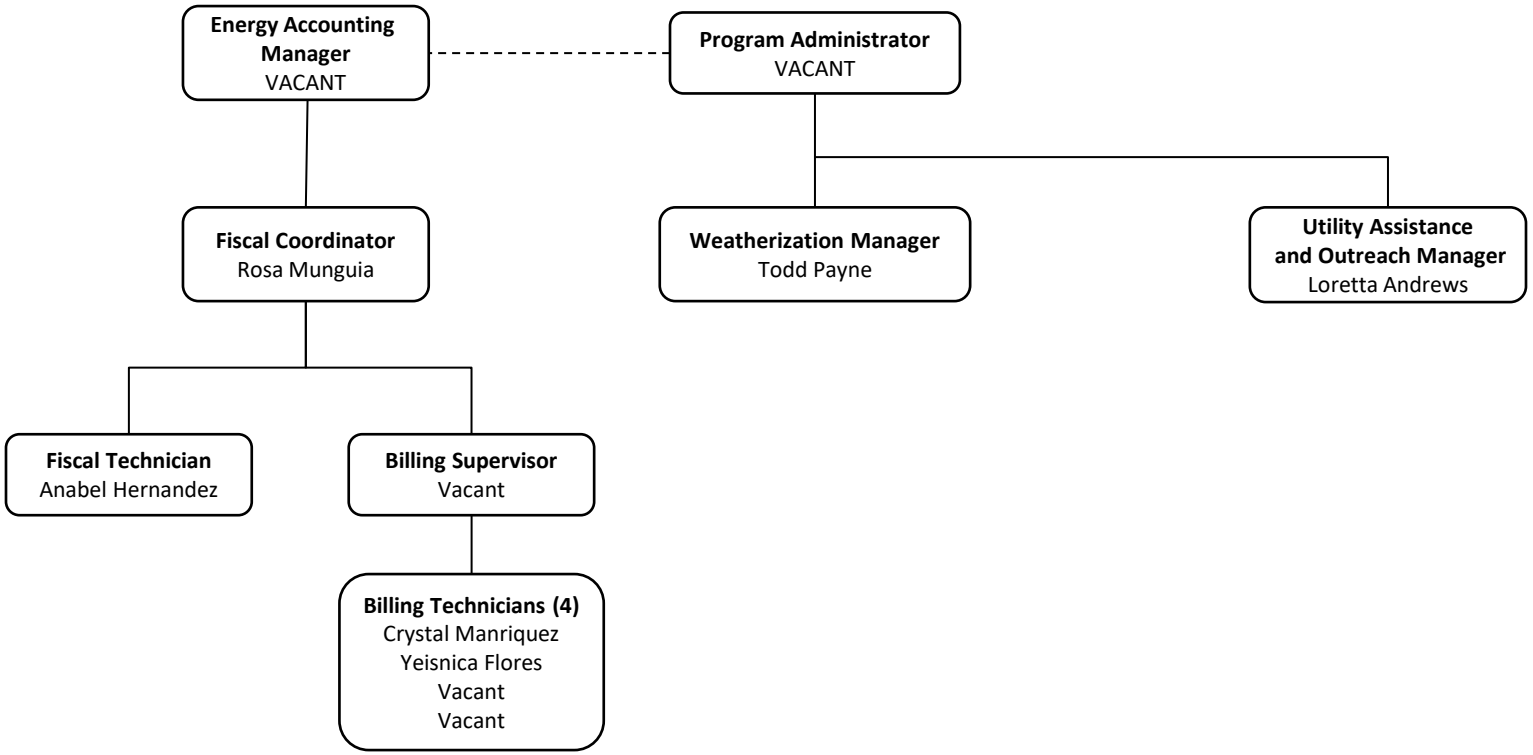
	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

Finance Division



Operations Division

Energy



Proposed 3/12/2020

MEMORANDUM

TO: Personnel Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: March 12, 2020

RE: *Agenda Item 5e:* Fingerprint Policy – **Action Item**

The agency has acquired a new fingerprint machine and will be conducting fingerprinting as a part of the new hire on-boarding process. Historically, fingerprinting has been outsourced to outside vendors. This has resulted in delays in the background check process and reduced transparency for applicants. The fingerprinting pull system has been solely conducted by Community Care Licensing (CCL).

The Human Resource team will begin to conduct fingerprinting for all employees. The Head Start staff will continue to be fingerprinted through the agency's CCL account. However, we will establish an additional account for the remainder of the agency's staff. The fingerprint background check will be conducted in house and an active DOJ pull system will be maintained. As part of this initiative, CAPK must establish a policy and decision matrix for identified misdemeanors and/or felonies. California's new law (AB 1008) to "ban the box" and require adverse action procedures in order to reject a candidate based on criminal records requires that we adopt defined decision guidelines.

Please see the attached policy documenting the organization's strategy for fingerprinting background checks as well as the decision matrix broken down into four tiers. The policy template originated from CAPK's legal counsel. Management has determined categories of positions that belong to each of these tiers. The decision matrix was developed keeping in mind the nature and gravity of the offense or conduct, the time that has passed since the offense/conduct and completion of the sentence, and the nature of the job held or sought.

Recommendation:

Staff recommends the adoption of the proposed fingerprint policy and decision matrix.

Attachments: Fingerprint Policy
Background Screening Matrix
Position Grid by Tier

California Background Check Policy

Purpose/Objective

Community Action Partnership Kern County (CAPK) strives to hire and promote the best-qualified individuals, while promoting a safe work environment and protecting organizational assets and people. Background and reference checks are an important part of these objectives. When a background or reference check is needed with respect to hiring, promotion, job reclassification or other employment decisions, the company conducts such checks in compliance with applicable federal, state and local laws.

Eligibility

All applicants and employees.

Procedures

Background checks

The company conducts background checks in compliance with applicable federal and state laws, including the Fair Credit Reporting Act, the California Investigative Consumer Reporting Agencies Act and the California Consumer Credit Reporting Agencies Act. Background checks are required for all full-time, part-time and temporary employees once a conditional offer of employment has been extended, and prior to hire.

CAPK may collect credit information on applicants consistent with the guidelines set forth by the federal Fair Credit Reporting Act (FCRA). The FCRA requires organizations to obtain a candidate's written authorization before obtaining a credit report. When doing this, the employer will:

- Disclose to the applicant or employee, on a separate form, its plans to obtain a consumer or investigative consumer report and that the information received will be used solely for employment purposes.
- Inform the individual of his or her right to request additional information on the nature of the report and the means through which such information may be obtained.
- Inform the applicant that the report will include information about the individual's character, general reputation and personal characteristics.

- Provide the individual with a summary of his or her rights under the FCRA. If the results of the credit check are negative, CAPK will inform the applicant before taking adverse action based on the results, provide the applicant with a Statement of Consumer Rights from the Federal Trade Commission, offer the applicant the opportunity to review a copy of the credit report, and advise the applicant of his or her rights to dispute inaccurate information. Applicants should be granted reasonable time to dispute the information (approximately three to five days).

- CAPK assures applicants that all information obtained from the background check process will only be used as part of the employment process and will be kept strictly confidential. CAPK human resources will maintain a log that will include the position you are applying for, your name and the date of the background check. Only appropriate human resources personnel at CAPK will have access to this information, and complies with all federal and state laws regarding the collection, storing and disposal of applicant information, such as the Fair and Accurate Credit Transactions Act (FACTA)

Consumer credit reports

The company obtains consumer credit reports only under very limited circumstances, for example, when applicants or employees are being considered for an accounting, invoice processing, or related management or other positions in which they will have access to bank or credit card account information. When the company needs to obtain a consumer credit report, it will comply with applicable federal and state laws.

All information obtained from background or reference checks will be used only for purposes of making employment decisions (e.g., hiring, termination or promotion); will be maintained confidentially, in accordance with applicable legal requirements; and may only be reviewed or accessed by authorized individuals with the approval of the Human Resources Manager.

Sensitive Positions

For those positions designated as sensitive, which include roles interacting with children, CCL fingerprinting and requirements must be satisfied to be hired or retained in a sensitive position.

Disqualifications

- Should a candidate refuse a background check, they will be removed from consideration for the position.
- If a candidate falsifies or withholds information on the job application, the employee will be disqualified from further employment consideration.
- Convictions/Negative Data
    - Should an applicant have convictions or negative data in their background, such information will be evaluated to determine whether they should be excluded from consideration based on the conviction.
    - In so doing, CAPK will consider the following factors: the nature and gravity of the offense; the time that has passed since the offense or completion of sentence; the nature of the job sought or held; the facts and circumstances surrounding the offense or conduct; the number of offenses for which the individual was convicted; the age of the individual at the time of conviction or release; evidence that the individual performed the same type of work, post-conviction, with the same or a different employer with no known incidents of criminal conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g. education and/or training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.
    - CAPK shall alert the applicant to the possibility of his or her exclusion due to past criminal conduct and provide the applicant an opportunity to submit an explanation. All personal data, background check data and adverse action letters shall be treated as confidential and maintained in a secure location.

Revision Date: Enter Here

Background Check - Decision Matrix*

Conviction**	Timeframe	Department			
Charge		Tier 1	Tier 2	Tier 3	Tier 4
Animal Cruelty	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Arson	>7 years	Do Not Hire	Do Not Hire	Review	Review
Assault and Battery	>7 years	Review	Review	Review	Review
Bankruptcy	>7 years	Review	N/A	N/A	N/A
Bribery	>7 years	Do Not Hire	Do Not Hire	Review	Approved
Child abandonment/abuse	>7 years	Do Not Hire	Do Not Hire	Review	Review
Child Pornography	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Computer Crimes	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Crimes Against a Person	>7 years	Do Not Hire	Do Not Hire	Review	Approved
Crimes against Property	>7 years	Review	Review	Approved	Approved
Criminal Fraud	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Disorderly conduct	>7 years	Review	Review	Approved	Approved
Domestic Violence	>7 years	Review	Review	Approved	Approved
Driving Under the Influence (DUI/ DWI)	>7 years	Approved	Approved	Approved	Approved
Driving Without a license	>7 years	Approved	Approved	Approved	Approved
Drug possession	>7 years	Review	Review	Approved	Approved
Drug sale/distribution/manufacturing	>7 years	Review	Review	Review	Review
Embezzlement	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Evading Arrest	>7 years	Review	Review	Approved	Approved
Extortion	>7 years	Review	Review	Review	Review
False Pretenses	>7 years	Do Not Hire	Do Not Hire	Approved	Approved
Forgery	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Fraud (insurance, tax, wire, etc.)	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Fraud/Conversion/Credit Card Theft/ Identity Theft	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Indecent Exposure	>7 years	Do Not Hire	Do Not Hire	Approved	Approved

Kidnapping	>7 years	Do Not Hire	Do Not Hire	Review	Review
Manslaughter	>7 years	Do Not Hire	Do Not Hire	Review	Review
Murder/attempted murder	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Perjury	>7 years	Review	Review	Review	Review
Prostitution	>7 years	Do Not Hire	Do Not Hire	**Approved**	**Approved**
Rape/Sexual Assault/Criminal Sexual Conduct	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Robbery/Burglary	>7 years	Do Not Hire	Do Not Hire	Review	Review
Stalking	>7 years	Review	Review	**Approved**	**Approved**
Terrorist Threats	>7 years	Review	Review	**Approved**	**Approved**
Theft/Shoplifting/Larceny/ Receiving stolen Property	>7 years	Review	Review	Review	Review
Unauthorized use of a Motor Vehicle	>7 years	Review	Review	**Approved**	**Approved**
Unlawful use of a Computer	>7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Vandalism	>7 years	Review	Review	**Approved**	**Approved**
Weapons possesion/Unlicensed/ No permit/violations	>7 years	Review	Review	**Approved**	**Approved**
Worthless/Dishonored checks	>7 years	Review	Review	Review	Review
Other Misdemeanor	>7 years	Review	Review	Review	Review
Other Felony	>7 years	Review	Review	Review	Review

Conviction**	**Timeframe**	**Department**			
Charge	**Within**	**Tier 1**	**Tier 2**	**Tier 3**	**Tier 4**
Animal Cruelty	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Arson	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Assault and Battery	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Bankruptcy	4-7 years	Do Not Hire	N/A	N/A	N/A
Bribery	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Child abandonment/abuse	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Child Pornography	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Computer Crimes	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Crimes Against a Person	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Crimes against Property	4-7 years	Do Not Hire	Do Not Hire	Review	**Approved**
Criminal Fraud	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Disorderly conduct	4-7 years	Review	Review	Review	**Approved**
Domestic Violence	4-7 years	Do Not Hire	Do Not Hire	Review	Review

Driving Under the Influence (DUI/ DWI)	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Driving Without a license	4-7 years	Review	Review	Review	Review
Drug possession	4-7 years	Do Not Hire	Do Not Hire	Review	**Approved**
Drug sale/distribution/manufacturing	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Embezzlement	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Evading Arrest	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Extortion	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
False Pretenses	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Forgery	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Fraud (insurance, tax, wire, etc.)	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Fraud/Conversion/Credit Card Theft/ Identity Theft	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Indecent Exposure	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Kidnapping	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Manslaughter	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Murder/attempted murder	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Perjury	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Prostitution	4-7 years	Do Not Hire	Do Not Hire	Review	**Approved**
Rape/Sexual Assault/Criminal Sexual Conduct	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Robbery/Burglary	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Stalking	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Terrorist Threats	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Theft/Shoplifting/Larceny/ Receiving stolen Property	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Unauthorized use of a Motor Vehicle	4-7 years	Review	Review	Review	Review
Unlawful use of a Computer	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Vandalism	4-7 years	Do Not Hire	Do Not Hire	**Approved**	**Approved**
Weapons possesion/Unlicensed/ No permit/violations	4-7 years	Do Not Hire	Do Not Hire	Review	Review
Worthless/Dishonored checks	4-7 years	Do Not Hire	Do Not Hire	Do Not Hire	**Approved**
Other Misdemeanor	4-7 years	Review	Review	Review	Review
Other Felony	4-7 years	Do Not Hire	Do Not Hire	Review	Review

Conviction**	**Timeframe**	**Department**			
Charge	**Within**	**Tier 1**	**Tier 2**	**Tier 3**	**Tier 4**
Animal Cruelty	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire

Arson	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Assault and Battery	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Bankruptcy	0-3 Years	Do Not Hire	N/A	N/A	N/A
Bribery	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Child abandonment/abuse	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Child Pornography	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Computer Crimes	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Crimes Against a Person	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Crimes against Property	0-3 Years	Do Not Hire	Do Not Hire	Review	Review
Criminal Fraud	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Disorderly conduct	0-3 Years	Review	Review	Review	Review
Domestic Violence	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Driving Under the Influence (DUI/ DWI)	0-3 Years	Do Not Hire	Do Not Hire	Review	Review
Driving Without a license	0-3 Years	Review	Review	Review	Review
Drug possession	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Drug sale/distribution/manufacturing	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Embezzlement	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Evading Arrest	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Extortion	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
False Pretenses	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Forgery	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Fraud (insurance, tax, wire, etc.)	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Fraud/Conversion/Credit Card Theft/ Identity Theft	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Indecent Exposure	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Kidnapping	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Manslaughter	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Murder/attempted murder	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Perjury	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Prostitution	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Rape/Sexual Assault/Criminal Sexual Conduct	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Robbery/Burglary	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Stalking	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Terrorist Threats	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Theft/Shoplifting/Larceny/ Receiving stolen Property	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Unauthorized use of a Motor Vehicle	0-3 Years	Review	Review	Review	Review

Unlawful use of a Computer	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire
Vandalism	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Weapons possession/Unlicensed/ No permit/violations	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Worthless/Dishonored checks	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Review
Other Misdemeanor	0-3 Years	Review	Review	Review	Review
Other Felony	0-3 Years	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire

Other Verifications	Timeframe	Department			
Any Discrepancy	**Within**	**Tier 1**	**Tier 2**	**Tier 3**	**Tier 4**
Credit History Report (for applicable jobs only)	7 Years	Do Not Hire	N/A	N/A	N/A
Employment Verification Discrepancy	Any	Do Not Hire	Review	Review	Review
Education Verification Discrepancy	Any	Do Not Hire	Review	Review	Review
MVR Driver License Discrepancy	Any	Do Not Hire	Review	Review	Review
Drug Screen (Tested Positive)	Any	Do Not Hire	Do Not Hire	Do Not Hire	Do Not Hire

Results Key

Approved: This type of criminal charge would be deemed *acceptable* under the company background check policy

Review: Results should be specifically reviewed for severity and job-relatedness in accordance with the company's background check policy

N/A: This type of screen / check is not applicable

Do Not Hire: This type of conviction in this time period is uncceptable for hire into designated position based on reccency, relevance and severity

**** Teacher and Child Care roles are controlled by CCL for background screening.***

***** excludes convictions that have been expunged, judicially dismised or ordered sealed***

COMMUNITY ACTION PARTNERSHIP OF KERN

Job Classification/Position Title	Fingerprint Tier
211 Program Specialist	Tier 3
211 Supervisor - 211/Operations	Tier 3
Accountant - Finance	Tier 3
Accountant II - Finance	Tier 3
Accounting Clerk - Finance	Tier 3
Accounting Manager - Finance	Tier 2
Accounting Specialist	Tier 3
Accounting Technician	Tier 3
Activity Specialist - FHCC SYC - Community Development	Tier 3
Administrative Assistant - FHCC - Community Development	Tier 3
Administrative Assistant - Head Start	Tier 3
Administrative Assistant - VITA	Tier 3
Administrative Clerk - Food Bank - Health Nutrition	Tier 3
Administrative Clerk - MCAP - Health & Nutrition	Tier 3
Administrative Coordinator - CEO/Administration	Tier 3
Agency Relations Coordinator - Food Bank	Tier 3
Assessor - Energy	Tier 3
Assistant Director of Head Start/ State Child Development	Tier 2
Assistant Teacher - Head Start	Head Start
Assistant Teacher Substitute - Head Start	Head Start
Assistant to the Director	Tier 3
Assistant to the Director Head Start / State Child Development	Tier 3
Associate Teacher - Head Start	Head Start
Associate Teacher Floater- Head Start	Head Start
Attendance Coordinator	Tier 3
Attendance Technician	Tier 3
Benefits Specialist - HR	Tier 3
Billing Technician - Energy	Tier 3
Breastfeeding Education Coordinator - WIC	Tier 3
Business Contracts Specialist - Operations	Tier 3
Business Manager - Operations	Tier 2
Business Technician - Operations	Tier 3
Cal Fresh Health Living Health Educator	Tier 3
Cal Fresh Health Living Program Assistant	Tier 3
Cal Fresh Health Living Program Coordinator	Tier 3
Cal Fresh Health Living Program Manager	Tier 3
Case Manager - Eastern Kern Resource Center - Health& Nutrition	Tier 3
Chief Executive Officer	Tier 1
Chief Financial Officer	Tier 1

COMMUNITY ACTION PARTNERSHIP OF KERN

Job Classification/Position Title	Fingerprint Tier
Chief Program Officer	Tier 1
Child Care Partnership Program Manager	Head Start
Community Development Specialist - Comm. Development	Tier 3
Content Area Specialist - Disabilities	Head Start
Content Area Specialist - Health	Head Start
Content Area Specialist - Nutrition	Head Start
Content Area Specialist - Wellness	Head Start
Controller	Tier 2
Cook - Central Kitchen - Health & Nutrition	Tier 4
CSFP Coordinator	Tier 3
CSFP Program Assistant - Food Bank - Health & Nutrition	Tier 3
Custodian Head Start	Head Start
Data Analyst - Head Start	Head Start
Data Entry Clerk - San Joaquin	Head Start
Data Entry Technician - Energy	Tier 3
Development Specialist - 211	Tier 3
Director of Administration	Tier 1
Director of Community Development	Tier 1
Director of Head Start/ State Child Development	Tier 1
Director of Health & Nutrition	Tier 1
Director of Human Resources	Tier 1
Director of Operations	Tier 1
Driver - Food Bank - Health & Nutrition	Tier 3
Early Childhood Educator/Case Manager - EKFRC - Health & Nutrition	Tier 3
Early Head Start Teacher AA Degree - Head Start	Head Start
Early Head Start Teacher BA Degree - Head Start	Head Start
East Kern Family Resource Center Program Supervisor - Health & Nutrition	Tier 3
Education Coordinator - Head Start	Head Start
Education Manager - Head Start	Head Start
Education Support Services Administrator - Head Start	Head Start
EHS Assistant Teacher - Head Start	Head Start
EHS Program Coordinator	Head Start
Eligibility Specialist - Energy	Tier 3
Eligibility Technician - Energy	Tier 3
Enrollment and Attendance Manager	Tier 3
Enrollment Coordinator	Tier 3
Enrollment Specialist	Tier 3
Enrollment Technician	Tier 3
Equipment Supply Clerk - WIC	Tier 3

COMMUNITY ACTION PARTNERSHIP OF KERN

Job Classification/Position Title	Fingerprint Tier
Facilities Specialist - Operations	Tier 3
Facility Manager - Operations	Tier 3
Family Advocate	Tier 3
Family Engagement Specialist	Tier 3
Family Service Coordinator - MCAP - Health & Nutrition	Tier 3
Family Service Specialist - MCAP - Health Nutrition	Tier 3
Family Service Worker I - Head Start	Head Start
Family Service Worker II - Head Start	Head Start
Family Services & Disability Supervisor - Head Start	Head Start
Finance Manager	Tier 2
Fingerprint Clerk	Tier 3
Fiscal Administrator - Head Start	Head Start
Fiscal Coordinator - Energy	Tier 3
Fiscal Specialist - Head Start	Tier 3
Fiscal Specialist - Operations	Tier 3
Fiscal Technician - Energy	Tier 3
Food Production Driver - Central Kitchen - Health & Nutrition	Tier 4
Food Production Supervisor	Tier 4
Food Service Clerk - Central Kitchen - Health & Nutrition	Head Start
Food Service Manager - Central Kitchen - Health & Nutrition	Head Start
Food Service Technician - Central Kitchen - Health & Nutrition	Head Start
Food Service Worker - Head Start	Head Start
Food Services Supervisor - Central Kitchen - Health & Nutrition	Head Start
Food Sourcer - Food Bank - Health & Nutrition	Tier 4
Health & Nutrition Supervisor - Head Start	Head Start
Health Coordinator - Head Start	Head Start
Health Educator - SYC - Community Development	Tier 3
Health Service Nurse - Head Start	Head Start
Home Base Educator - Head Start	Head Start
Home Base Educator EHS - Head Start	Head Start
Home Base Supervisor - Head Start	Head Start
Home Visiting Initiative Home Visitor	Head Start
Home Visiting Initiative Liaison	Head Start
Home Visiting Initiative Program Manager	Head Start
Homeless Food Prep Assistant	Tier 4
Homeless Food Prep Lead	Tier 4
Homeless Navigator	Tier 3
Homeless Operations Supervisor	Tier 3
Homeless Program Coordinator	Tier 3

COMMUNITY ACTION PARTNERSHIP OF KERN

Job Classification/Position Title	Fingerprint Tier
Homeless Program Manager	Tier 3
Homeless Program Specialist	Tier 3
Homeless Program Supervisor	Tier 3
Homeless Shelter Worker	Tier 4
Homeless Volunteer Coordinator	Tier 3
HR Specialist - HR San Joaquin	Tier 3
Human Resource Technician - HR	Tier 3
Human Resources Generalist/Recruiting Supervisor - HR	Tier 3
Human Resources Administrator - HR	Tier 2
Information & Referral Specialist -211/Operations	Tier 4
Information Systems Specialist I - Operations	Tier 4
Information Systems Specialist II - Operations	Tier 4
Lead Administrative Clerk - Food Bank - Health & Nutrition	Tier 3
Lead Driver- Central Kitchen - Health & Nutrition	Head Start
Lead Warehouse Specialist - Food Bank - Health & Nutrition	Tier 3
Local Vendor Liaison - WIC	Tier 3
Maintenance Supervisor - Operations	Head Start
Maintenance Technician I - Operations	Head Start
Maintenance Technician II - Operations	Head Start
Mentor Coach - Head Start	Head Start
Nutrition Education Coordinator - WIC	Tier 3
Office Assistant - EKFRC - Health Nutrition	Tier 3
Operations Coordinator - WIC	Tier 3
Operations Supervisor - Food Bank - Health & Nutrition	Tier 3
Operations Technician - Energy	Tier 3
Outreach & Public Relations Coordinator - WIC	Tier 3
Outreach and Advocacy Coordinator	Tier 3
Outreach and Grant Administrator - Community Development	Tier 3
Outreach Specialist - Energy	Tier 3
Outreach Specialist - Food Bank - Health & Nutrition	Tier 3
Partnership Administrator	Head Start
Partnership Coordinator - EHS- Head Start	Head Start
Payroll Specialist - Finance	Tier 3
Payroll/HRIS Administrator - Finance	Tier 2
Professional Development Coordinator	Head Start
Professional Development Technician	Head Start
Program Administrator - Energy	Tier 3
Program Assistant - Head Start	Head Start
Program Assistant/Translator Head Start	Head Start

COMMUNITY ACTION PARTNERSHIP OF KERN

Job Classification/Position Title	Fingerprint Tier
Program Coordinator Coordinated Entry Systems	Tier 3
Program Design & Management Administrator - Head Start	Head Start
Program Education Assistant - Head Start	Head Start
Program Educator - FHCC - Comm. Development	Tier 3
Program Governance Coordinator - Head Start	Head Start
Program Manager - 211	Tier 3
Program Manager - Americorps	Tier 3
Program Manager - Energy	Tier 3
Program Manager - FHCC - Comm. Development	Tier 3
Program Manager - Head Start	Head Start
Program Manager - MCAP	Tier 3
Program Manager - SYC - Comm. Development	Tier 3
Program Manager - WIC	Tier 3
Program Manager Food Bank	Tier 3
Program Manager VITA - Comm. Development	Tier 3
Program Specialist Coordinated Entry System	Tier 3
Quality Assurance Assistant	Head Start
Quality Assurance Coordinator	Head Start
Quality Assurance Manager	Head Start
Quality Assurance Technician	Head Start
Receptionist - Administration	Tier 4
Receptionist - WIC	Tier 3
Regional Breast Feeding Liaison - WIC	Tier 3
Regional Breast Feeding Liaison Assistant - WIC	Tier 3
Resource & Outreach Coordinator - Community Development	Tier 3
Risk Management Supervisor - Operations	Tier 3
Senior Community Development Specialist	Tier 3
Senior Information and Referral Specialist - 211/Operations	Tier 3
Services Clerk - MCAP - Health & Nutrition	Tier 3
Shift Leader - Central Kitchen - Health & Nutrition	Tier 3
Site Coordinator - VITA - Community Development	Tier 3
Site Supervisor I - Head Start	Head Start
Site Supervisor II - Head Start	Head Start
Staff Development Coordinator - WIC	Tier 3
Staffing Specialist - HR	Tier 3
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	Tier 3
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	Tier 3
Teacher - AADegree - Head Start	Head Start
Teacher - BA Degree - Head Start	Head Start

COMMUNITY ACTION PARTNERSHIP OF KERN

Job Classification/Position Title	Fingerprint Tier
Teacher Floater - AA Degree - Head Start	Head Start
Teacher Floater - BA Degree - Head Start	Head Start
Technology Services Manager - Operations	Tier 3
Utility Assistance & Outreach Manager - Energy	Tier 3
Utility Assistance Supervisor - Energy	Tier 3
Warehouse Operations Coordinator Food Bank	Tier 3
Warehouse Specialist - Food Bank - Health & Nutrition	Tier 3
Weatherization Inspector - Energy	Tier 3
Weatherization Installer - Energy	Tier 3
Weatherization Manager - Energy	Tier 3
Weatherization Scheduler	Tier 3
WIC Administrative Coordinator	Tier 3
WIC Clerk - WIC	Tier 3
WIC Degreed Nutritionist - WIC	Tier 3
WIC Nutrition Assistant - WIC	Tier 3
WIC Nutrition Assistant II - WIC	Tier 3
WIC Nutrition Assistant III - WIC	Tier 3
WIC Nutrition Assistant IV - WIC	Tier 3
WNA/Peer Counselor - WIC	Tier 3
WNAIII/Peer Counselor Supervisor - WIC	Tier 3
WNAIII/Peer Counselor Support - WIC	Tier 3

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Finance Officer

Date: March 12, 2020

Subject: *Agenda Item 5f:* CAPK Annual Satisfaction Surveys - **Info Item**

In January of 2020, as part of CAPK's continuous quality improvement efforts, CAPK facilitated a process of dissemination of CAPK's annual Satisfaction Surveys to get feedback from employees regarding satisfaction with their work and the work of the organization.

Surveys were emailed to all employees with assistance from the CAPK Finance Division. Employees were given six weeks to complete the survey.

The following contains an overview of the survey.

Employee Survey Results (Disseminated to 933 CAPK employees):

- 248 surveys completed (26.6% response rate); 23.4% decrease from 2016.
- 4.07 average score for program/division level employee satisfaction; 12.7% increase from 2016.
- 3.92 average score for agency level employee satisfaction; 13.3% increase from 2016.
- Areas with the lowest level of satisfaction at the program/division level include the availability of job-related training and top-down, bottom-up communication (both 3.82) and recognition (3.86).
- Areas with the lowest scores at the agency level concern compensation (3.15) and total benefits (3.49).

Executive Summary
CAPK Annual Satisfaction Surveys

Purpose: Satisfaction Survey participation, response and feedback from Employees

Goal: 100% participation and satisfaction, with focus on continuous quality improvements among CAPK employees.

Overview/Approach: In January of 2020, as part of CAPK's continuous quality improvement efforts, CAPK facilitated a process of dissemination of CAPK's annual Satisfaction Surveys to get feedback from employees regarding satisfaction with their work and the work of the organization.

Surveys were emailed to all employees with assistance from the CAPK Finance Division. Employees were given six weeks to complete the survey.

The following contains an overview of the surveys.

Employee Survey Results (Disseminated to 820 CAPK employees):

- 248 surveys completed (26.6% response rate); 23.4% decrease from 2016.
- 4.07 average score for program/division level employee satisfaction; 12.7% increase from 2016.
- 3.92 average score for agency level employee satisfaction; 13.3% increase from 2016.
- Areas with the lowest level of satisfaction at the program/division level include the availability of job-related training and top-down, bottom-up communication (both 3.82) and recognition (3.86).
- Areas with the lowest scores at the agency level concern compensation (3.15) and total benefits (3.49).

Next Steps:

- Chief Executive Officer provides executive summary of satisfaction survey findings to CAPK Board of Directors.
- Survey findings to be shared at Division Director's meeting (TBD).
- Division Directors share details of survey findings with Program Managers – PM's share findings with Employees.
- Division Directors submit next steps/action plan for quality improvements within areas of responsibility/influence.
- Administration feedback/approval of next steps/action plan.
- Approved items incorporated into division plans, strategic plan, etc., where applicable. (CEO memo to all staff i.e. thank you, etc. - TBD)
- Findings and action steps shared internally and externally in Annual Report and other venues, as appropriate (including Board of Directors, prior to rollout).
- 2021 Satisfaction Survey – Schedule for review/process to be developed/presented, along with management and presented to administration (for approval) by January 2021.

Program Level Satisfaction								
Q#	Item	CSD	FIN	HS/SCD	H&N	HR	OPS	CDD	CAPK
	Number of Responses	***27***	***14***	***142***	***23***	***6***	***24***	***12***	***248***
1	I have the appropriate tools and training I need to perform my job.	4.37	3.86	3.64	3.52	4.67	4.08	4.00	4.02
2	I work in a comfortable and friendly work environment.	4.33	4.07	3.91	3.70	4.83	3.88	4.00	4.10
3	I am given the freedom to develop and implement more efficient processes.	4.15	4.21	3.82	3.39	4.33	4.08	4.00	4.00
4	My supervisor treats everyone fairly.	4.33	4.21	4.01	3.43	4.50	4.21	4.25	4.13
5	I am comfortable reporting problems to my supervisor.	4.33	4.36	4.12	3.61	4.67	4.21	4.17	4.21
6	There is follow-through from my supervisor if I raise a suggestion or concern.	4.37	4.21	3.96	3.61	4.50	4.08	3.92	4.12
7	I receive timely performance evaluations.	4.22	4.14	3.86	3.74	4.33	3.71	4.08	4.00
8	I am given the opportunity to have input into my performance evaluation.	4.26	4.14	3.96	3.78	4.50	4.29	3.83	4.16
9	I am satisfied with the recognition I receive.	4.07	4.07	3.61	3.17	4.33	3.79	4.00	3.86
10	My supervisor makes use of my skills and abilities.	4.52	4.14	4.01	3.78	4.33	4.08	4.08	4.13
11	Management understands the importance of a good work/life balance.	4.26	4.00	3.51	3.48	4.17	4.13	4.08	3.95
12	I am satisfied with job-related training offered to me.	4.11	3.86	3.63	3.57	4.00	3.63	3.92	3.82
13	Communication between my supervisor and employees (top-down, bottom-up) is good.	4.22	3.43	3.68	3.26	4.33	3.88	3.92	3.82
14	My supervisor and I have a good working relationship.	4.44	4.21	4.15	3.83	4.67	4.50	4.25	4.29
15	My co-workers and I have a good working relationship.	4.63	4.29	4.06	3.87	4.33	4.13	4.42	4.25
16	Employees within my program/division treat each other with respect.	4.37	3.79	3.85	3.52	4.67	3.63	4.08	3.99
17	Overall, I am satisfied with my work in my program/division.	4.48	4.36	4.05	3.83	4.50	4.29	4.33	4.26
	Total Average	**4.32**	**4.08**	**3.87**	**3.59**	**4.45**	**4.04**	**4.11**	**4.07**

Low = 1.00 - 2.99
Moderate = 3.00 - 3.99
High = 4.00 - 5.00

5 = Strongly Agree
4 = Agree
3 = Neutral
2 = Disgagree
1 = Strongly Disagree

Program Level Satisfaction									
Q#	Item	CSD	FIN	HS/SCD	H&N	HR	OPS	CDD	CAPK
	Number of Responses	*27*	*14*	*142*	*23*	*6*	*24*	*12*	*248*
22	CAPK has a positive image in the community.	4.44	4.14	4.18	4.39	4.67	4.17	4.42	4.34
23	CAPK works collaboratively with other organizations.	4.56	4.07	4.23	4.26	4.17	4.17	4.5	4.28
24	CAPK develops and maintains positive relationships with community partners.	4.52	4.07	4.13	4.22	4.17	4.13	4.33	4.22
25	CAPK understands the needs of low-income people in the community.	4.56	4.21	4.17	4.35	4.5	4.46	4.5	4.39
26	CAPK is an advocate for low-income people.	4.41	4.29	4.32	4.48	4.5	4.42	4.58	4.43
27	CAPK is driven by a clear mission to assist low-income people to become self-sufficient.	4.44	4.14	4.24	4.26	4.17	4.33	4.58	4.31
28	CAPK has a clearly understood Strategic Plan for the future.	4.41	3.29	3.94	3.87	4.17	4.04	4.17	3.98
29	CAPK has strong values and ethical principles.	4.37	3.86	4.04	4.17	4.33	3.96	4.50	4.18
30	CAPK is creative and innovative in developing and sustaining programs.	4.52	3.64	3.99	4.17	4.17	4.00	4.25	4.11
31	CAPK has competent, knowledgeable, and skilled staff	4.26	3.79	4.01	3.91	4.33	3.83	4.25	4.05
32	I am familiar with CAPK's mission and vision statement.	4.37	4.29	4.23	4.17	4.50	4.33	4.42	4.33
33	I understand how my job contributes to CAPK's mission.	4.67	4.50	4.34	4.30	4.67	4.67	4.50	4.52
34	I would recommend CAPK to others as a good place to work.	4.15	4.07	3.95	3.57	4.50	3.79	4.25	4.04
35	I am satisfied with the opportunities for upward professional growth.	4.07	3.71	3.68	3.35	4.17	3.38	4.08	3.78
36	I am compensated fairly relative to the local market.	3.41	3.57	2.00	3.00	3.67	2.67	3.75	3.15
37	I am satisfied with my total benefits package.	3.70	3.29	2.96	3.17	4.17	3.25	3.92	3.49
38	Communication between leadership (Executive Director and Division Directors) and employees (top-down, bottom-up) is good.	4.19	3.00	3.37	3.48	4.17	3.58	4.00	3.68
39	CAPK employees treat each other with respect.	4.22	3.36	3.70	3.65	4.67	3.58	3.83	3.86
40	CAPK has a safe work environment.	4.41	4.07	3.98	3.87	4.33	3.92	4.17	4.11
41	I know what the other programs in CAPK do.	4.15	4.14	3.68	3.96	4.17	4.17	4.08	4.05
42	CAPK has clear, organized, and efficient management policies and protocols.	4.22	3.29	3.75	3.83	4.17	3.88	4.00	3.88
43	CAPK has clear, organized, and efficient administrative procedures and processes.	4.30	3.49	3.73	3.74	4.17	3.75	3.83	3.86
44	CAPK has clear, organized, and efficient decision-making processes.	4.30	3.57	3.63	3.61	4.17	3.70	3.83	3.83
45	CAPK has clear, organized, and efficient planning processes.	4.26	3.57	3.61	3.61	4.17	3.61	4.08	3.84
46	CAPK has clear, organized, and efficient communication processes.	4.22	3.36	3.44	3.52	4.17	3.52	3.92	3.74
47	CAPK has clear, organized, and efficient information access and reporting processes.	4.19	3.57	3.70	3.83	4.17	3.52	3.75	3.82
48	CAPK has clear, organized, and efficient lines and levels of authority.	4.26	3.71	3.77	3.83	4.17	3.83	3.92	3.93
	Total Average	**4.28**	**3.69**	**3.68**	**3.74**	**4.25**	**3.75**	**4.07**	**3.92**

Low = 1.00 - 2.99
Moderate = 3.00 - 3.99
High = 4.00 - 5.00

5 = Strongly Agree
4 = Agree
3 = Neutral
2 = Disgagree
1 = Strongly Disagree

MEMORANDUM

TO: Personnel Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: March 12, 2020

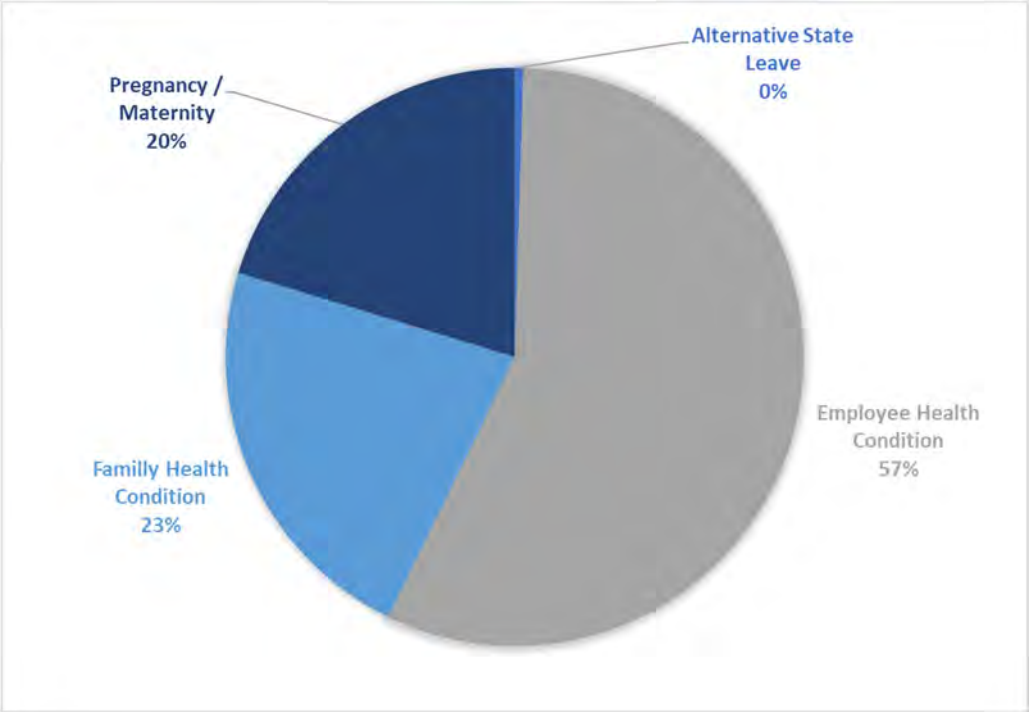
RE: *Agenda Item 5g*: Leave Management – **Info Item**

The agency has struggled with managing leaves for eligible participants under California and federal leave law. The agency contracted with The Hartford in March 2018. The Hartford issues communication, tracking, and the receipt of physician documentation. However, The Hartford does not manage the employee relationship. This is handled by CAPK's Benefits Specialist and Benefits Technician.

Currently, CAPK employs 908 individuals. The following represents current unduplicated leave cases:

	Count	Percentage of Employees
Continuous Leave	51	5.6%
Intermittent Leave	148	16.3%
Total Leave	199	21.9%

The following categories represent the reasons for leave:



The Benefits Management and Human Resource teams are currently collaborating to eliminate some long-term leave cases and to ensure that The Hartford is properly managing existing cases. In some cases, appropriate documentation and process needs to be improved. Both teams are actively engaging employees with in-person interactive dialogue.

In the last two week pay period without a holiday, a total of 668.95 hours were utilized across the agency for protected leave in lieu of work. This represents 4.9% of scheduled work hours and the total of amount of labor time lost.

In calendar year 2019, there were 413 leave cases submitted to The Hartford and 298 case were approved.

In the next few months, the Benefits Management and Human Resources team will be revising the leave policies of the agency. The revisions will be reviewed with legal counsel prior to submission to the Personnel Committee and the Board of Directors. It is our goal to address leave management for the agency to ensure compliance with law and to ensure that we have a vibrant workforce.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 639 038 907#

March 18, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Janea Benton called the meeting to order at 12:10 pm via tele-conference.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton, Guadalupe Perez, Ana Vigil

Absent: Jonathan Mullings

Others Present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Carmen Segovia; Director of Health & Nutrition; Emilio Wagner, Director of Operations; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda. Carried by unanimous vote. (Vigil/Perez).

4. **Public Forum**

No one addressed the Committee.

5. **Special Presentation**

Laurie Hughey, Low Barrier Navigation Center (LBNC) Program Manager provided a budget update presentation for the LBNC Program, which included a Summary of services to be provided, additional services to be provided by partner agencies, opportunities and successes. Laurie said the center is capable of housing up to 150 overnight services.

Laurie also reported on the CES program and stated that in the first year of operation, over 5,000 calls were received, with 991 referrals made to service providers.

Tracy provided insight from the budget. Funding from HUD, United Way CESH Funding, and County. All combined is over $2.3 million.

Janea Benton asked what staff is doing to gain community trust. Laurie stated that the first step is to get the homeless population to come in and use services. Once there, they will be encouraged to work with the partner agencies. Janea also asked about negative attention from the public. Laurie said she was not aware of CAPK receiving any negative attention at this time. Jeremy Tobias added that we will implement the Good Neighbor Policy and try to stay ahead of the negativity.

Ana Vigil said she has concerns about the referral process. Laurie clarified that this shelter does not have a referral process, however, the shelter that the City is proposing will have a referral process. Laurie said that all are welcome.

Lupe Perez asked staff to keep the Board informed of any issues so they can assist to resolve issues quickly.

Janea expressed concern about the start-up costs. Tracy reminded the Committee that staff has arranged for a rolling advance so CAPK will not be out of pocket for start-up expenses.

Janea requested that staff open a communication channel for the Low Barrier Navigation Center so we can hear from the public in real time. It is important for the general public to know that we care about their concerns.

6. <u>New Business</u>

a. Head Start & Early Head Start Budget to Actual Reports – ***Info Item***
    1. Kern Head Start Budget to Actual for the Period Ended February 29, 2020.
    2. Kern Early Head Start Budget to Actual for the Period Ended February 29, 2020.
    3. San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2020.
    4. San Joaquin Early Head Start Budget to Actual for the Period Ended February 29, 2020.
    5. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended February 29, 2020.

Heather McCarley provided the Head Start Kern Budget to Actual Report for the Period Ended February 29, 2020. Eight months (100%) of the eight-month budget period has elapsed and overall Base Fund expenditures are at 99% of budget. Training & Technical Assistance Funds (T&TA) are at 113% of budget and Non-Federal Share is at 124% of budget. The funding awarded in July 2019 for start-up activities remain in progress and the overall expenditures are at 19% of budget.

Heather McCarley provided the Early Head Start Kern Budget to Actual Report for the Period Ended February 29, 2020. Eight months (100%) of the eight-month budget period has elapsed and overall Base Funds are at 75% of budget, T&TA expenditures are at 91% of budget. The funding awarded in July 2019 for start-up activities remain in progress and the overall expenditures are at 12% of budget.

Heather McCarley provided the San Joaquin Early Head Start budget to Actual Report for the Period Ended January 31, 2020. Twelve months (100%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 99% of budget. T&TA Funds are at 89% of budget and the Non-Federal Share is at 106% of budget. Expenses will continue to come in over the next few months and continue to be reported until the contract is closed.

Heather McCarley provided the San Joaquin Early Head Start Budget to Actual report for the Period Ended February 29, 2020. One month (8.33%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 13% of budget. T&TA Funds are at 3% of budget and the Non-Federal Share is at 3% of budget.

Heather McCarley provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended February 29, 2020. Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships were rolled into Early Head Start Child Care Expansion. Twelve months (100%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 28% of budget, T&TA funds are incurred as needed and are currently at 43% of budget. The Non-Federal Share is at 34% of budget. Expenditures for start-up activities to prepare and furnish 12 new classrooms for CAPK and Partnership locations is at 30% of budget. After receipt of the final numbers, staff will apply for carryover.

Janea Benton asked if all of the partnership slots for the expansion have been filled. Jeremy reported that they have not, but staff is working diligently to find a contractor to take the slots.

b. Migrant Childcare Alternative Payment Program Disposal of Equipment – Susana Magana, Program Manager – ***Action Item***

Susana Magana reported that the MCAP Program is required by the California Department of Education, Early Learning and Care Division (EKCD) to maintain an Equipment Inventory to document each piece of equipment costing $500 or more. Additionally, the Program is required to remove any non-operational or obsolete equipment from the equipment inventory. Staff recommends approval to proceed with the required documentation to dispose of unusable equipment.

Motion was made and seconded to approve the disposal of unusable equipment. Carried by unanimous vote (Vigil/Perez).

c. Financial Statements, February 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented a copy of the Financial Statements for February 2020 and reported that it was not necessary to utilize the Wells Fargo line of credit in February. However, given the COVID-19 Pandemic, we are reaching out to Wells Fargo to inquire about increasing the line of credit to ensure cash flow. The Central Kitchen expenditures are at 90.9% at February 29,

2020 and the USDA revenue is at 92.6%. Expenditures are below the target of 90.9% at month 12 of the 12-month period.

CMAP is on target to fully receive the contract which had a $1,126,877 increase during the current year. Subsidized childcare payments are currently at 60.20% with a target for the period of 58.33% and the operational expenditures are also within target. Center based programs continue to reflect very low enrollment numbers for the months of July through January 2020, due to construction and refurbishments.

Center based state programs (CSPP, CMIG, and CCTR) reflect very low enrollment numbers for the months of July 2019 through January 2020.

Tracy reported that the Finance Division has one vacancy for an Accountant; however, given the current circumstances, there is a hold on hiring additional staff.

The agency expenditures are at 88% for the year, which is less than the 100% budgeted, which reflects the start-up funds that have been requested to be carried over for Head Start.

The Indirect Fund budget to actual report for February month end showed that revenue exceeded expenditures by $655,624 which is 125.6% of the budgeted indirect surplus. Overall expenditures are at 94.5% of budget and less than 100% at month 12 of the 12-month budget period. It will take a while to receive and record the remaining statements.

Janea Benton asked when we can expect to have an answer from Wells Fargo about the requested increase to the line of credit. Tracy said she is hoping to hear back from them by tomorrow.

Jeremy Tobias said that prior to this call, staff had a call with California State Controller Betty Yee, and he was able to discuss the inefficiencies of the State payment process.

Motion was made and seconded to approve the Financial Statements for January 2020. Carried by unanimous vote (Perez/Vigil).

7. <u>Consent</u>

a. Application Status Reports for February 2020
b. Funding Request: Wells Fargo for VITA Financial Empowerment Workshops
c. Funding Request: City of Bakersfield Homeless Navigation Center
d. Kern County Emergency Solutions Grant (ESG) Update

Motion was made and seconded to remove item 7d and approve items 7a-7c. Carried by unanimous vote (Perez/Vigil).

8. Committee Member Comments

Janea Benton asked Jeremy to provide a status report about the impact to CAPK programs by the Coronavirus (COVID-19).

Jeremy said, as of today, the Governor's Executive Order allows us to conduct Board meetings via tele-conference. All Head Start Programs are closed as of today and funding will continue and allow for staff to be sent home and receive pay. Classroom staff will check in with parents and students at home. Cal-Works home visitation is still operational and working with clients via phone and email. Central Kitchen will utilize Head Start funds to provide lunches for students to be picked up at specific centers.

The Youth Centers are open but are limiting the number of students, but all other events are cancelled, including food distributions. The Food Bank is open and working on options to provide food distribution at some of the High Schools. All volunteers have been pulled out from the Food Bank by the outride organizations. However, AmeriCorps staff is being reassigned, and we have also received approval to reassign some of the CalFresh Healthy Living staff to the Food Bank. WIC services is another vital service and able to function without face to face contact. Thanks to the new WIC cards distributed last month, funds can be added remotely.

Energy Weatherization has suspended in-house weatherization, but utility assistance is still operating with modified duties. All utility service providers have put a moratorium on service cut-offs.

VITA Volunteers have left the program out of concerns for the pandemic. Staff has also stated their concerns about face to face appointments. Staff will continue to operate if individuals are willing to drop off their taxes.

For the new Low Barrier Navigation Center, staff is working with County staff to enhance the screening process.

Jeremy said that there is talk that the Federal Government may provide emergency CSBG funding for the Coronavirus Pandemic.

IT staff are working to ensure that key staff can telecommute and work from home. Facility staff may get some reassignments now that the Head Start centers are closed. Risk Management is working diligently to ensure sanitation of all locations. HR has locked their front door and are seeing people by appointments only.

Finance staff will do a combination of tele-commuting and on-site work. It is vital that we collect payments from funders and process payroll for staff. Tracy is working on new policies for check signers.

Next week, the admin staff will begin the process of tele-commuting part-time and will also spend some time in the office.

Lupe Perez had a question about the WIC sites and wanted to know about the protocol for staff. Jeremy said that all interactions can be done by phone, however, two of the WIC offices had to close, and are being absorbed by other offices.

Lupe also asked about the VITA program and the concern about the lack of volunteers. Jeremy said that we will try to keep our office open, but it is problematic, and staff is working to come up with a solution.

Janea Benton would like to see a red banner on the website to provide the latest updates on the COVID-19 and also update all Social Media pages frequently so we have real time information.

Janea Benton wants to know what the incident command center looks like today. Jeremy said currently, it is him and the Division Directors. There are ongoing issues changing from hour to hour. Jeremy will reach out to the Board if they can offer assistance / support. Janea asked Jeremy to advise the Board if Discretionary Funds are required.

Ana Vigil said that her office will be closing for 2 weeks. She can be reached via personal email.

Lupe Perez will also be working from home.

Janea Benton praised the staff for doing a fantastic job. Janea is also working at home.

9. <u>Next Scheduled Meeting</u>

Budget & Finance Committee Meeting
Wednesday, April 22, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. <u>Adjournment</u>

The meeting was adjourned at 1:14 pm.

Community Action Partnership of Kern

Helping People. . . Changing Lives.

LBNC/CES Program Update

Presented by

Laurie Hughey, Program Manager and Pritika Ram Director of Administration

LBNC Program Summary

The LBNC will provide food, shelter, clothing, personal hygiene items, laundry services, personal possession storage, pet care and kennels for over night guest.

The Center will partner with other agencies to provide substance abuse services, medical and mental health services, employment services, housing and navigation assistance, case management and information and referral services.

The Center is capable of housing 150 over night guest whom will be eligible to receive breakfast at the center. Day service will be from 10-8pm, lunch and dinner will be provided for those participating in the day service.

Participants wanting to utilize the over night services will need to check in by 4:30pm to secure a bed assignment. Doors are closed at 8:00pm, and lights out at 10:00pm

CES Program Summary

Coordinated Entry System Program facilitates Coordinated Entry and Assessment for Kern in compliance with HUD Continuum of Care requirements, and enveloping processes and procedures that maximize Bakersfield-Kern Regional Homeless Collaborative member resources. CES collaborates with community partners and seeks to serve the full County of Kern.

Clients can reach CES by calling 2-1-1 Kern. An Information and Referral Specialist will assess callers and if it is determined that the caller has a housing need, they will be transferred to a Homeless Navigator. The Homeless Navigator will determine if the client is eligible for services using HUD guidelines. The client will then be entered in the Homeless Management Information System (HMIS) and a referral will be sent to the proper homeless provider.

During the first year of operation in 2019, CES received 5834 calls:

- 833 were newly identified individuals and families in which assessments were conducted.
- 991 referrals were made to service providers.

The remaining number of calls fall under duplicate, existing client, declined, did not meet program eligibility, self-resolved, or unable to contact.

2020-21 Budget

RECAP - EXPENDITURES BY CATEGORY	HUD (CES)	United Way (CESH)	County of Kern (LBNC)	TOTAL
REVENUE				
Federal	$ 236,838	$ -	$ -	$ 236,838
State	-	57,000	2,054,472	2,111,472
Local	-	-	-	-
Other	-	-	-	-
Total Revenue	$ 236,838	$ 57,000	$ 2,054,472	$ 2,348,310
EXPENDITURES				
Salaries	$ 175,100	$ 41,777	$ 699,989	$ 916,866
Benefits	40,208	10,041	195,997	246,246
Travel	-	-	2,500	2,500
Space Cost	-	-	86,500	86,500
Supplies	-	-	92,750	92,750
Consultant/Contract	-	-	403,000	403,000
Other Operating Cost	-	-	386,966	386,966
Indirect	21,530	5,182	186,770	213,482
Total Expenditures	$ 236,838	$ 57,000	$ 2,054,472	$ 2,348,310



Opportunities

(Barriers to Success)

- Gaining the public's trust
- Gaining the trust of the homeless population to fully utilize the services
- Negative attention from public regarding the homeless crisis



Successes

- Expansion of the LBNC to other parts of the county
- Ability to navigate to permanent housing
- Developing positive working relationship with Service providers
- Reducing the amount of homeless population on the streets.
- Positive outcome for the community

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Head Start - Kern
Budget to Actual Report for the Period Ended January 31, 2020 – **Info Item**

Date: March 18, 2020

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through February 29, 2020. Eight months (100%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 99% 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 113% of the budget.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 124% of the budget.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities

The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 19% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - February 29, 2020
Month 8 of 8 (100%)

Prepared 3/12/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,054,933	6,011,086	43,847	99%	1%
FRINGE BENEFITS	2,052,975	1,894,477	158,499	92%	8%
TRAVEL	0	2,012	(2,012)		
EQUIPMENT	0	0	0		
SUPPLIES	413,860	274,225	139,635	66%	34%
CONTRACTUAL	51,529	97,412	(45,883)	189%	-89%
CONSTRUCTION	0	0	0		
OTHER	1,934,691	2,073,533	(138,842)	107%	-7%
INDIRECT	1,012,616	1,035,168	(22,552)	102%	-2%
TOTAL BASE FUNDING	**11,520,604**	**11,387,912**	**132,692**	**99%**	**1%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	24,336	51,590	(27,254)	212%	-112%
SUPPLIES	17,206	13,005	4,201	76%	24%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	60,429	56,547	3,882	94%	6%
INDIRECT	10,763	12,114	(1,351)	113%	-13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**118,391**	**133,257**	**(14,866)**	**113%**	**-13%**

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	1,460	1,810,888	0%	100%
OTHER	0	309,292	(309,292)		
INDIRECT	0	30,895	(30,895)		
TOTAL CARRYOVER	**1,812,348**	**341,647**	**1,470,701**	**19%**	**81%**

GRAND TOTAL HS FEDERAL FUNDS	**13,451,343**	**11,862,817**	**1,588,526**	**88%**	**12%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,650,901	1,825,621	(174,720)	111%	-11%
CALIF DEPT OF ED	2,953,796	3,902,266	(948,470)	132%	-32%
TOTAL NON-FEDERAL	**4,604,697**	**5,727,887**	**(1,123,190)**	**124%**	**-24%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).

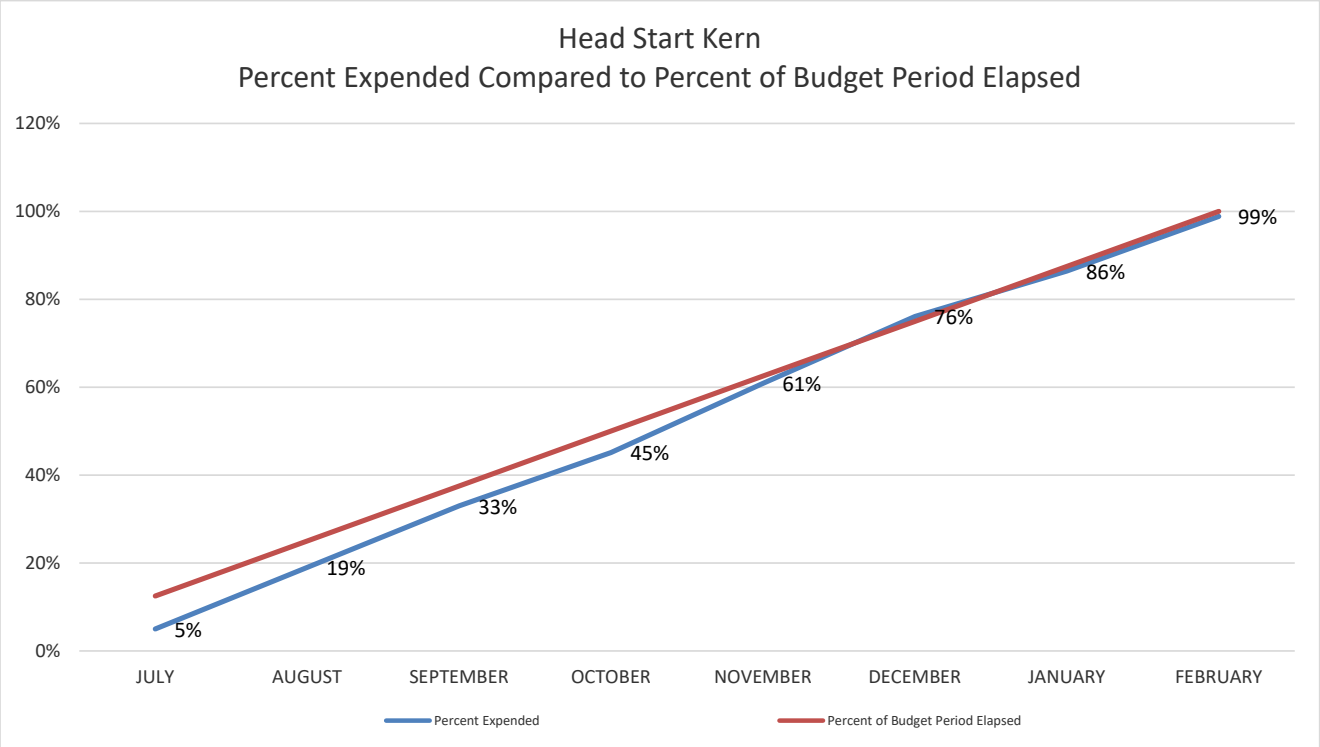
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***

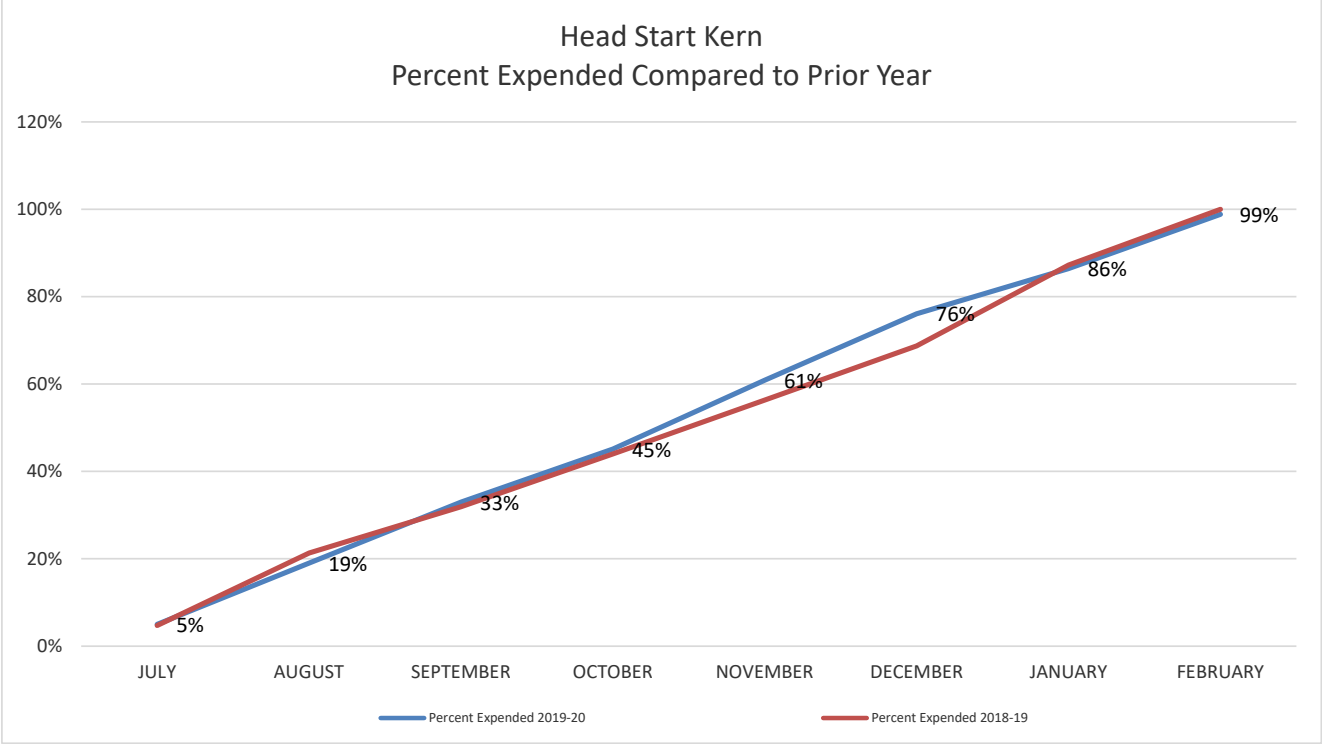
Actual expenditures include posted expenditures and estimated adjustments through 2/29/2020

Administrative Cost for HS and EHS Kern **9.1%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	25,405				**25,405**	3/3/2020
Lowe's	35,525				**35,525**	2/25/2020
Smart & Final	523				**523**	3/3/2020
Save Mart	1,828				**1,828**	3/3/2020
Chevron & Texaco Business Card	7,665				**7,665**	3/5/2020
Home Depot	6,628				**6,628**	3/5/2020
	77,573	**0**	**0**	**0**	**77,574**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
5%
19%
33%
45%
61%
76%
86%
99%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
5%
19%
33%
45%
61%
76%
86%
99%
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Early Head Start – Kern
Budget to Actual Report for the Period Ended February 29, 2020 – **Info Item**

Date: March 18, 2020

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through February 29, 2020. Eight months (100%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 75% 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 91% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities

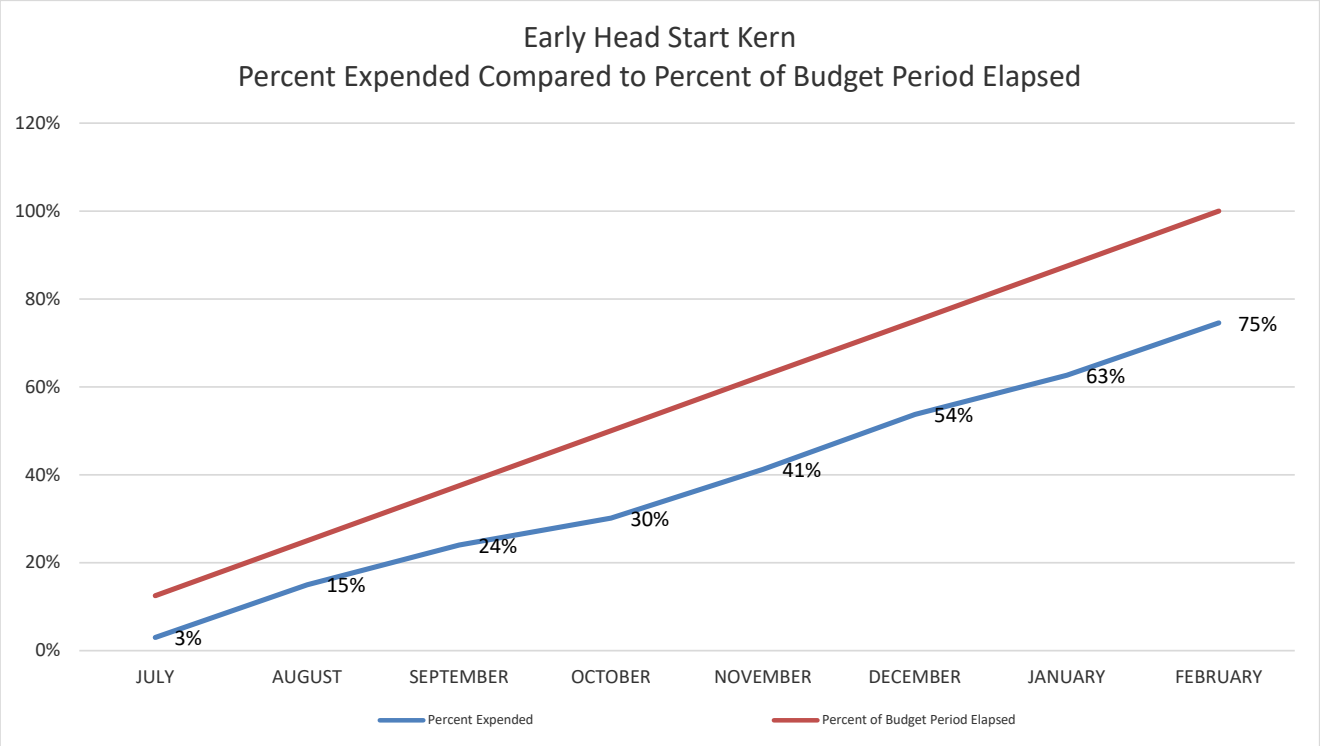
The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 12% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - February 29, 2020
Month 8 of 8 (100%)

Prepared 3/13/20

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,254,967	2,439,167	815,800	75%	25%
FRINGE BENEFITS	1,153,189	707,602	445,586	61%	39%
TRAVEL	0	1,185	(1,185)		
EQUIPMENT	0	0	0		
SUPPLIES	245,740	173,322	72,418	71%	29%
CONTRACTUAL	17,923	38,435	(20,512)	214%	-114%
CONSTRUCTION	0	0	0		
OTHER	533,536	516,898	16,638	97%	3%
INDIRECT	513,643	387,661	125,982	75%	25%
TOTAL BASE FUNDING	**5,718,998**	**4,264,271**	**1,454,727**	**75%**	**25%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	30,119	23,157	6,962	77%	23%
SUPPLIES	3,319	4,649	(1,330)	140%	-40%
CONTRACTUAL	5,793	10,500	(4,707)	181%	-81%
OTHER	62,942	54,442	8,500	86%	14%
INDIRECT	10,217	9,275	942	91%	9%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**112,390**	**102,023**	**10,367**	**91%**	**9%**
START-UP					
SUPPLIES	349,500	97,331	252,169	28%	72%
CONSTRUCTION	1,492,427	1,389	1,491,038	0%	100%
OTHER	295,325	132,698	162,627	45%	55%
INDIRECT	0	22,970	(22,970)		
TOTAL CARRYOVER	**2,137,252**	**254,387**	**1,882,865**	**12%**	**88%**
GRAND TOTAL EHS FEDERAL FUNDS	**7,968,640**	**4,620,682**	**3,347,958**	**58%**	**42%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***
Actual expenditures include posted expenditures and estimated adjustments through 2/29/2020


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
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3%
15%
24%
30%
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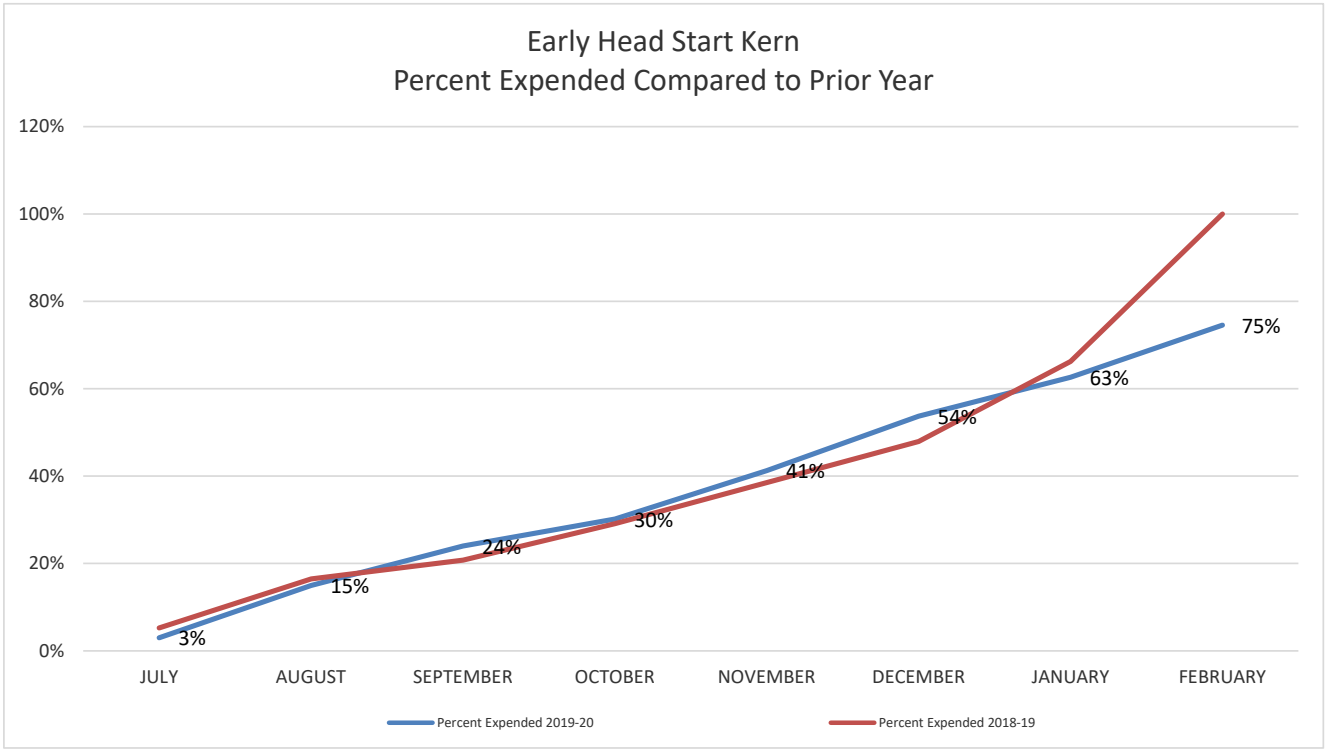
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
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DECEMBER
JANUARY
FEBRUARY
Percent Expended 2019-20
Percent Expended 2018-19

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: July 1, 2019 through February 29, 2020
Report for period ending February 29, 2020 (Month 8 of 8)

Percent of year elapsed: 100.0%

LOCATION	Enroll-ment	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	0	8,691	18,514	12,522	22,321	8,175	16,714	449	87,386	75,133	116%
Alicante	20	1,832	1,534	1,977	1,812	3,119	2,873	3,511	3,170	19,829	18,783	106%
Broadway	40	0	5,037	12,489	15,299	15,109	9,685	12,599	12,322	82,541	37,566	220%
California City	34	0	3,043	2,668	6,349	7,612	4,922	6,194	8,072	38,859	31,931	122%
Cleo Foran	23	0	0	0	718	856	1,038	116	0	2,729	21,601	13%
Delano	76	0	7,546	16,320	22,221	16,607	15,850	18,874	21,150	118,569	71,376	166%
East California	56	0	3,020	9,812	12,099	12,036	11,581	10,590	15,971	75,110	52,593	143%
Fairfax	40	0	4,362	11,644	9,124	9,604	7,362	10,167	11,228	63,492	37,566	169%
Fairview	40	0	1,733	9,969	233	7,669	7,529	8,260	12,067	47,460	37,566	126%
Harvey L. Hall	156	14,027	15,171	20,758	11,002	10,423	15,901	16,431	19,113	122,826	146,508	84%
Heritage	40	0	2,979	12,178	15,657	13,124	9,453	10,390	13,842	77,624	37,566	207%
Home Base	124	3,164	1,881	2,748	590	10,880	15,823	6,551	438	42,073	58,228	72%
Lamont	40	0	1,156	8,549	124	12,109	7,021	7,817	9,163	45,940	37,566	122%
Martha J. Morgan	44	0	2,851	8,037	9,337	7,650	8,043	7,891	7,353	51,162	41,323	124%
McFarland	20	0	0	2,983	133	1,576	1,507	1,138	959	8,294	18,783	44%
Mojave	20	0	0	2,421	70	2,514	2,464	3,375	4,228	15,072	18,783	80%
Oasis	57	0	2,520	8,735	6,747	2,635	7,316	8,241	12,243	48,437	53,532	90%
Pete H. Parra	128	11,208	14,041	20,776	366	18,832	15,505	112	17,115	97,954	120,212	81%
Planz	20	0	2,549	6,267	6,263	9,836	6,819	7,755	50	39,539	18,783	211%
Primeros Pasos	80	4,041	8,164	7,548	245	7,037	9,217	10,674	8,949	55,876	75,133	74%
Rosamond	80	0	6,131	17,498	182	6,795	8,597	15,679	14,419	69,301	75,133	92%
San Diego Street	40	2,269	1,761	4,746	4,039	3,562	4,507	7,475	5,010	33,370	37,566	89%
Seibert	40	0	0	7,603	6,226	3,215	2,633	4,097	860	24,634	37,566	66%
Shafter	20	3,439	9,391	9,544	166	8,470	6,865	8,921	7,690	54,487	18,783	290%
Shafter HS/EHS	26	3,464	4,378	2,820	3,777	2,086	2,043	4,131	1,537	24,235	24,418	99%
Sterling	124	11,837	12,270	13,241	366	12,952	16,596	23,467	16,616	107,345	116,455	92%
Sunrise Villa	20	0	1,729	9,403	12,367	10,252	8,068	5,871	6,777	54,467	18,783	290%
Taft	66	0	5,094	14,576	125	10,725	10,016	9,858	9,540	59,933	61,984	97%
Tehachapi	34	0	1,148	3,028	3,006	5,264	4,134	153	5,478	22,210	31,931	70%
Vineland	20	0	595	1,278	257	300	5,412	210	354	8,406	18,783	45%
Virginia	40	0	2,575	11,651	14,359	9,552	9,546	10,815	12,234	70,732	37,566	188%
Wesley	60	0	5,804	10,030	17,381	16,811	12,006	333	18,774	81,138	56,349	144%
Willow	55	0	2,994	10,379	15,721	7,374	3,404	7,934	7,431	55,236	51,654	107%
Administrative Services		0	0	0	0	0	0	0	0	0	0	NA
Program Services		1,372	6,661	23	0	349	9,088	953	78	18,525	26,302	70%
Policy Council and RPC		0	0	81	374	159	26	37	153	830	27,093	3%
SUBTOTAL IN-KIND	**1,763**	**56,653**	**146,808**	**300,294**	**209,259**	**289,417**	**271,024**	**267,333**	**284,833**	**1,825,621**	**1,650,901**	**111%**
State General Child Care*		164,884	149,146	142,941	209,463	172,503	187,306	232,625	202,458	1,461,325	1,181,518	124%
State Preschool*		94,393	98,908	160,287	359,757	358,376	372,375	484,657	432,832	2,361,586	1,654,126	143%
State Migrant Child Care*		14,766	12,732	11,317	7,073	2,701	3,665	4,051	23,049	79,355	118,152	67%
SUBTOTAL CA DEPT of ED		**274,043**	**260,787**	**314,546**	**576,293**	**533,580**	**563,346**	**721,333**	**658,339**	**3,902,266**	**2,953,796**	**132%**
GRAND TOTAL		**330,696**	**407,595**	**614,840**	**785,552**	**822,997**	**834,370**	**988,666**	**943,172**	**5,727,887**	**4,604,697**	**124%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended January 31, 2020 – **Info Item**

Date: March 18, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through January 31, 2020. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 99% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 89% of the budget. The combined personnel and fringe benefits expenses are at 94% of the budget.

Non-Federal Share
Non-Federal share is at 106% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2019 - January 31, 2020

Report Period: February 1, 2019 - January 31, 2020

Month 12 of 12 (100%)

Prepared 2/12/2020

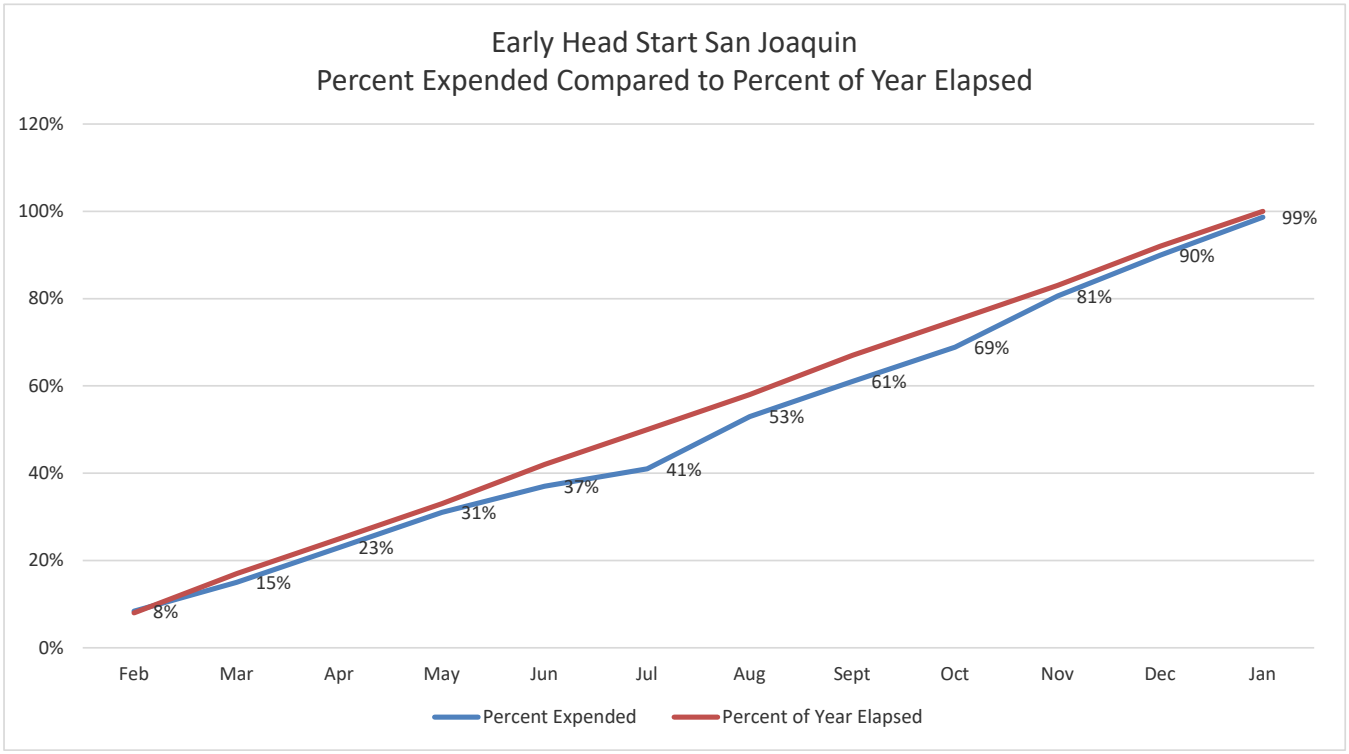
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	3,173,161	(58,229)	102%	-2%
FRINGE BENEFITS	923,567	851,819	71,748	92%	8%
TRAVEL	20,232	21,075	(843)	104%	-4%
SUPPLIES	140,925	141,961	(1,036)	101%	-1%
CONTRACTUAL	12,078	6,862	5,216	57%	43%
OTHER	600,638	553,143	47,495	92%	8%
INDIRECT	456,781	450,545	6,236	99%	1%
TOTAL	**5,269,153**	**5,198,566**	**70,587**	**99%**	**1%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	39,312	26,974	12,338	69%	31%
FRINGE BENEFITS	11,534	13,750	(2,216)	119%	-19%
TRAVEL	15,673	14,017	1,656	89%	11%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	7,680	(4,180)	219%	-119%
OTHER	30,423	34,235	(3,812)	113%	-13%
INDIRECT	10,833	9,663	1,170	89%	11%
TOTAL	**119,175**	**106,319**	**12,856**	**89%**	**11%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**5,304,885**	**83,443**	**98%**	**2%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	1,423,361	(76,278)	106%	-6%
TOTAL NON-FEDERAL FUNDS	**1,347,083**	**1,423,361**	**(76,278)**	**106%**	**-6%**

Centralized Administrative Cost	6.8%
Program Administrative Cost	2.4%
Total Administrative Cost	**9.3%**

Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
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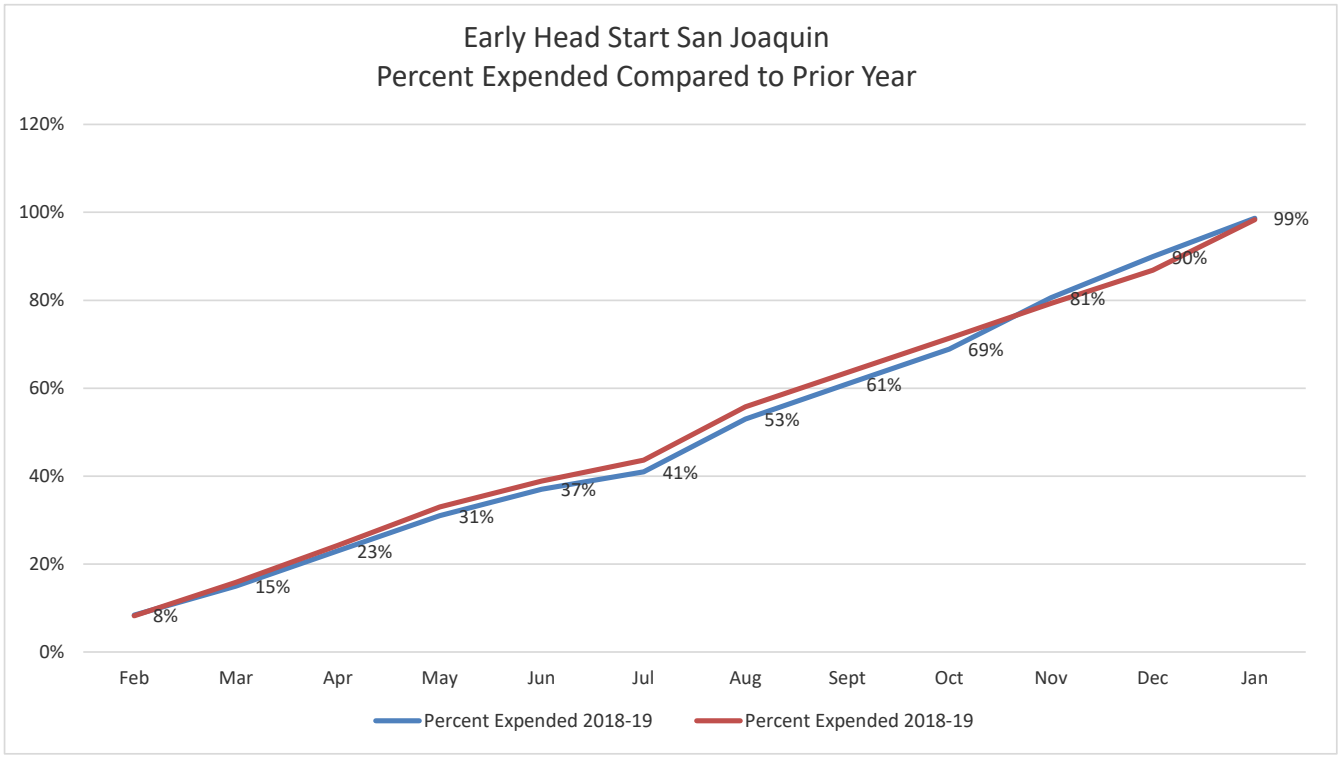
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
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Percent Expended 2018-19
Percent Expended 2018-19

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending January 31, 2020 (Month 12 of 12) - FINAL

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	9,349	9,973	9,716	7,545	5,825	6,346	10,529	9,532	10,786	10,113	10,133	11,364	111,211	133,083	84%
Chrisman	30	12,312	16,785	11,548	8,822	3,809	8,606	14,384	13,673	11,890	14,740	13,143	11,433	141,145	166,354	85%
Home Base - Lodi	35	12,150	16,320	16,251	16,904	2,077	10,424	10,550	10,075	10,653	11,981	12,945	6,849	137,178	97,040	141%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	2,421	3,880	4,433	4,647	5,649	5,848	5,538	6,563	56,917	33,271	171%
Home Base - Stockton	90	18,088	24,844	21,865	23,400	12,811	19,336	21,259	22,406	18,619	19,350	19,101	15,741	236,820	249,531	95%
Home Base - Tracy	12	233	1,607	1,689	2,025	0	683	504	2,083	1,193	1,116	3,829	1,569	16,531	33,271	50%
Kennedy	16	7,180	5,402	7,334	4,740	2,063	5,560	6,831	5,897	6,432	6,613	6,457	5,295	69,804	88,722	79%
Lodi UCC	30	11,408	11,887	12,830	10,884	8,821	10,755	14,363	12,824	13,343	13,939	12,740	12,705	146,499	166,354	88%
Marci Massei	24	5,173	6,050	6,373	5,055	4,171	6,333	13,332	11,065	11,092	10,334	12,700	13,695	105,374	133,083	79%
St. Mary's	16	5,144	6,702	5,927	4,858	3,210	5,422	5,994	6,580	7,916	7,553	8,489	6,492	74,286	88,722	84%
Walnut	24	11,221	13,005	12,719	10,174	9,667	11,556	13,927	13,037	13,383	11,535	14,063	13,605	147,891	133,083	111%
Administrative Services		251	1,678	0	0	0	0	0	0	0	0	0	0	1,928	0	
Program Services		11,721	11,575	22,146	31,202	8,953	13,819	15,556	11,277	13,060	10,909	11,139	15,611	176,968	21,858	810%
Policy Council		57	187	0	175	48	0	0	57	0	114	114	57	808	2,713	30%
SUBTOTAL IN-KIND	**313**	**107,457**	**131,485**	**132,443**	**131,033**	**63,876**	**102,720**	**131,663**	**123,153**	**124,017**	**124,144**	**130,393**	**120,978**	**1,423,361**	**1,347,083**	**106%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended January 31, 2021 – **Info Item**

Date: March 18, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2020 through January 31, 2021. One month (8.33%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 13% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 3% of the budget. The combined personnel and fringe benefits expenses are at 8% of the budget.

Non-Federal Share
Non-Federal share is at 3% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2020 - January 31, 2021

Report Period: February 1, 2020 - February 29, 2020

Month 1 of 12 (8.33%)

Prepared 3/13/2020

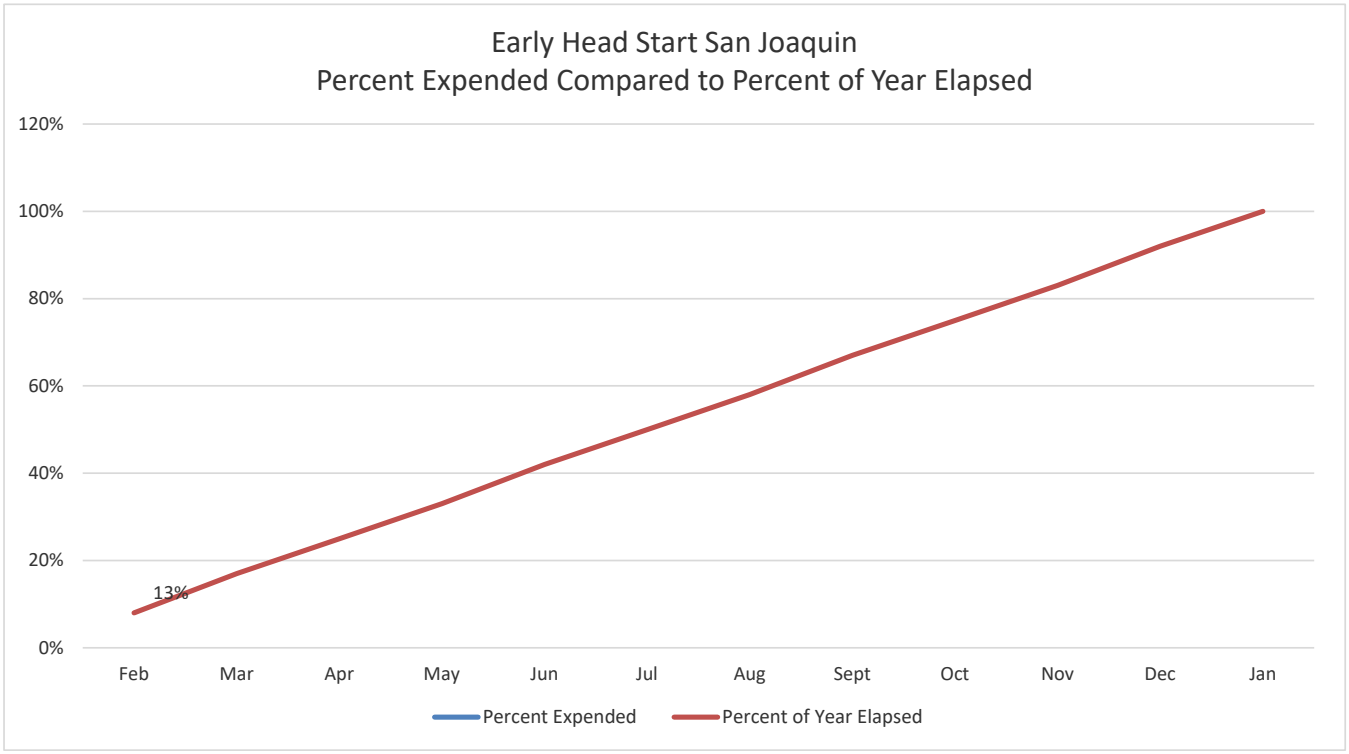
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,237,521	411,038	2,826,483	13%	87%
FRINGE BENEFITS	916,396	123,663	792,733	13%	87%
TRAVEL	18,360	0	18,360	0%	100%
SUPPLIES	105,820	16,621	89,199	16%	84%
CONTRACTUAL	10,600	1,121	9,479	11%	89%
OTHER	521,927	72,295	449,632	14%	86%
INDIRECT	458,529	44,627	413,902	10%	90%
TOTAL	**5,269,153**	**669,365**	**4,599,788**	**13%**	**87%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	21,912	2,346	19,566	11%	89%
FRINGE BENEFITS	13,758	844	12,914	6%	94%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	0	6,815	0%	100%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	512	43,273	1%	99%
INDIRECT	10,834	370	10,464	3%	97%
TOTAL	**119,175**	**4,072**	**115,103**	**3%**	**97%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**673,437**	**4,714,891**	**12%**	**88%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	39,786	1,307,296	3%	97%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**39,786**	**1,307,296**	**3%**	**97%**

Centralized Administrative Cost	6.3%
Program Administrative Cost	3.4%
Total Administrative Cost	**9.7%**

Budget reflects Notice of Award #09CH011406-01-00

Actual expenditures include posted expenditures and estimated adjustments through 2/29/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
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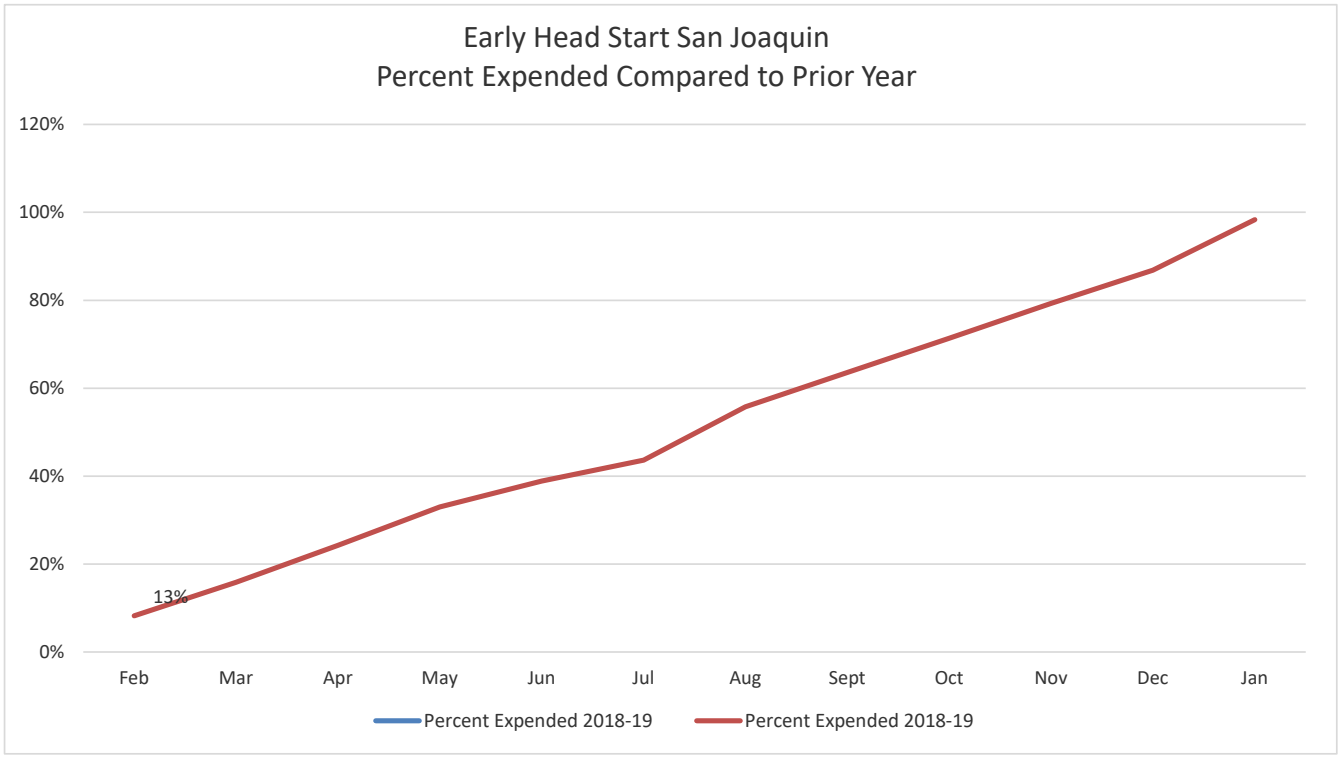
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
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Percent Expended 2018-19
Percent Expended 2018-19

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2020 through January 31, 2021
Report for period ending February 29, 2020 (Month 1 of 12)

Percent of budget period elapsed: 8%

LOCATION	FUNDED ENROLL-MENT	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	7,823	7,823	124,545	6%
Chrisman	30	11,922	11,922	155,682	8%
Kennedy	16	83	83	83,030	0%
Lodi Home Base	35	44	44	90,814	0%
Lodi UCC	30	100	100	155,682	0%
Manteca Home Base	12	0	0	31,136	0%
Marci Massei	24	9,019	9,019	124,545	7%
St. Mary's	16	183	183	83,030	0%
Stockton Home Base	90	133	133	233,523	0%
Tracy Home Base	12	0	0	31,136	0%
Walnut	24	10,479	10,479	124,545	8%
Administrative Services		0	0	0	
Program Services		0	0	108,412	0%
Policy Council		0	0	1,000	0%
SUBTOTAL IN-KIND	**313**	**39,786**	**39,786**	**1,347,082**	**3%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee



From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Early Head Start Child Care Partnerships + Expansion Budget to Actual Report for the Period Ended February 29, 2020 – **Info Item**

Date: March 18, 2020

Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships (grant #09HP0036) were rolled into Early Head Start Child Care Expansion (grant #09HP000163).

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2019 through February 29, 2020. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 28% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 43% of the budget.

Start-Up
Start-up funds were awarded for the purpose of preparing and furnishing 12 new classrooms for CAPK and Partnership locations. Overall expenditures are at 30% of the budget.

Non-Federal Share
Non-Federal share is at 34% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2019 - February 29, 2020
Report Period: March 1, 2019 - February 29, 2020
Month 12 of 12 (100.00%)

Prepared 3/13/2020

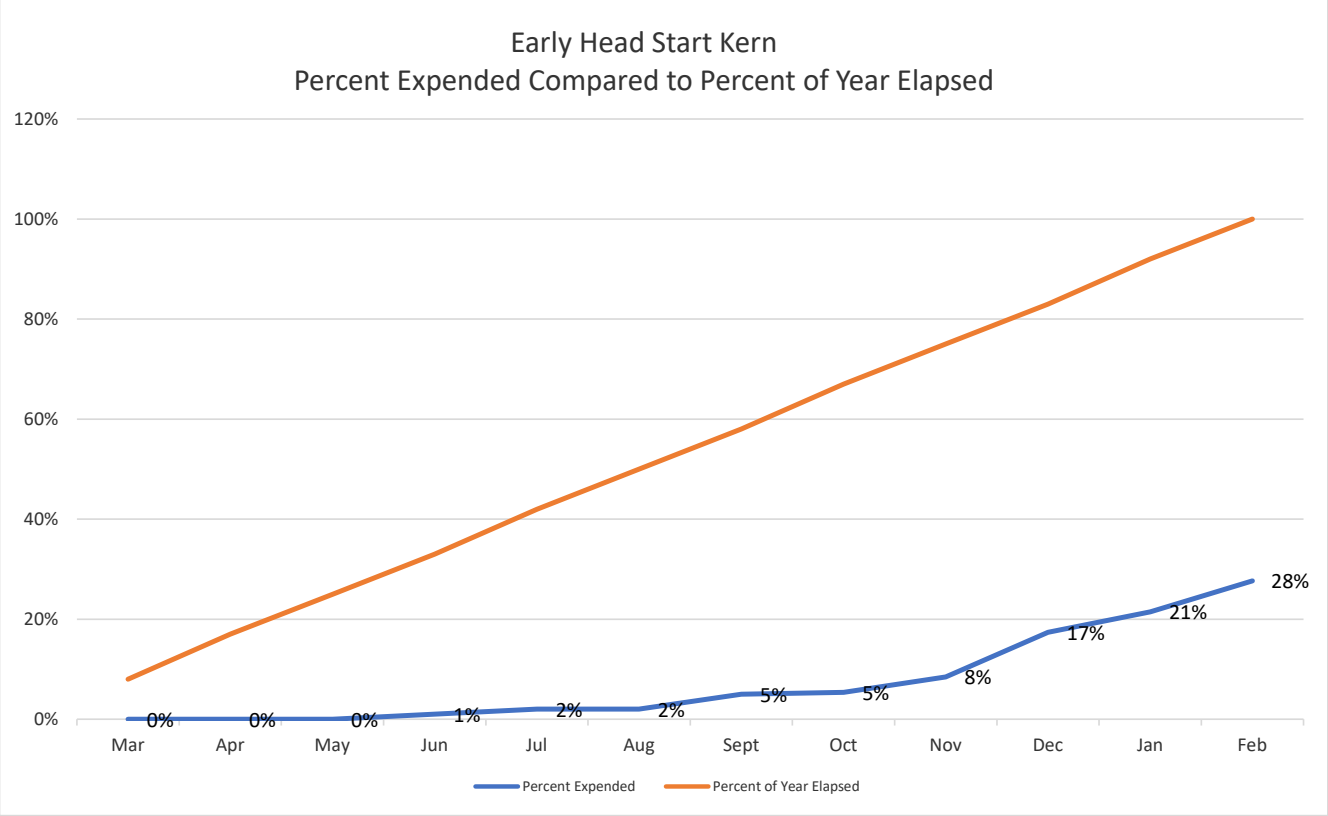
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	608,125	173,135	434,990	28%	72%
FRINGE BENEFITS	192,825	37,770	155,055	20%	80%
SUPPLIES	46,656	7,903	38,753	17%	83%
CONTRACTUAL	766,959	241,837	525,122	32%	68%
OTHER	153,605	27,358	126,247	18%	82%
INDIRECT	167,944	47,494	120,450	28%	72%
TOTAL BASE FUNDING	**1,936,114**	**535,498**	**1,400,616**	**28%**	**72%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	3,088	5,422	(2,334)	176%	-76%
SUPPLIES	14,930	7,348	7,582	49%	51%
OTHER	26,696	6,405	20,291	24%	76%
INDIRECT	4,471	1,917	2,554	43%	57%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**49,185**	**21,092**	**28,093**	**43%**	**57%**
START UP					
SUPPLIES	258,000	188,709	69,291	73%	27%
OTHER	196,545	85,867	110,678	44%	56%
INDIRECT	45,455	26,991	18,464	59%	41%
TOTAL START UP	**500,000**	**301,568**	**198,432**	**60%**	**40%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,485,299**	**858,158**	**1,627,141**	**35%**	**65%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	182,187	346,507	34%	66%
TOTAL NON-FEDERAL	**528,694**	**182,187**	**346,507**	**34%**	**66%**

Budget reflects Notice of Award **#09HP000163-01-01**

Actual expenditures include posted expenditures and estimated adjustments through 2/29/2020


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
0%
0%
0%
1%
2%
2%
5%
5%
8%
17%
21%
28%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended
Percent of Year Elapsed

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Susana Magana, MCAP Program Manager 

Date: March 18, 2020

Subject: *Agenda Item 6b:* Migrant Childcare Alternative Payment Program Disposal of Equipment– **Action Item**

The program is required by the California Department of Education, Early Learning and Care Division (ELCD) to maintain an Equipment Inventory to document each piece of equipment costing $500 or more that is purchased in whole or in part, with State or Federal contract funds.

In order to remove any non-operational or obsolete equipment items from the program's Equipment Inventory, the program is required to complete the Inventory and Disposition of Equipment Packet in accordance with Section 18025 of the California Code of Regulations, Title 5.

Once the permission to dispose is received, the program manager will move forward to comply with the CAPK Property Disposal process and coordinate with facilities to dispose of the items.

Recommendation:
Staff recommends the Budget & Finance Committee approves submitting the Inventory and Disposition of Equipment Packet to our state consultant to obtain permission from the ELCD Administrator to dispose unusable equipment.

Attachment:
California Department of Education, Inventory and Disposition of Equipment Packet.

Certification of Disposition of Equipment Form

*This form is to be completed by the agency holding Early Learning and Care Division contract in Fiscal Year 2019-20.

County Name	Kern
Legal Name of Agency Administering an ELCD Contract in Fiscal Year 2019-20	Community Action Partnership of Kern
Contract Type and Number	CMAP-9000
Vendor Number	Y320

I, Jeremy Tobias, certify that each piece of equipment has a current fair market value of less than $500 that was
(name of authorized agency representative)

purchased in whole, or in part with the California Department of Education, ELCD contract funds identified in the attached equipment inventory. The total value of the equipment is $ 0.00 as reflected in the Equipment Inventory Form above. Keep documentation for Auditing.

Name of the Authorized Agency Representative	Jeremy Tobias	☒ Board Approval Date, **or** ☐ Attached Board Minutes	Board Approval	Date of Signature	
Telephone of Authorized Agency Administrator	661-336-5236	Signature of the Administrator		Date of Signature	

FOR CDE-ELCD OFFICE USE ONLY: Complete this box after all applicable forms have been submitted to the ELCD, PQIO Consultant. After this section is completed, it is forwarded to the Agency's Program Director.

☐ Permission was obtained from the Early Learning and Care Division's Administrator, _____ (Name of Administrator), to dispose of the unusable equipment on this date: _____. If the current fair market value of all items being disposed is $0.00, prior approval is not required only notification. Agencies can notify the ELCD of the disposal, but can use any of the forms of this packet as documentation for auditing purposes.

Equipment Inventory Form

Item Description	Equipment I.D. or Serial Number	Funding Source	Acquisition Date	Acquisition Cost	Current Fair Market Value	Designate Type of Disposition: (i.e., Transfer, Replacement, Disposition of Obsolete, or Unusable Equipment)	Disposition Date / Date Item was Removed From Service	If Item was transferred , Name of Contractor Transferred to	If Item was sold Sale Amount
Cannon IR 5050N copier	DZAO2214	CMAP	11/16/00	$8,308	$0	disposition		N/A	
Cannon IR4570 copier	SKU22220	CMAP	6/30/06	$6,959	$0	disposition		N/A	
2001 Honda Accord	Vehicle #61-07	CMAP	6/15/01	$22,643	$0	disposition		N/A	
			Total Amount	$37,910	$0.00			**Total Amount**	$00.00

I certify that the information contained on this equipment inventory form represents a complete and accurate disclosure of items purchased with California Department of Education funds.	Signature	Smagana	Inventory Completion Date: 3/11/2020

References

1. **California *Education Code* (*EC*), Sections 35160-35178.4**
2. ***California Code of Regulations*, Title 5 (5*CCR*), Section 3946**
3. **34 CFR 80.32[d][l])**
4. **California Department of Education *School Accounting Manual*, Procedure 770**
5. **California Department of Education *Audit Guide*, Section 335.B, titled Equipment Inventory**

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

MARCH 18, 2020

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/19 - 02/29/20	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/19 - 02/29/20	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/19 - 02/29/20	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/19 - 02/29/20	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/19 - 02/29/20	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/19 - 02/29/20	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/19 - 02/29/20	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/19 - 02/29/20	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 02/29/20	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	8,400,992	93.600	09CH9142 - 06	03/01/19 - 06/30/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,095,292	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - **START UP FUNDS**	4,324,691	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,489,531	93.569	19F - 4015	01/01/19 - 12/31/19	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
AMERICORPS PLANNING GRANT	69,959		17AFHY26-PG87	1/15/2020 - 12/31/2020	155-007	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
AMERICORPS OPERATIONAL	653,691			2/1/2020 - 1/31/2021	155-000	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	35,000	93.569	18F - 5015	01/01/18 - 05/31/19	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	30,000	93.569	19F - 4417	06/01/19 - 05/31/20	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19 - 03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	3,721,750 9,615,849 4,415,991	93.568	18B - 4012 19B - 5012 20B - 2012	10/01/17 - 07/31/19 10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-38 122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575 93.575	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596 93.596	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081 164,081	93.575 93.575	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247 357,247	93.596 93.596	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
ECONOMIC EMPOWERMENT	85,655	93.590	EE - KERN - 17 - 20	07/01/18 - 06/30/19	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	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)	121,906 172,569	10.568/.569	15 - MOU - 00118	10/01/18 - 09/30/19 10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 36	79,598			7/1/2019 - 3/31/2020	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$2,000 PER TRUCK LOAD			10/01/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	306,543	10.565	16 - 6017	10/01/18 - 09/30/19	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	10/01/18 - 09/30/19	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,154,816 4,001,061	10.557	15 - 10064 19 - 10139	10/01/18 - 09/30/19 10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	46,817	10.561	16 - SUB - 00876	10/01/18 - 09/30/19	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/01/18 - 07/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/18 - 06/30/19	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
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/18 - 06/30/19	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	3,046,805 4,173,682		CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088 2,659,082		CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472 3,846,369		CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377 262,661		CMIG - 8004 CMIG - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT SPECIALIZED SERVICES	38,156 39,399		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000 174,000		18T - 8012 19T - 9011	10/15/18 - 06/30/19 10/01/19 - 06/30/20	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	435,980 1,877,011		N/A N/A	04/01/19 - 06/30/19 07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	35,000 35,000		509-2019	08/13/19 - 06/30/20	271	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 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER **START-UP**	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY 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
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	07/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	15,442		15 MOU - 00118	07/01/18 - 06/30/19	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	264,704		N/A	07/01/18 - 06/30/19	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/18 - 06/30/19	280	COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	100,350		2015.2.5	07/01/18 - 06/30/19	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	137,493		2015.2.6	07/01/18 - 06/30/19	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/18 - 06/30/19	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KEF FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	44,738 45,000		105 - 2018	07/01/18 - 06/30/19 07/01/19 - 06/30/20	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/18 - 06/30/19	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,126		N/A	07/01/18 - 06/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SIERRA FOUNDATION - 2020 CENSUS	40,000		N/A	01/01/20 - 07/31/20	408	SIERRA FOUNDATION
NALEO EDUCATIONAL FOUNDATION - 2020 CENSUS	15,000		N/A	01/13/20 - 09/30/20	409	NALEO EDUCATIONAL FOUNDATION
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	05/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	05/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	09/10/18 - 06/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	05/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	05/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/19 - 08/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/19 - 08/31/19	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/20	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/20	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
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	66,000		N/A	01/01/19 - 12/31/19	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

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					
250.0	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					
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				
147	Commodity Supplemental Food Program		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				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
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		
	Youth Services						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				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		
	2-1-1						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				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		
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 2019/20

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/19	n/a				
03/29/19	$ 235,000	$ 235,000	3		
04/30/19	n/a				
05/31/19	n/a				
06/30/19	n/a				
07/31/19	$ 1,200,000	$ 1,200,000	2		
08/31/19	n/a				
09/30/19	n/a				
10/31/19	n/a				
11/30/19	n/a				
12/31/19	n/a				
01/31/20	$ 500,000	$ 500,000	3		
02/29/20	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 11, 2019 for $2 million and will terminate on January 15, 2020.
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of credit was not required for the month of October 2019.

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
12/31/18 - 3/30/19	90 days	$ 1,243.75	0.25%
3/31/19 - 6/29/19	90 days	$ 1,258.99	0.25%
6/30/19 - 9/30/19	90 days	$ 1,261.11	0.25%
10/31/19 - 12/31/19	90 days	$ 1,277.78	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 FEBRUARY 29, 2020	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(250,348.63)
HEAD START/EARLY HEAD START	(965,082.56)
SUBTOTAL	**(1,215,431.19)**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	84,883.80
MIGRANT A/P	1,842,719.89
MIGRANT CHILD CARE	52,124.21
MIGRANT SPECIALIZED SERVICES	7,557.44
STATE PRESCHOOL	337,426.53
SUBTOTAL	**2,324,711.57**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(118,346.95)
EF&S	0.00
EFAP	108,027.67
FOOD BANK	206,212.39
FOOD BANK CAPACITY PROGRAM	(14,092.77)
FOOD BANK - STATE	(102,308.20)
SOCAL GAS	578.66
WONDERFUL FOUNDATION	6,355.67
SUBTOTAL	**86,426.47**
ENERGY	(160,698.66)
DOE WAP	(33,884.12)
LIHEAP	(386,204.10)
LIWP SOLAR PV	6.84
LIWP SINGLE FAMILY	13.69
PG&E	(15,720.26)
WATER TANK	0.00
DAP (Disgorgement Assistance Program)	(788.78)
TRANSFER NEGATIVE BALANCE	597,275.39
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	185,560.41
211 HOSPITAL PREPAREDNESS	0.00
AMERICORPS - CALIFORNIA VOLUNTEERS	(46,193.96)
BANK OF THE WEST	17,013.95
CAL FRESH	(28,813.20)
CALEITC	(11,075.13)
COST POOLS	30,656.52
COUNTY OF KERN - 2-1-1	0.00
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(17,424.64)
CSBG	(248,089.29)
CSBG DISCRETIONARY	(25,121.39)
DIFFERENTIAL RESPONSE	(57,307.22)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,729,186.30
ECONOMIC EMPOWERMENT	(9,693.80)
FIRST 5 KERN 211	(45,420.81)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(34,017.01)
FIRST 5 HELP ME GROW	(1,100.78)
FRIENDSHIP HOUSE	2,698.52
FUNDRAISING	333,612.70
GANG PREVENTION	(37.75)
GAPP FUND	0.00
GENERAL FUND	707,677.22
HOME VISIT INITIATIVE (CO OF KERN)	(245,103.94)
HUD-COORDINATED ENTRY SYSTEM	(24,841.50)
INDIRECT FUND	832,406.09
IRS - VITA	(36,200.08)
INFORMATION & EDUCATION	(61.74)
NEOPB CAL FRESH HEALTHY LIVING	(338,303.91)
POSITIVE YOUTH DEV SVC	(6,210.63)
READYKERN	1.28
REALIGNMENT FOR SUCCESS	0.00
SHAFTER YOUTH CENTER	(1,571.29)
Sierra Foundation - 2020 Census	40,000.00
SO CA EDISON - 211 CUSTOMER RELATIONS	35,000.00
TRADE MITIGATION	72,482.84
UNITED WAY 211	(597.17)
UNITED WAY CESH	49,716.02
WELLS FARGO FOUNDATION	8,069.35
WIC	(678,616.90)
LESS: ENERGY NEGATIVE BALANCE	(597,275.39)
ADD: LINE OF CREDIT	
SUBTOTAL	**1,595,681.39**
TOTAL OPERATING CASH	2,793,388.24

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
February 29, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 02/29/20		4,378,034.64
LESS: OUTSTANDING CHECKS	930,842.96	
ADJUSTED BANK BALANCE AT 02/29/20		3,447,191.68
GENERAL LEDGER BALANCE AT 01/31/20		2,594,351.97
ADD: DEPOSITS	3,709,917.92	
US TREAS DRAWDOWNS	1,720,708.68	
FUNDS FROM OTHER GRANTS	333,338.42	
TRANSFERS FROM RESTRICTED ACCOUNT LIHEAP/DOE	540,000.00	
LINE OF CREDIT LOAN	-	
ONLINE DONATION	50.00	
ADP /HEALTH EQUITY REFUND	1,673.67	
BANK ACCOUNT TRANSFER FROM HEAD START ACCURED VACATION ACCT	37,982.51	
STALE DATED CHECKS	24.59	
LESS: CHECKS	1,550,898.11	
ADP PAYROLL 2/13/20	1,346,385.60	
ADP PAYROLL 2/27/20	1,451,818.84	
EFTS FOR HRA/HSA/ STD/403B	265,112.85	
REC LOAN PRINCIPAL/INT EXPENSES	31,724.72	
CREDIT CARD	33,412.78	
BANK FEES	1,143.25	
ACH VOUCHERS	310,359.93	
PAYBACK LINE OF CREDIT LOAN	500,000.00	
GENERAL LEDGER BALANCE AT 02/29/20		3,447,191.68
	DIFFERENCE:	-

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 03/04/2020

APPROVED BY: Mary Webster TITLE: Chief Financial Officer DATE: 03/04/2020

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:		**02/29/20**		**644,697.12**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER			0.00	
ADJUSTED BANK BALANCE:		**02/29/20**		**644,697.12**
BALANCE PER G/L		**01/31/20**		**682,600.85**
ADD:	DEPOSITS		0.00	
	INTEREST		78.78	
	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		37,982.51	
BALANCE PER G/L		**02/29/20**		**644,697.12**
			DIFFERENCE:	0.00

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

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 03/02/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 03/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2020

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**02/29/20**		**210,504.72**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/29/20**		**210,504.72**
BALANCE PER G/L	**11/30/19**		**750,425.03**
ADD: DEPOSITS		0.00	
INTEREST		79.69	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		540,000.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**02/29/20**		**210,504.72**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 03/02/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 03/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 6302
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**02/29/20**		**3,513.87**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**02/29/20**		**3,513.87**
BALANCE PER GENERAL LEDGER	**01/31/20**		**3,511.92**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		17.54	
PAYPAL DEPOSIT		0.00	
INTEREST		0.43	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		12.45	
BANKCARD FEES		3.57	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**02/29/20**		**3,513.87**

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

Difference: **0.00**

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 03/01/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 03/01/20

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**02/29/20**		**2.11**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/29/20**		**2.11**

BALANCE PER G/L	**01/31/20**		**2.11**
ADD:	DEPOSITS	0.00	
	INTEREST	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	**02/29/20**		**2.11**
		DIFFERENCE:	0.00

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 03/05/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 03/05/20

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED February 1, 2020 - February 29, 2020

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	7,913.34
Donna Holland	Fiscal Administrator	5,404.11
Pritika Ram	Director of Administration	5,590.18
Carmen Segovia	Director of Health & Nutrition Services	2,197.62
Jeremy Tobias	Chief Executive Officer	658.61
Emilio Wagner	Director of Operations	1,840.85
Tracy Webster	Chief Financial Officer	6,446.29
	Total	$ 30,051.00

WELLS FARGO

Statement Expenses

03/03/2020 08:07 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**AP, CAPK**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**03/03/2020** through	**03/05/2020**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**03/06/2020** through	**03/08/2020**
		Approval Period:	
		03/09/2020 through	**03/12/2020**
		Download Period:	
		03/13/2020 through	**03/30/2020**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

03/03/2020 08:08 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**03/03/2020** through	**03/05/2020**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**03/06/2020** through	**03/08/2020**
		Approval Period:	
		03/09/2020 through	**03/12/2020**
		Download Period:	
		03/13/2020 through	**03/30/2020**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

03/03/2020 08:09 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**9,713.34 USD**	**03/03/2020** through **03/05/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**9,713.34 USD**	**03/06/2020** through **03/08/2020**	
		Approval Period:	
		03/09/2020 through **03/12/2020**	
		Download Period:	
		03/13/2020 through **03/30/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/31/2020	02/03/2020	Hyatt Regency Washington 8885872877,DC		CAPK Pcard (CAPL Pcard)	No	1,258.70 USD / 1,258.70
2.	01/31/2020	02/03/2020	Hyatt Regency Washington Washington,DC		CAPK Pcard (CAPL Pcard)	No	1,258.70 USD / 1,258.70
3.	01/31/2020	02/03/2020	Hyatt Regency Washington 8885872877,DC		CAPK Pcard (CAPL Pcard)	No	1,258.70 USD / 1,258.70
4.	01/31/2020	02/03/2020	Springhill Suites Ridg Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	146.02 USD / 146.02
5.	02/02/2020	02/03/2020	Courtyard By Marriott Washington,DC		CAPK Pcard (CAPL Pcard)	No	111.50 USD / 111.50
6.	02/02/2020	02/03/2020	Courtyard By Marriott Washington,DC		CAPK Pcard (CAPL Pcard)	No	111.50 USD / 111.50
7.			**Merchant**		**Unit**		

	Transaction Date	Posting Date		General Ledger Code		Receipt Submitted ‡	Amount / Original Currency
	02/02/2020	02/03/2020	Courtyard By Marriott Washington,DC		CAPK Pcard (CAPL Pcard)	No	111.50 USD / 111.50
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/02/2020	02/03/2020	Courtyard By Marriott Washington,DC		CAPK Pcard (CAPL Pcard)	No	111.50 USD / 111.50
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/02/2020	02/03/2020	Courtyard By Marriott Washington,DC		CAPK Pcard (CAPL Pcard)	No	111.50 USD / 111.50
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/07/2020	02/10/2020	American Air0012114253041 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	208.80 USD / 208.80
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/07/2020	02/10/2020	American Air0012114253042 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	208.80 USD / 208.80
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/07/2020	02/10/2020	American Air0012114253043 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	208.80 USD / 208.80
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/07/2020	02/10/2020	American Air0012114254304 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	208.80 USD / 208.80
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/14/2020	02/17/2020	Courtyard San Francisc San Francisco,CA		CAPK Pcard (CAPL Pcard)	No	476.26 USD / 476.26
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/14/2020	02/17/2020	Courtyard San Francisc San Francisco,CA		CAPK Pcard (CAPL Pcard)	No	476.26 USD / 476.26
16.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/14/2020	02/17/2020	Courtyard San Francisc			No	476.26 USD / 476.26

			San Francisco,CA		CAPK Pcard (CAPL Pcard)		
17.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/14/2020	02/17/2020	Courtyard San Francisc San Francisco,CA		CAPK Pcard (CAPL Pcard)	No	476.26 USD / 476.26
18.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/21/2020	02/24/2020	Springhill Suites Ridg Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	146.02 USD / 146.02
19.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/24/2020	02/26/2020	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	217.76 USD / 217.76
20.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/26/2020	02/27/2020	San Diego Regional Con Www.teachston,VA		CAPK Pcard (CAPL Pcard)	No	1,650.00 USD / 1,650.00
21.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/27/2020	02/28/2020	Wal-mart #1574 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	479.70 USD / 479.70

Total Charges: 9,713.34 USD

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WELLS FARGO

Statement Expenses

03/03/2020 08:10 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**HOLLAND, DONNA**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7033**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**5,404.11 USD**	**03/03/2020** through **03/05/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**5,404.11 USD**	**03/06/2020** through **03/08/2020**	
		Approval Period:	
		03/09/2020 through **03/12/2020**	
		Download Period:	
		03/13/2020 through **03/30/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/31/2020	02/03/2020	Hyatt Regency Washington 8885872877,DC		CAPK Pcard (CAPL Pcard)	No	1,258.70 USD / 1,258.70
2.	01/31/2020	02/03/2020	Hyatt Regency Washington 8885872877,DC		CAPK Pcard (CAPL Pcard)	No	1,258.70 USD / 1,258.70
3.	01/31/2020	02/03/2020	Hyatt Regency Washington 8885872877,DC		CAPK Pcard (CAPL Pcard)	No	1,258.70 USD / 1,258.70
4.	01/31/2020	02/03/2020	Hyatt Regency Washington 8885872877,DC		CAPK Pcard (CAPL Pcard)	No	1,258.70 USD / 1,258.70
5.	02/05/2020	02/06/2020	Fidelitysafety.com Httpswww.fide,CA		CAPK Pcard (CAPL Pcard)	No	260.00 USD / 260.00
6.	02/20/2020	02/21/2020	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	109.31 USD / 109.31

Total Charges: 5,404.11 USD

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WELLS FARGO

Statement Expenses

03/03/2020 08:10 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**RAM, PRITIKA**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**5,590.18 USD**	**03/03/2020** through **03/05/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**5,590.18 USD**	**03/06/2020** through **03/08/2020**	
		Approval Period:	
		03/09/2020 through **03/12/2020**	
		Download Period:	
		03/13/2020 through **03/30/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/31/2020	02/03/2020	Grubhubmountainmikesp Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	84.94 USD / 84.94
2.	02/02/2020	02/03/2020	Grubhubtacobell Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	97.59 USD / 97.59
3.	02/05/2020	02/06/2020	Holiday Inn Express West Sacramen,CA		CAPK Pcard (CAPL Pcard)	No	256.48 USD / 256.48
4.	02/05/2020	02/06/2020	Grubhubsequoiasandwic Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	73.45 USD / 73.45
5.	02/06/2020	02/07/2020	Grubhubpopeyes Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	48.60 USD / 48.60
6.	02/07/2020	02/10/2020			CAPK Pcard	No	60.36 USD / 60.36

			Grubhubmountainmikesp Grubhub.com,NY		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/08/2020	02/10/2020	Grubhubtoofatsandwich Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	57.52 USD / 57.52
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/09/2020	02/10/2020	Grubhubtoofatsandwich Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	78.02 USD / 78.02
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/07/2020	02/10/2020	Sq Bakersfield Downtown Gosq.com,CA		CAPK Pcard (CAPL Pcard)	No	70.00 USD / 70.00
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/11/2020	02/13/2020	American Air0012115040014 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	717.39 USD / 717.39
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/12/2020	02/13/2020	Grubhubtacoslavilla Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	50.67 USD / 50.67
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/13/2020	02/14/2020	Grubhubjuicyburger Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	70.08 USD / 70.08
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/13/2020	02/14/2020	Grubhubtogossandwiche Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	51.84 USD / 51.84
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/15/2020	02/17/2020	Facebk Qugaxqjut2 650-5434800,CA		CAPK Pcard (CAPL Pcard)	No	175.00 USD / 175.00
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/14/2020	02/17/2020	Grubhubpopeyes Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	74.89 USD / 74.89

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
16.	02/16/2020	02/17/2020	Grubhubchinabistro Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	72.64 USD / 72.64
17.	02/21/2020	02/21/2020	Facebk Cgmnyqeut2 650-5434800,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00
18.	02/20/2020	02/21/2020	Grubhubmountainmikesp Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	45.57 USD / 45.57
19.	02/20/2020	02/21/2020	Housing California 916-287-9882,CA		CAPK Pcard (CAPL Pcard)	No	3,060.00 USD / 3,060.00
20.	02/21/2020	02/24/2020	Mgm Grand - Adv Dep 8552755733,NV		CAPK Pcard (CAPL Pcard)	No	88.44 USD / 88.44
21.	02/21/2020	02/24/2020	Grubhubsequoiasandwic Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	97.99 USD / 97.99
22.	02/22/2020	02/24/2020	Grubhubchinabistro Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	76.42 USD / 76.42
23.	02/23/2020	02/24/2020	Grubhubtoofatsandwich Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	64.56 USD / 64.56
24.	02/26/2020	02/27/2020	Grubhubelpolloloco Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	55.16 USD / 55.16
25.	Transaction Date	Posting Date	Merchant		Unit	Receipt Submitted ‡	

			General Ledger Code			Amount / Original Currency
02/27/2020	02/28/2020	Grubhubsliceofitaly Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	37.57 USD / 37.57

Total Charges: 5,590.18 USD

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WELLS FARGO

Statement Expenses

03/03/2020 08:12 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**2,197.62 USD**	**03/03/2020** through **03/05/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**2,197.62 USD**	**03/06/2020** through **03/08/2020**	
		Approval Period:	
		03/09/2020 through **03/12/2020**	
		Download Period:	
		03/13/2020 through **03/30/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/31/2020	02/03/2020	Walmart.com 8009666546 Bentonville,AR		CAPK Pcard (CAPL Pcard)	No	(53.20) USD / (53.20)
2.	02/04/2020	02/04/2020	Hotelscom9200021489031 Hotels.com,WA		CAPK Pcard (CAPL Pcard)	No	119.70 USD / 119.70
3.	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
4.	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
5.	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
6.	02/01/2020	02/05/2020			CAPK Pcard	No	(224.47) USD / (224.47)

			Town And Country Resort 619-2917131,CA		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/01/2020	02/05/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	(224.47) USD / (224.47)
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/04/2020	02/06/2020	Candlewood Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	281.26 USD / 281.26
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/04/2020	02/06/2020	Candlewood Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	281.26 USD / 281.26
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/04/2020	02/06/2020	Candlewood Suites Anaheim,CA		CAPK Pcard (CAPL Pcard)	No	281.26 USD / 281.26
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/11/2020	02/12/2020	Hotelscom9005346518058 Hotels.com,NV		CAPK Pcard (CAPL Pcard)	No	109.21 USD / 109.21

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/11/2020	02/12/2020	Hotelscom9195058295818 Hotels.com,WA		CAPK Pcard (CAPL Pcard)	No	89.41 USD / 89.41
17.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/11/2020	02/12/2020	Hotelscom9195058351001 Hotels.com,WA		CAPK Pcard (CAPL Pcard)	No	270.39 USD / 270.39
18.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/12/2020	02/12/2020	Hotelscom9211483257891 Hotels.com,WA		CAPK Pcard (CAPL Pcard)	No	64.12 USD / 64.12
19.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/21/2020	02/24/2020	Cleveland Equipment Llc 866-888-6327,TN		CAPK Pcard (CAPL Pcard)	No	684.00 USD / 684.00
20.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/21/2020	02/24/2020	Walmart.com 8009666546 800-966-6546,AR		CAPK Pcard (CAPL Pcard)	No	215.31 USD / 215.31
21.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/21/2020	02/24/2020	Walmart.com 8009666546 800-966-6546,AR		CAPK Pcard (CAPL Pcard)	No	92.73 USD / 92.73
22.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/22/2020	02/24/2020	Wpy California Wic Associ 855-469-3729,CA		CAPK Pcard (CAPL Pcard)	No	1,494.00 USD / 1,494.00
23.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/24/2020	02/25/2020	Ezcaterflame Skewers 800-488-1803,MA		CAPK Pcard (CAPL Pcard)	No	288.40 USD / 288.40

Total Charges: 2,197.62 USD

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---End of Report---

WELLS FARGO

Statement Expenses

03/03/2020 08:13 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**658.61 USD**	**03/03/2020** through **03/05/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**658.61 USD**	**03/06/2020** through **03/08/2020**	
		Approval Period:	
		03/09/2020 through **03/12/2020**	
		Download Period:	
		03/13/2020 through **03/30/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	02/04/2020	02/06/2020	Tlf Mt Vernon Florist 661-8717511,CA		CAPK Pcard (CAPL Pcard)	No	64.34 USD / 64.34
2.	02/04/2020	02/07/2020	Tlf Flowershopping Com 949-3480497,CA		CAPK Pcard (CAPL Pcard)	No	80.66 USD / 80.66
3.	02/14/2020	02/17/2020	Parkeon Paystations, Fres Fresno,CA		CAPK Pcard (CAPL Pcard)	No	3.89 USD / 3.89
4.	02/18/2020	02/18/2020	California Community Acti 916-4431721,CA		CAPK Pcard (CAPL Pcard)	No	12.00 USD / 12.00
5.	02/19/2020	02/21/2020	Hilton Garden Inn Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	271.86 USD / 271.86
6.	02/26/2020	02/27/2020	Food-ex Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	225.86 USD / 225.86

Total Charges: 658.61 USD

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WELLS FARGO

Statement Expenses

03/03/2020 08:13 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**1,840.85 USD**	**03/03/2020** through **03/05/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**1,840.85 USD**	**03/06/2020** through **03/08/2020**	
		Approval Period:	
		03/09/2020 through **03/12/2020**	
		Download Period:	
		03/13/2020 through **03/30/2020**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
02/07/2020	02/10/2020	Paypal Lacrossetec 402-935-7733,WI		CAPK Pcard (CAPL Pcard)	No	61.20 USD / 61.20

2.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
02/20/2020	02/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard (CAPL Pcard)	No	209.25 USD / 209.25

3.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
02/20/2020	02/21/2020	Mindbody, Inc 805-4762700,CA		CAPK Pcard (CAPL Pcard)	No	445.40 USD / 445.40

4.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
02/20/2020	02/21/2020	Cad Masters Inc 925-9391378,CA		CAPK Pcard (CAPL Pcard)	Yes	1,125.00 USD / 1,125.00

Description Registration CAD Masters Training for Dan Ripoli Walnut Creek, CA April 19-23, 2020 6645-999-901-000-000-00-5-1

Total Charges: 1,840.85 USD

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WELLS FARGO

Statement Expenses

03/03/2020 08:14 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**02/01/2020**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**02/29/2020**
Status:	**Open**	Reminder Period:	
Charges:	**6,446.29 USD**	**03/03/2020** through **03/05/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**6,446.29 USD**	**03/06/2020** through **03/08/2020**	
		Approval Period:	
		03/09/2020 through **03/12/2020**	
		Download Period:	
		03/13/2020 through **03/30/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	02/01/2020	02/03/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
2.	01/30/2020	02/03/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	321.12 USD / 321.12
3.	01/30/2020	02/03/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
4.	01/31/2020	02/03/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
5.	01/31/2020	02/03/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
6.	02/04/2020	02/05/2020			CAPK Pcard	No	7.50 USD / 7.50

			Verticalscr 888-291-1369,PA		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/05/2020	02/06/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/06/2020	02/07/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/12/2020	02/12/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/11/2020	02/13/2020	Societyforhumanresource 800-2837476,VA		CAPK Pcard (CAPL Pcard)	No	1,975.00 USD / 1,975.00
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/12/2020	02/13/2020	Societyforhumanresource 800-2837476,VA		CAPK Pcard (CAPL Pcard)	No	1,759.00 USD / 1,759.00
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/11/2020	02/13/2020	Shrm Housing 800-906-4213,TX		CAPK Pcard (CAPL Pcard)	No	875.61 USD / 875.61
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/11/2020	02/13/2020	Shrm Housing 800-906-4213,TX		CAPK Pcard (CAPL Pcard)	No	875.61 USD / 875.61
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/13/2020	02/14/2020	Paypal Kerncountyc 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	50.00 USD / 50.00
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/13/2020	02/14/2020	Paypal Kerncountyc 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/13/2020	02/14/2020	Paypal Kerncountyc 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00
17.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/13/2020	02/14/2020	Paypal Kerncountyc 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00
18.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/13/2020	02/14/2020	Paypal Kerncountyc 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00
19.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/13/2020	02/14/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
20.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/19/2020	02/21/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	379.95 USD / 379.95

Total Charges: 6,446.29 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---

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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (12 OF 12 MONTHS OR 100.00**%)**

Line Item	2019/20 Budget	3/1/19 - 02/29/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	1,363,210	92.6%	108,924
Head Start Subsidy	709,204	962,009	135.6%	(252,805)
Total Revenue	2,181,338	2,325,220	106.6%	(143,882)
Expenditures (Note B)				
Salaries	650,054	664,595	102.2%	(14,541)
Benefits	214,518	220,742	102.9%	(6,224)
Vehicle Gasoline, Repair/Maintenance	70,000	54,292	77.6%	15,708
Space Costs	101,200	120,880	119.4%	(19,680)
Supplies - Office & Food Service	114,900	121,954	106.1%	(7,054)
Equipment Repair/Maintenance & Lease	6,000	22,591	376.5%	(16,591)
Communication	13,000	12,154	93.5%	846
Risk Insurance	12,700	16,671	131.3%	(3,971)
Printing	1,700	461	27.1%	1,239
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	1,660	63.9%	940
Other Miscellaneous Costs	-	28	-	Not budgeted
Raw Food/Vended Meals	1,047,490	810,392	77.4%	237,098
Sub Total	2,235,962	2,046,446	91.5%	189,516
Adult Meals Prepared	188,000	166,855	88.8%	21,145
Indirect	133,376	111,919	83.9%	21,457
Total Expenditures	2,557,338	2,325,220	90.9%	232,118

	Prior Period	February 2020	Cumulative
Total Meals Prepared and Vended (Note C)	667,074	70,584	737,658
Total Meals Claimed	485,850	52,051	537,901
Difference	181,224	18,533	199,757

Percentage Claimed to Prepared/Vended		73.7%	72.9%

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 7/1/19 - 6/30/20 (7 OF 12 MONTHS = 58.33%)

Contract CMAP-9000	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Total	%	% Earned to MRA
Provider Payments	$ 463,474	$ 625,316	$ 713,655	$ 729,041	$ 751,020	$ 726,457	$ 679,564	$ -	$ -	$ -	$ -	$ -	$ 4,688,527		
Add: Family Fees	7,020	9,948	10,275	10,730	11,617	11,450	11,000	-	-	-	-	-	$ 72,041		
Net Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,637	$ 737,907	$ 690,564	$ -	$ -	$ -	$ -	$ -	$ 4,760,568	81.79%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**60.20%**
Administration & Support Services Revenue															
Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,637	$ 737,907	$ 690,564	$ -	$ -	$ -	$ -	$ -	$ 4,760,568		
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	$ 99,802	$ 134,753	$ 153,561	$ 156,921	$ 161,771	$ 156,526	$ 146,483	$ -	$ -	$ -	$ -	$ -	$ 1,009,816		
Program Administration/Support Services Costs	43,743	95,469	122,501	77,848	69,931	332,349	78,677	-	-	-	-	-	820,518	14.10%	
Indirect (10% x MTDC) Costs	50,744	72,175	78,548	80,994	82,553	83,066	76,157	-	-	-	-	-	524,237	4.11%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	(231,767)	-	-	-	-	-	-	(285,043)		
Total Operating Costs	$ 94,487	$ 167,644	$ 147,773	$ 158,842	$ 152,484	$ 183,648	$ 154,834	$ -	$ -	$ -	$ -	-	1,059,712	18.21%	
Revenue Earned Over/(Under) Costs	$ 5,314	$ (32,891)	$ 5,788	$ (1,921)	$ 9,287	$ (27,123)	$ (8,351)	$ -	$ -	$ -	$ -	-	(49,896)		
TOTAL COSTS - NET OF FAMILY FEES	$ 564,982	$ 802,908	$ 871,703	$ 898,613	$ 915,121	$ 921,555	$ 845,398	$ -	$ -	$ -	$ -	$ -	5,820,280	100.00%	

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

Provider payments	4,760,568
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,009,816

Note 2: The maximum reimburseable amount per the 2019/20 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)	9,584,682	100.00%

Note 3: The MRA for 2019/20 is $1,126,877 greater than 2018/19

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (8 OF 12 MONTHS = 66.67%)

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-9050)														
Adjusted Days of Enrollment - Certified	5,071	4,597	4,408	5,621	4,629	5,026	6,243	5,433					41,029	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 251,240	$ 227,736	$ 218,379	$ 278,463	$ 229,327	$ 249,008	$ 309,255	$ 269,151	$ -	$ -	$ -	$ -	$ 2,032,558	**57.50%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.42%	99.38%	99.96%	99.80%	99.01%	99.38%	98.68%	99.56%						**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%
CALIFORNIA STATE PRESCHOOL (CSPP-9121)														
Adjusted Days of Enrollment - Certified	1,905	1,995	3,219	7,217	7,189	7,470	9,722	8,683					47,400	
Reimbursement Rate per Child per Day	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	
Revenue Earned	$ 94,952	$ 99,451	$ 160,457	$ 359,757	$ 358,372	$ 372,375	$ 484,657	$ 432,848	$ -	$ -	$ -	$ -	$ 2,362,868	**54.10%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	85.15%	94.12%	99.06%	99.20%	98.43%	98.50%	98.63%	99.20%						**98.02%**
Five Percent Flexibility, Maximum = 100 Percent	90.15%	99.12%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%
MIGRANT CHILD CARE (CMIG-9004)														
Adjusted Days of Enrollment - Certified	298	257	228	143	55	74	82	465					1,602	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 14,766	$ 12,732	$ 11,317	$ 7,073	$ 2,725	$ 3,665	$ 4,051	$ 23,036	$ -	$ -	$ -	$ -	$ 79,366	**31.20%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.13%	100.00%	100.00%	100.00%	95.24%	100.00%	100.00%	99.27%						**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO	**Month/Year:** FEBRUARY 2020
Program/Work Unit: Not Applicable	**Controller:** Lorraine Casillas
Services: Overall financial and accounting functions of the organization	

Activities	**FEBRUARY 2020**		**Year to Date (3/1/19 -02/29/20)**	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	9	3,709,918	114	30,177,770
Wire Deposits	6	333,338	47	2,092,612
Head Start/IRS Drawdowns	4	1,720,709	61	31,757,806
Vendor Checks Issued	920	1,894,671	11,331	30,062,811
Payroll Disbursed		2,798,204		31,912,041
Grant Reports Prepared in FEBRUARY 2020	17		197	
Cal EITC Outreach				
Cal Fresh Outreach				
CESH				
CENSUS 2020				
CSBG				
CSBG DISCRETIONARY				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – Help Me Grow				
Home Visit Initiative				
HUD – Coordinated Entry System				
LOW BARRIER HOMELESS CENTER - STARTUP				
LOW BARRIER HOMELESS CENTER - OPERATIONAL				
Positive Youth				
Vita FFR				
WIC				

Other: **Total Division Staffing**: 22 positions , 1 vacancy (Accountant)

CFO	Controller	Administrative Assistant to CFO
Accounting Manager	Finance Manager	Benefits Technician
Payroll Manager	Fiscal Technician (2)	Benefits Specialist
Accountant (3)	Accounting Specialist	
Accounting Technician (5)	Payroll Specialists (2)	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2019

ASSETS	
Cash in Bank	1,733,256
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,705,840
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,355,245
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	9,157,072
Total Assets	19,869,871
LIABILITES AND NET ASSETS	
Accounts Payable	2,026,795
Accrued Expenses	428,916
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	100,083
Deferred Revenue	1,400,224
Total Liabilites	7,387,208
Total Net Assets	12,482,663
Total Liabilities and Net Assets	19,869,871

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE	
Grant Revenue	38,124,514
Donations	20,603,817
Other Revenue	824,446
In-Kind	136,040
Total Revenue	59,688,817
EXPENDITURES	
Salaries	26,678,137
Benefits	7,845,375
Travel	553,461
Space Costs	5,249,662
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,140,679
Program Costs	7,842,627
Capital Expenditures	40,125
Indirect	5,058,384
In-Kind	136,040
Total Expenditures	59,202,662
Net Change in Assets	486,155
Net Assets, beginning	11,996,508
Net Assets, ending	12,482,663

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 29, 2020

ASSETS	
Cash in Bank	3,006,274
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	450,129
Travel Advance	2,102
Prepaid Expense	359,649
Inventory	1,350,335
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	8,617,605
Total Assets	16,087,965
LIABILITES AND NET ASSETS	
Accounts Payable	1,346,074
Accrued Expenses	207,740
Accrued Vacation	656,049
Line of Credit	-
Note Payable	1,852,804
Advance Payable	4,513
Deferred Revenue	(2,150,654)
Total Liabilites	1,916,526
Total Net Assets	14,171,439
Total Liabilities and Net Assets	16,087,965

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020

REVENUE	
Grant Revenue	65,139,468
Donations	191,712
Other Revenue	6,552,094
In-Kind	8,718,106
Total Revenue	80,601,380
EXPENDITURES	
Salaries	31,377,976
Benefits	8,988,208
Travel	728,679
Space Costs	5,758,475
Supplies	2,654,844
Consultant/Contract Services	2,996,010
Other Costs	2,712,620
Program Costs	9,187,917
Capital Expenditures	67,497
Indirect	5,722,272
In-Kind	8,718,106
Total Expenditures	78,912,604
Net Change in Assets	1,688,776
Net Assets, beginning	12,482,663
Net Assets, ending	14,171,439

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 02-29-20 (100.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,858,989	28,203,649	2,655,340	91%
BENEFITS	9,798,353	8,272,929	1,525,424	84%
TRAVEL	604,666	620,401	(15,735)	103%
SPACE COST	7,859,253	4,815,614	3,043,639	61%
SUPPLIES	2,343,556	2,490,943	(147,387)	106%
EQUIPMENT	99,000	171,199	(72,199)	173%
CONSULTANT/CONTRACT SERVICES	2,765,704	2,110,532	655,172	76%
OTHER COSTS	2,888,001	2,320,446	567,555	80%
PROGRAM COSTS	9,513,508	9,177,391	336,117	96%
INDIRECT	5,722,325	5,642,377	79,948	99%
TOTAL	72,453,355	63,825,480	8,627,875	88%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 02-29-20 (100.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	21,918,699	2,165,510	91%
BENEFITS	7,856,788	6,611,743	1,245,045	84%
TRAVEL	323,485	400,659	(77,174)	124%
SPACE COST	6,811,540	3,756,449	3,055,091	55%
SUPPLIES	1,974,004	1,828,746	145,258	93%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	793,594	425,586	65%
OTHER COSTS	1,377,998	1,199,082	178,916	87%
PROGRAM COSTS	7,120,305	7,362,283	(241,978)	103%
INDIRECT	4,119,108	4,341,717	(222,609)	105%
TOTAL	54,886,617	48,212,973	6,673,644	88%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 02-29-20 (100.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	3,251,824	396,755	89%
BENEFITS	1,115,935	891,338	224,597	80%
TRAVEL	118,450	133,828	(15,378)	113%
SPACE COST	573,934	625,644	(51,710)	109%
SUPPLIES	213,074	417,049	(203,975)	196%
EQUIPMENT	98,000	103,688	(5,688)	106%
CONSULTANT/CONTRACT SERVICES	8,985	3,020	5,965	34%
OTHER COSTS	599,558	371,551	228,007	62%
PROGRAM COSTS	1,685,551	1,316,939	368,612	78%
INDIRECT	625,888	606,174	19,714	97%
TOTAL	8,687,954	7,721,054	966,900	89%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 02-29-20 (100.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	1,689,060	(96,874)	106%
BENEFITS	416,928	382,077	34,851	92%
TRAVEL	106,561	56,113	50,448	53%
SPACE COST	252,069	184,196	67,873	73%
SUPPLIES	82,222	179,075	(96,853)	218%
EQUIPMENT	-	67,511	(67,511)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	1,280,648	166,091	89%
OTHER COSTS	730,217	613,883	116,334	84%
PROGRAM COSTS	683,802	483,794	200,008	71%
INDIRECT	435,584	476,933	(41,349)	109%
TOTAL	5,746,308	5,413,290	333,018	94%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 02-29-20 (100.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	638,136	169,805	79%
BENEFITS	221,237	169,506	51,731	77%
TRAVEL	39,380	17,669	21,711	45%
SPACE COST	94,385	86,765	7,620	92%
SUPPLIES	55,481	47,539	7,942	86%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	13,136	75,414	15%
OTHER COSTS	95,417	83,183	12,234	87%
PROGRAM COSTS	17,350	11,261	6,089	65%
INDIRECT	128,571	99,974	28,597	78%
TOTAL	1,549,312	1,167,169	382,143	75%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 02-29-20 (100.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	662,350	17,724	97%
BENEFITS	180,940	206,897	(25,957)	114%
TRAVEL	16,790	12,109	4,681	72%
SPACE COST	123,125	158,687	(35,562)	129%
SUPPLIES	16,575	15,795	780	95%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	343	1,907	15%
OTHER COSTS	58,551	35,673	22,878	61%
PROGRAM COSTS	6,500	3,010	3,490	46%
INDIRECT	404,726	108,794	295,932	27%
TOTAL	1,489,531	1,203,658	285,873	81%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 02-29-20 (100.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,000	43,581	2,419	95%
BENEFITS	6,525	11,367	(4,842)	174%
TRAVEL	-	23	(23)	Not budgeted
SPACE COST	4,200	3,872	328	92%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	-	-	-	Not budgeted
CONSULTANT/CONTRACT SERVICES	-	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	17,074	9,186	65%
PROGRAM COSTS	-	102	(102)	Not budgeted
INDIRECT	8,448	8,785	(337)	104%
TOTAL	93,633	107,335	(13,702)	115%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2019/2020
BUDGET TO ACTUAL - 3/1/19 TO 02/29/20 (12 OF 12 MONTHS = 100.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 5,799,844**	**$ 5,642,377**	**97.3%**	**$ 157,467**
Expenditures				
Salaries	3,070,550	2,838,076	92.4%	232,474
Benefits @ 24.11% actual	756,241	658,629	87.1%	97,612
Total Personnel Costs	3,826,791	3,496,705	91.4%	330,086
Operating Costs				
Travel	93,650	92,544	98.8%	1,106
Space Costs	186,800	194,091	103.9%	(7,291)
Supplies	166,500	166,676	100.1%	(176)
Consultant/Contract	659,100	658,699	99.9%	401
Other Operating Costs	345,050	378,038	109.6%	(32,988)
Total Operating Costs	1,451,100	1,490,048	102.7%	(38,948)
Total Expenditures	**$ 5,277,891**	**$ 4,986,753**	**94.5%**	**$ 291,138**
Excess Indirect Revenue	**$ 521,953**	**$ 655,624**		

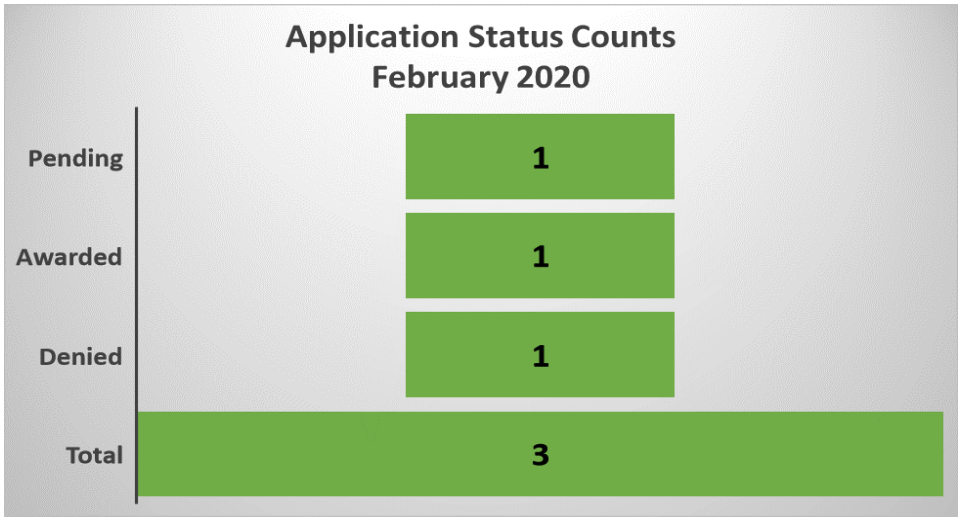
RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,034,632	$ 854,567	82.6%	$ 180,065
Operations	1,361,350	1,413,957	103.9%	(52,607)
Executive	612,204	535,325	87.4%	76,879
Community Development	705,930	601,618	85.2%	104,312
Finance	1,563,775	1,581,287	101.1%	(17,512)
	$ 5,277,891	$ 4,986,753	94.5%	$ 291,138

Prepared Date: 03/13/2020

Community Development Division
Application Status Report
February 2020

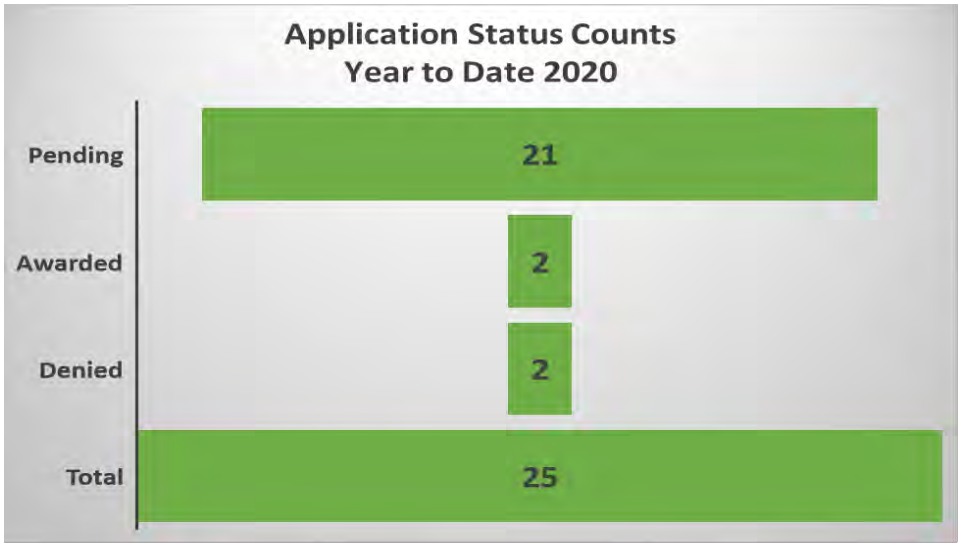
Application Status Dollars, February 2020

Status	Dollars	Count
Pending	$360,000	1
Awarded	$15,000	1
Denied	$2,360	1
Total	$377,360	**3**
Win Percentage		**50%**



Application Status Year to Date

Status	Dollars	Count
Pending	$5,375,000	21
Awarded	$85,707	**2**
Denied	$47,360	2
Total	$5,508,067	**25**
Win Percentage		**50%**



Community Development Division
Application Status Report
February 2020

Submission Detail

Project Name	Funder	Program	Amount Requested	Amount Awarded	Notification	Date Submitted	Status
Youth Garden Grant 2020	kidsgardening.org	SYC	$2,360	$0	2/11/2020	12/13/2019	Denied
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	$15,000	$15,000	2/5/2020	1/13/2020	Awarded
Kern Youth Reinvestment Partnership	California Board of State and Community Corr	FHCC/SYC/211	$360,000	$0		2/13/2020	Pending
Census Project	Kern County	CDD	$47,707	$47,707	1/17/2020	1/1/2020	Awarded
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	$30,000	$0	1/6/2020	10/21/2019	Denied
Kids Adopt a Beach	California Coastal Commission	FHCC/SYC	$8,000	$8,000	1/3/2020	10/24/2019	Awarded
Jewett Community garden	National Head Start Association	Head Start	$5,000	$0	1/3/2020	10/11/2019	Denied
CAPK Low Income Housing Project	JPMorgan Chase & Company	CDD	$5,000,000	$0		1/15/2020	Pending
STEM Education	Cisco Foundation Inc	FHCC/SYC	$ 25,000	$ -		12/27/2019	Pending
CAPK Food Bank Expansion Project-CDBG	Kern County		$ 458,293	$ -		12/6/2019	Pending
CAPK Affordable Housing Project-PSV	City of Bakersfield		$ 400,000	$ -		11/22/2019	Pending
CAPK Food Bank Expansion Project-CDBG	City of Bakersfield		$ 458,295	$ -		11/22/2019	Pending
Medi-Cal Outreach Grant	Kern County Department of Human Services	FHCC/211	$ 632,000	$ -		11/8/2019	Pending
East Kern Economic Empowerment for Families -Extension	CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFRC	$ 75,000	$ -		10/25/2019	Pending
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	$ 30,000	$ -		10/21/2019	Pending
STEM	Texas Instruments	FHCC/SYC	$ 70,000	$ -		10/4/2019	Pending
STEM	National Science Foundation	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
STEM Education	Northrop Grumman	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
Free Farmers Market Delano-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
Free Farmers Market Wasco-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
211 Kern 2019 CoC Coordinated Entry	US Department of Housing and Urban Development (HUD)	211 Kern	$ 236,838	$ -		7/29/2019	Pending
FHCC STEM Lab	Walmart	FHCC	$ 5,000	$ -		7/26/2019	Pending
Food Bank C Train	Walmart	Food Bank	$ 5,000	$ -		7/26/2019	Pending
Small Business Initiative	Walmart	CDD	$ 5,000	$ -		7/26/2019	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	VITA
Funding Agency	Wells Fargo	**Project Name**	Financial Empowerment Workshops
CFDA		**Target Population**	Low to Moderate Income taxpayers
New Funder or Reapplication	Re-application	**Number Served**	185
Estimated Request	$50,000	**Division Director**	Pritika Ram
Award Period	June 1, 2020 -Dec. 31, 2020	**Program Manager**	Jacqulin Guerra

Project Goal (One sentence goal statement)

Improve the financial capabilities of low-to-moderate income working people and families through financial empowerment workshops and one-on-one coaching. Special workshops will be held for people who have or want to start a small business and undocumented/documented migrant workers.

Project Description (Brief one paragraph description)

A full-time program educator will schedule and oversee no-cost financial empowerment workshops for up 15 participants at each. Interested participants can attend one or all workshops. The interactive workshops will use the Your Money Your Goals toolkit and other subject matter expert guest presenters and cover subjects such as opening and managing a bank account, budgeting, debt, saving for emergencies, avoiding predatory lending, business finance, and public charge. At least two additional workshops will be held for starting/managing a small business and at least one geared towards special financial and legal issues of migrant workers and undocumented migrants.

The program educator will also conduct one-on-one financial coaching for up to 50 interested workshop participants. Participants that complete at least 3 one-on-one financial coaching session will be eligible for up to $100, $1 to $1, match for opening a new savings account.

Estimated Budget Summary

The six-month program budget will include a new 40 hr. a week program educator, 10 hrs. a week of program manager time, mileage, participation incentives such as food and prize drawings, outreach materials and savings match.

Approvals:

Pritika 2/26/2020

1. Division Director — Date

2. Director of Community Development — Date

3. Chief Financial Officer — 2/27/2020 — Date

4. Chief Executive Officer — 2/27/2020 — Date

Date Presented/Approved

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Government	**CAPK Program**	Homeless Services
Funding Agency	City of Bakersfield	**Project Name**	Bakersfield Homeless Navigation Center
CFDA	N/A	**Target Population**	Homeless
New Funder or Reapplication	New	**Number to be served**	TBD
Estimated Request	$2,520,000	**Division Director**	Pritika Ram, Interim
Award Period	TBD with ongoing contract renewals.	**Program Manager**	TBD

Project Goal (One sentence goal statement)

Reduce homelessness in Bakersfield by providing a low-barrier 24/7 shelter that allows people, partners, pets, and belongings; wrap-around case management; and supports to help the homeless move into stable housing.

Project Description (Brief one paragraph description)

CAPK proposes to be the professional operator for the Bakersfield Homeless Navigation Center (BHNC), which is anticipated to open in the Fall of 2020, located at 1900 East Brundage Lane. If awarded, CAPK will provide core services and manage sub- contracted services for a 150 bed shelter which may include facility management and operation, routine facility maintenance and janitorial services, daily meals, laundry, transportation, coordination with partner referral entities, case management, housing navigation, job training, veteran's services, animal care services, on-site/off-site private security, and miscellaneous technical support. Medical and Mental Health services are anticipated to be provided through contracts with the County of Kern Behavioral Health Department and the Kern Medical Hospital Authority.

Estimated Budget Summary

Start-up: Approximately $320,000 to include all equipment and supplies, including a complete kitchen, laundry facility, office furniture and computers, beds and bedding, etc.
Operations: Approximately $2.2 MM per year to include staffing, food, janitorial service, security, laundry services, transportation, etc. Staffing will be similar to the Kern Low-barrier Navigation Center with additional kitchen and shelter staff.

Approvals:

1. Division Director _____ Date _____
2. Director of Community Development _____ Date 3/3/2020
3. Chief Financial Officer _____ Date 3/5/2020
4. Chief Executive Officer _____ Date 3/6/2020

Date Presented/Approved

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

Revised 5/9/2018

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: March 25, 2020

Subject: *Agenda Item VIII(a)*: March Policy Council Report – **Action Item**

The Policy Council met on February 25, 2020 at which time quorum was established.

Election of new members to subcommittees was the first item of business, with two members elected to the Bylaws Committee and one member elected to the Budget & Finance Committee.

The 2020-2021 Recruitment and Selection Plan was presented to Policy Council members for approval. Review and discussion ensued, including questions and answers regarding the Selection Criteria form. Upon conclusion of such, a motion was made to approve the 2020-2021 Recruitment and Selection Plan; subsequent approval was obtained with one abstention.

Additionally, an overview of children's health within the Head Start/State Child Development program was also presented. A variety of information was shared including good dental health practices, vision screening and collaborations with Operation Smile and HealthNet.

The next Policy Council meeting is scheduled for April 28, 2020.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
February 25, 2020
5005 Business Park North ~ CAPK Administrative Building

1. **Call to Order** –Chairperson, Nila Hogan called the meeting to order at 5:31 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of 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."
2. **Roll Call/Set Quorum** – President, Nila Hogan; quorum was established.
   Policy Council Members Present: Dalila Castillo, Rosie Castillo, Isabel Diaz, Jessica Mendez, Andrea Martinez, Nila Hogan, Nicole Cabe, Hernan Lozano, Raeann Haggard, Destiny Thompson Butler, Ana Vega, Jimmie Childress and Bianca Garibay
3. **Approval of Agenda** – Chairperson **(**ACTION)**
   a. A motion to approve the revised February 25, 2020 agenda was made by Nicole Cabe; Andrea Martinez seconded. Motion carried unanimously.
4. **Approval of Minutes** – Chairperson **(**ACTION)**
   a. A motion to approve the January 28, 2020 Policy Council minutes was made by Rosie Castillo; Nicole Cabe seconded. Motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Donna Holland, Fiscal Administrator; Leslie Mitchell, Education and Support Services Administrator; Esperanza Contreras, Partnership Administrator; Ginger Mendez, Enrollment and Attendance Manager; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Alan Rodriguez, Health and Nutrition Support Services Supervisor; Lisa Price, Program Governance Coordinator; Letisha Brooks, Program Manager and Leticia Villegas, Program Assistant/Translator
   a. *(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 PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five 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.)*
6. **Standing Committee Reports** *(five minutes each)*
   a. **School Readiness Committee –** The School Readiness Committee met on February 18, 2020. Carolyn Coffey provided an overview of education and how it relates to school readiness. School readiness is integrated into all programs, starting with Early Head Start all the way to Head Start Preschool classrooms. Families play an important role in helping children to be ready for school; it is important for parents to be active in the lesson planning as well. One of the ways they can do this is by reading activities on the lesson plan and signing it weekly. They can also develop a weekly goal and create activities or experiences for their child to reach that goal. Parents can also assist teachers collect information for the DRDP assessments by writing down in their journal activities or conversations they had with their child. The next School Readiness meeting will be held on April 7, 2020 at 5:30 p.m. in the Board Room.
   b. **Planning Committee –** The Planning Committee met on February 4, 2020. Enrollment and Average Daily Attendance Reports for January were reviewed. Head Start Kern and Early Head Start San Joaquin met full enrollment for January. Early Head Start and the Partnership did not meet full enrollment during this same reporting period. The average daily attendance was at 98.75% for January. The Child Adult Care Food Program Report stated that the Central Kitchen prepared more than 63 thousand meals during this reporting period. Enrollment and attendance staff participated in 5 recruitment events including one specific to disabilities and another on homelessness. The Department of Human Services is now providing Head Start/Early Head Start flyers for all CalWorks families. The 2020 Head Start Early Head Start Planning Calendar was reviewed, discussed and approved by members. The next Planning meeting will be on April 7, 2020.
   c. **Finance Committee –** The Finance Committee met on February 18, 2020. All members of the committee were present. Heather McCarley reviewed budget reports for the period ending January 31, 2020. These reports included the Early Head Start & Head Start Kern Budget vs. Actual; Early Head Start San Joaquin Budget vs. Actual; Early Head Start Child Care Partnerships & Expansion Budget vs Actual as well as the Parent Local Travel & Childcare and Parent Activity Funds. Heather McCarley also reviewed the Notice of Award #09C011406-06-00 for EHS San Joaquin. This grant was awarded for the project period 2/1/2020 – 1/31/2025. The next meeting will be on March 17, 2020 in the CAPK Board Room.
   d. **By-Laws Committee –** The Bylaws Committee met on February 11, 2020. The current bylaws were shared and discussed. A draft version containing updates recommended by last's years members was also shared. Upon reviewing and comparing the original document with the draft version discussion ensued in which additional recommendations were brought forth. These recommendations will be added to the current draft and upon completion of such the updated draft document will be sent to subcommittee members for their review prior to the next meeting which will be held on April 14, 2020.

7. **Presentations**

a. **Children's Health Overview ~ Alan Rodriguez, Health and Nutrition Support Services Supervisor**

Alan shared that February is Dental Health Awareness month and Head Start promotes good dental health by teaching children to brush their teeth at least once a day or after every meal or snack, while they participate in the program. The teachers have developed a practice that explains to the children the reason why they have to brush their teeth, educating children while they brush their teeth. Alan added that most insurances focus on preventive care because it costs less money in the long run therefore, the current recommendation is two dental visits per year. The health team keeps track of the children's dental visits which are recorded in the software program, ChildPlus. Family Service Workers (FSWs) also remind parents to make their children's dental appointments. If there's a hardship for parents, FSWs assist and connect parents with resources in the community to assist them. The health team also collaborates with different agencies. One of these agencies is the Kern County Health Department which manages the Operation Saving Smiles program, sponsored by the state of California. This program was formed to improve the oral health of Kern County residents by providing preventative education and information about resources that are available to the community. The health team also collaborates with HealthNet as well and assists and advocates on behalf of families to ensure they are receiving all the benefits they are entitled to under their insurance plan. Vison screenings are also performed at the site with a PlusOptix screener which provides an analysis of the child's eyes. If the screener provides a negative outcome the family is given a referral for diagnosis as this tool serves only as a screener. In the las two months, the team has referred 15 children, all of whom needed and have since received glasses. The team also conducts hearing and blood pressure screenings. All screenings conducted by the health team are a part of the requirements as outlined in the Head Start Performance Standards. The health team also has staff who are CPR instructors certified through EMS Safety. The staff CPR instructors certify 24 employees each month.

8. **New Business** – Chairperson **(**ACTION)**

a. **Nomination and election of Policy Council Bylaws Committee Members**

Andrea Martinez and Raeann Haggard self-nominated to serve as members of the Bylaws Committee. Motion to approve the nomination was made Destiny Thompson Butler; Nicole Cabe seconded. Motion carried unanimously.

b. **Nomination and election to the Budget and Finance Committee**

Jessica Mendez self-nominated to serve as a member of the Budget and Finance Committee. Motion to approve the nomination was made by Andrea Martínez; Nicole Cabe seconded. Motion carried unanimously.

c. **2020 – 2021 Recruitment & Selection Plan ~ Ginger Mendez, Enrollment & Attendance Manager**

Ginger Mendez provided a brief explanation regarding the 2020-2021 Recruitment and Selection Plan, with a focus on the Selection Criteria Verification Form. It was stated that the Recruitment and Selection Committee met on two occasions to talk about which processes were working from the current years Recruitment and Selection Plan. It was noted that the committee felt there were 4 categories needing to be addressed. Those categories which the committee felt should have additional selection and criteria points were those for homeless and foster kinship care children as well as disabilities and those children transitioning from Early Head Start to Head Start. The program wanted to ensure that these families with the most vulnerable factors received first priority. Brief discussion ensued with regard to the selection and criteria form and distribution of points and how that came to be. Upon conclusion of such staff recommended and requested approval of the 2020 – 2021 Recruitment & Selection Plan. Motion to approve was made by Nicole Cabe; Destiny Thompson Butler seconded; Andrea Martinez abstained. Motion carried.

9. **Communications**

a. Kern Head Start Budget vs. Actual Expenditures, July 1, 2019 through January 31, 2020
b. Kern Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through January 31, 2020
c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through January 31, 2020
d. Early Head Start Child Care Partnerships vs Actual Expenditures, March 1, 2019 through January 31, 2020
e. Parent Local Travel & Child Care through January 31, 2020
f. Parent Activity Funds through January 31, 2020
g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, July 1, 2019, through January 31, 2020
h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through January 31, 2020
i. Community Action Partnership of Kern Financial Report & Independent Auditor's Report for Years Ended February 28, 2018 and 2019
j. Notice of Award #09CH011406-06-00 Early Head Start San Joaquin
k. Policy Council Planning Meeting Minutes ~ January 7, 2020 (English/Spanish)
l. 2020 Program Planning Calendar
m. Budget & Finance Meeting Minutes ~ January 21, 2020
n. Resignation Juanita Garcia ~ January 29, 2020
o. Resignation Megan Bailey ~ February 3, 2020
p. Termination Letter, Daisy Valencia ~ February 12, 2020

q. Shafter Community Wellness Fair ~ Shafter Youth Center, March 11, 2020
r. College: Make It Happen ~ March 14, 2020; CSUB
s. Dia del Niño Fiesta ~ Shafter Learning Center; March 19, 2020 (English/Spanish)
t. Spring Nature Festival ~ The Wildlands Conservancy; March 21 – 22, 2020
u. Stuff the Buss ~ Valley Plaza Parking Lot; March 27, 2020
v. Youth Internship & Career Fair ~ The Job Spot; March 27, 2020
w. H.E.A.R.T.S. Connection: Growing Up, What's Next?! ~ Hodel's Country Dining, March 27, 2020
x. Industrial Technology & Transportation Career Expo ~ Bakersfield College; April 1, 2020
y. Spring Community Resource Fair ~ RJH Activity Center, Shafter, CA; April 1, 2020 (English/Spanish)
z. Business & Entrepreneurial Career Expo ~ Bakersfield College; April 22, 2020
aa. Head Start/ Early Head Start School Readiness Meeting Dates
bb. Policy Council Meeting Dates

The Chairperson called for a motion to receive and file communication items (a)-(bb). Motion was made by Nicole Cabe.

10. **School Readiness Report** – Leslie Mitchell, Education and Support Services Administrator

Alan Rodriguez reported on behalf Leslie Mitchell, sharing a variety of updates. On March 12, 2020 the Disabilities Team will host the Disability Advisory Committee meeting, Alan encouraged members to participate. The Health Advisory Committee will have their meeting on April 21, 2020 from 12:00 p.m. – 1:30 p.m. There will be professionals from the community to making presentations on various topics. Alan added there has been authorization to move forward in providing training to teaching staff to continue to maintain high quality services. The training topics will vary, but one of them will be immunizations. There has been updates on the immunization guidelines and the health team is passing along this information to the center staff to better serve the families. One of the other trainings that will be provided by the education team will be high quality teaching practices. During this training, if teachers have any questions, concerns, anything they notice as a recurrence in the classroom; they are going to be able to request advice from the education coordinators on additional strategies they can implement in the classroom. Alan added that the program has an amazing team of mentor coaches that can go into the classroom and work with the teachers to elevate their practices and help them improve professionally, which in turn improves the services for the children. There are some centers currently going through the QRIS program (Quality Rating Improvement Scale). The selected sites are being graded on a scale from one to five stars. He was pleased to inform members that none of the sites have received a rating less than 4 stars. This year the following centers will be receiving a new rating: Sterling, Fairfax, Broadway, Primeros Pasos & Vineland. The health team continues to provide CPR courses on a monthly basis with 24 employees being certified in house. In closing, members were reminded about the Read Across America even that will take place March 2-6, 2020. Centers are looking for readers; Alan asked members to contact their centers to volunteer.

11. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator

Lisa Price welcomed new members to the Policy Council. Mr. Jimmie Childress is the new Board of Director's Representative; he is replacing Yolanda Ochoa. She also welcomed Raeann Haggard from Harvey L. Hall, Jessica Mendez from Sterling and Andrea Martinez from East Cal. She shared the information contained in a flyer from Kern Down Syndrome Network regarding their 2nd Annual Walk for a Million Dreams event that will take place at Pyles Boys Camp on Saturday March 21, 2020. She added that this year the Head Start team participated in a mock review and it yielded positive results. Ms. Price rated the process as a wonderful experience and very informative. In closing, Lisa announced that EHS is 25 years old, she will share a video about the history of EHS at next month's meeting.

12. **Community Representative Report** – Vacant

None

13. **Early Head Start San Joaquin Report** – Ana Vega, Policy Council Member

Ana Vega reported that their next Father Engagement Activity will be, *Plant with Dad*. They have received a donation of soil from Kellogg Supply Inc. All centers as well as home base will host this event for families during the week of March 23– 27, 2020. The Read Across America event will begin on February 26, 2020 in San Joaquin County. There are 13 confirmed volunteers participating at centers. Each center also provided the opportunity for parents to read throughout the week as well as hosting individual activities in honor of Dr. Seuss. San Joaquin Early Head Start concluded reporting that they are on target with enrollment for the month of February.

14. **Early Head Start Partnership Report** – Rosita Curry, Child Care Partnership Program Manager

Esperanza Contreras reported on behalf of Rosita Curry sharing in January the Early Head Start Child Care Partnership contracted with a new partner, Escuelita Hernandez. This new partnership will serve 8 toddlers and 8 infants under the CAPK Head Start/State Child Development umbrella. As of yet, they do not have a license for the 8 infants, but the program is working together with this partner to obtain licensing. The Partnership has hired a Program Coordinator, Nicole Callahan. Nicole comes with many years of experience and will be present at the next Policy Council meeting. The enrollment percentages for January were as follow: Blanton reported 100% enrollment as well as Bakersfield College and Garden Pathways. Taft College is at 67% and Escuelita Hernandez is at 13% enrollment. The Home Visiting Program has added 6 additional Home Visitors. Their enrollment was reported at 82% for January. The Home Base Program reported 100%

enrollment for the same month. Esperanza shared that all the staff under her umbrella are part of the recruitment efforts. She added that event participation includes, Bakersfield College Aid Fest, GET Stuff the Bus as well as several collaboratives throughout the county.

15. **Board of Directors Representatives Report** – Jimmie Childress, Board of Directors Representative
    No report was provided as Mr. Childress shared this was his first meeting. He will provide a report at the next meeting.
16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development
    Yolanda Gonzales began by expressing her gratitude to the members for being a part of the Policy Council. She added that with their participation, members not only acquire leadership skills, but they also help the program to provide services that benefit the families we serve. Since the Recruitment and Selection Plan has been approved Yolanda asked for members' assistance with recruitment of families for the following school year. They can assist by talking with other parents or sharing the recruitment information on social media. Yolanda also emphasized the importance of participation in their respective classrooms. She also shared the realization that it is almost the end of the school year and the program is getting ready for the next school year to begin in August! Yolanda reviewed some of the informational content in the PC packets about various events taking place in the upcoming months. Yolanda concluded by informing members that the same information they received on community events and opportunities will be shared with their centers.
17. **Policy Council Chairperson/Announcements** – Chairperson
    Chairperson did not have any announcements to share; she welcomed the new members.
18. **Adjournment** –Chairperson
    The meeting was adjourned at 6:39 p.m. by the Chairperson. The next Policy Council meeting will be held on March 24, 2020 with a light dinner at 5:00 p.m. and the meeting to begin at 5:30 p.m. at CAPK Administrative offices.