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: 441 933 851#
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
June 24, 2020
12:00 pm

AGENDA

I. Call to Order

a. Roll Call

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

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of May 27, 2020 Board of Directors Meeting – ***Action Item (p. 4-10)***

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. California Community Economic Development Association (CCEDA) CAPK Affordable Housing Assessment Presentation – Pritika Ram, Director of Administration & Yvonne Delgadillo, MNA, Consultant Aspire Advisors, LLC.

VI. New Business

a. Workers Comp Insurance Renewal – Emilio Wagner, Director of Operations - ***Action Item (p. 11-27)***

b. Purchase of Vehicles for Food Bank – Emilio Wagner, Director of Operations – ***Action Item (p. 28-37)***

c. Approval of School Readiness Goals – Carolyn Coffey – Education Coordinator – ***Action Item (p. 38-61)***

d. Board of Directors Recruitment for Low-Income East Kern Sector – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 62-71)***

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***
   i. Minutes from the June 10, 2020 Committee Meeting ***(p. 72-75)***
   ii. May 2020 Program & Division Reports ***(p. 76-93)***
   iii. Application Status Reports & Funding Requests ***(p. 94-100)***
   iv. May 2020 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 101-102)***

b. Personnel & Affirmative Action Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the June 11, 2020 Committee Meeting ***(p. 103-106)***
   ii. Cessation of COVID-19 On-Site Employee Incentive Policy ***(p. 107)***
   iii. Revised Leave Policies ***(p. 108-142)***
   iv. COVID-19 Facial Covering Policy ***(p. 143-147)***
   v. COVID-19 Screening Procedures ***(p. 148-151)***
   vi. Suspected or Confirmed Cases of COVID-19 Procedures ***(p. 152-155)***
   vii. COVID-19 Travel Policy ***(p. 156-158)***
   viii. Head Start and State Child Development Revised Job Descriptions ***(p. 159-187)***

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the June 17, 2020 Committee Meeting ***(p. 188-193)***
   ii. Head Start & Early Head Start Budget to Actual Reports ***(p. 194-207)***
   iii. Request to Approve 2020-2021 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) ***(p. 208-216)***
   iv. Head Start / Early Head Start Kern and Early Head Start Child Care Partnership Carry Over Requests with Resolution ***(p. 217-218)***
   v. Resolution to Approve the Submission of the 2020 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #20C-6008 ***(p. 219-221)***
   vi. Funding Request: Kern Economic Development Foundation for So Cal Gas Operation Feed Our Seniors Program ***(p. 222)***
   vii. Cost of Living Adjustment (COLA) for All Employee Wages ***(p. 223-233)***
   viii. Financial Statements, May 2020 ***(p. 234-278)***
   ix. Consent Items a-d ***(p. 279-285)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. June 2020 Policy Council Report ***(p. 286)***
   ii. May 19, 2020 Policy Council Minutes ***(p. 287-290)***

IX. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – ***Action Item (Verbal Reports)***

a. COVID-19 Update
b. Policy Discussion Regarding Development of Murals on CAPK Properties

X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, August 19, 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, June 19, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 649-420 756#
Join Microsoft Teams Meeting
Members of the Public invited to join via tele-conference, or in person at
5005 Business Park North | Bakersfield, CA 93309
May 27, 2020

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:04 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Curtis Floyd, Jose Gurrola, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Mike Maggard, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Fred Plane, Ana Vigil

Absent: Jimmie Childress, Craig Henderson, Jonathan Mullings

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors Meeting Agenda for May 27, 2020. Carried by unanimous vote. (Plane/Benton).

III. Approval of Meeting Minutes

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

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

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

Pritika Ram introduced Aashika Patel from CCS Fundraising and said that CCS Fundraising was retained by CAPK to conduct an assessment and establish a fundraising plan to activate the anticipated philanthropic Foundation. The assessment's key objectives were to: Assess CAPK and indicators related to Philanthropy; Recommend strategies for best practices; Determine future staffing and resource allocation; Initiate strategic conversations with Board, staff, and community partners; Data collection and research; and Analysis and benchmarking of peer organizations.

Janea Benton said that the entire Board has oversight and must take ownership of this process.

Jeremy Tobias said there is more work to be done and that another committee meeting is scheduled for next week to move the Foundation forward. This Board will have oversight over the Foundation Board and staff believes this is a positive move for CAPK and will be good for the community.

Curtis Floyd reminded the Board that the formation of the Foundation goes back to the work done at the Board Retreat in August 2019. Curtis emphasized that it is important to recruit the right people for the Foundation Board.

VI. New Business

a. Request Approval to Submit the 2020-2022 Home Visiting Program (HVP) Contract with the County of Kern – Esperanza Contreras, Partnership Administrator – ***Action Item***

Esperanza Contreras reported that the County of Kern has opted to renew its contract with CAPK for an additional two years for the Home Visiting Program in the amount of $3,580,138, not to exceed $1,790,069 annually. This amount represents a 1.17% reduction from the previous contract due to the California state funding cuts. However, 200 cumulative CalWorks clients will be served with this funding.

Marian Panos questioned if all clients are referral driven. Esperanza responded that all referrals are directly from CalWorks only.

Motion was made and seconded to approve the submission of the 2020-2022 Home Visiting Program Contract. Carried by unanimous vote (Benton/Plane).

b. CAPK Branding Manual – James Burger, Outreach & Advocacy Coordinator – ***Action Item***

James Burger presented a copy of the proposed CAPK Branding Manual and explained that this is a result of the outcome from the Board Retreat in August 2019. James reviewed some of the details on how CAPK will present itself to the community from raising awareness visually through its logo, social media, messaging, program awareness and employee's email signatures. Knowing that some of the grants have restrictions, we will move forward in cooperation with the programs to determine how increased branding will work best. Taglines will be increased and high-level programs in the community will be better branded with CAPK. James also stated that CAPK has contracted with Marcom to update the website.

Curtis Floyd asked if the Branding Manual has been shown to CCS for their input. James said that they were made aware of the branding plan.

Motion was made and seconded to approve the CAPK Branding Manual and directed the Development staff to implement a branding education and implementation process based on the manual. Carried by unanimous vote (Gurrola/Perez).

c. Updated Plans for Reopening Full-Day & Summer Bridge Programs (6-Week Plan) Yolanda Gonzales, Director of Head Start / State Child Development – ***Info Item***

Yolanda Gonzales provided an update regarding the planned re-opening of centers for essential workers that require childcare. Staff has identified 197 families in need of childcare and we will begin serving them beginning June 1st. By the end of the month, it is expected that 347 families will be served, leaving 115 families

that will continue to receive virtual services for the month of June. There are 11 sites identified in Kern that will open on June 1st with a 5-day program option with 10 children with contracted hours. San Joaquin is off for the summer and they will open on July 1st.

Staff participated in sessions in protocol and training was provided via Teams with all staff participating. The last day for the part-year staff is May 29th. Staff is making phone calls to families to remind them of the start-date and provide guidance on what to expect. They will be given the new entry and exit procedures. Staff will be provided with masks and sanitizers. The sign-in process will include individual pens so parents are not sharing pens and temperatures will be taken upon entry to the centers. COVID-19 signs have been ordered, as well as smocks for center staff to cover their clothing.

Yolanda also provided updates for the HVP and Home Base Programs and said that the Summer Bridge Program is set to begin July 6th for children ages 4 & 5 who will be transitioning into Kindergarten. The Summer Bridge program will run for 6 weeks for 3.5 hours per day, 5 days per week and will end on August 14th.

Curtis Floyd said that he has grave concerns about opening too soon and asked for staff to describe the procedures step by step. Tracy Webster replied that HR is working with our attorneys to ensure that check-in polices are adhered to by all employees, including the use of an APP. Tracy further explained steps that have been taken.

Jeremy Tobias also explained that staff has developed policies and procedures based on guidance from the Office of Head Start (OHS), the Centers for Disease Control (CDC), and the CAPK attorneys. Yolanda said that all Administrators have been assigned 3 sites each to monitor and they will be out at the centers to make sure all is working well. Curtis stressed the importance of having documentation to show that we have good policies and procedures in place and that they were followed by staff.

d. Low-Barrier Homeless Navigation Center Update – Laurie Hughey, Low-Barrier Homeless Navigation Center Program Manager – ***Info Item***

Sheila Shegos reported that the Low-Barrier Homeless Navigation Center opened its doors on May 14th with modified services due to COVID-19. The center is accepting homeless individuals on a referral basis from Flood Ministries and providing overnight accommodations, food, showers, and laundry services for up to 25 homeless individuals. The on-site providers, to date, are Kern Behavioral Health and Recovery Services and Kern Medical Center. City Serve is providing volunteers to assist with developing a personal care closet and the pet care and kennels will open later, as will services for walk-in clients.

Mike Maggard asked about the timeline to increase the capacity at the center and Sheila replied that it was dependent upon the guidelines governed by the County and CAPK Leadership to determine a safe capacity level given the COVID-19 situation and that a conversation was scheduled on that topic later in the afternoon.

e. Community Development Update – Pritika Ram, Director of Administration – ***Action Item***
    1. CAPK Monthly Reports & Addendum
    2. Application Status Reports / COVID-19 Related Reports
    3. Funding Requests
        i. California Department of Social Services for Food Bank Capacity Program with Resolution
        ii. United Way of Kern County Phase 37 for Food Bank Emergency Food & Shelter

iii. United Way of Kern County CARES Supplemental Funding for Food Bank Emergency Food and Shelter
iv. California Family Resource Association of East Kern Family Resource Center COVID-19 FRC Relief Funding
v. Kern County Department of Adult & Aging Services for 211 Information & Assistance
vi. County of Kern CARES Act for Food Insecurity Needs and Two Job Descriptions

Pritika Ram provided the Community Development Division update, which included a summary of the monthly program reports, and highlighted the programs that are heavily involved with responding to the COVID-19 crisis.

Pritika reported on the status of the non-COVID related applications and said that three of the four applications were denied with one pending. Regarding COVID-19 applications, most applications have been awarded and are geared towards the Food Bank.

Pritika discussed two funding profiles related to the Food Bank and stated that the request for the California Department of Social Services requires a Board Resolution.

Motion was made and seconded to approve the Community Development Update. Carried by unanimous vote (Plane/Hogan).

f. Head Start & Early Head Start Budget to Actual Reports – Heather McCarley, Finance Manager – ***Info Item***

1. Kern Head Start Budget to Actual for the Period ended April 30, 2020
2. Kern Early Head Start Budget to Actual for the Period Ended April 30, 2020
3. San Joaquin Early Head Start Budget to Actual for the Period Ended April 30, 2020
4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended April 30, 2020

Tracy Webster provided the Head Start Kern Budget to Actual Report for the Period Ended April 30, 2020. Two months (16.67%) of the twelve-month budget period has elapsed and overall Base Fund expenditures are at 12% of budget. Training & Technical Assistance Funds (T&TA) are at 5% of budget and Non-Federal Share is at 0% of budget. Non-Federal share has not been calculated for the current fiscal year due to classroom closures.

Tracy Webster provided the Early Head Start Kern Budget to Actual Report for the Period Ended April 30, 2020. Two months (16.67%) of the twelve-month budget period has elapsed and overall Base Funds are 10 % of budget, T&TA expenditures are at 12% of budget.

Tracy Webster provided the San Joaquin Early Head Start Budget to Actual report for the Period Ended April 30, 2020. Three months (25%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 23% of budget. T&TA Funds are at 8% of budget and the Non-Federal Share is at 3% of budget.

Tracy Webster provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended March 31, 2020. Two months (16.67%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 8% of budget, T&TA funds are incurred as needed and are currently at 6% of budget. The Non-Federal Share is at 0% of budget. Non-Federal share has not been calculated for the current fiscal year due to classroom closures.

g. Financial Statements – April 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented a copy of the Financial Statements for April 2020 and reported that it was not necessary to utilize the Wells Fargo line of credit in April and Tracy said that the cash flow has remained steady and consistent during the COVID-19 pandemic. The Central Kitchen was unable to serve meals for a 3-week period until a waiver was secured from the USDA. A significant decline in USDA revenue is expected and the gap will need to be picked up by Head Start funds.

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 78.66% with a target for the period of 75%. It is likely that we may over-spend this contract as many families will not be migrating in the summer. Staff is in regular contact with CDE for their guidance about enrollment and earnings.

Center based state programs (CSPP, CMIG, and CCTR) reflect very low enrollment numbers for the months of July 2019 through January 2020. The target for enrollment for the current period is 75%. However, CMIG is currently at 48.8%, CSPP is at 73.03% and CCTR is at 69.71%.

The Finance Division has been adapting to the partial telework work conditions with the shelter in place orders. Payroll has been processed, claims have been timely, and cash flow is being maintained during COVID-19.

The agency expenditures are currently at 10% for the year, which is less than the 16.67% budgeted. The Indirect Fund budget to actual report for April month end showed that revenue exceeded expenditures by $140,928 which is 26% of the budgeted indirect surplus. Overall expenditures are at 9.4% of budget and less than 16.67% at month 2 of the 12-month budget period.

Motion was made and seconded to approve the April 2020 Financial Statements. Carried by unanimous vote (Hogan/Panos).

VII. Committee Reports

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

i. Minutes from the May 14, 2020 Committee Meeting
ii. Head Start Summer Bridge Program
iii. Determination of Board Member Potential Conflict of Interest
iv. Agency-Wide Budget Revision
v. Funding Requests
    1. Kern County Superintendent of Schools (KCSOS) Child & Family Services Agency Network for Children for the EKFRC Differential Response Program
    2. USDA SNAP-Ed for the CAPK CalFresh Healthy Living Program

Jeremy Tobias provided the Board with a summary of the Executive Committee meeting and noted that all action items were approved.

Motion was made and seconded to approve the Executive Committee Report and all items. Carried by unanimous vote (Plane/Panos).

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 for the month of May and provided a summary from the April meeting minutes.

Janea Benton asked if Nila has had any feedback on having children going back to school. Nila responded that most parents are anxious about children returning but feel the need is great.

Maritza Jimenez asked if parents have expressed concern about reopening. Yolanda Gonzales said that staff is communicating with the parents and validating their concerns and reviewing the protocol with them and inviting their feedback.

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

IX. Chief Executive Officer Report

a. Reinstate Committee Meetings Beginning in June

Jeremy Tobias said that following the outbreak of COVID-19, we moved to suspend the regular monthly Committee Meetings for April and May. The regular scheduled meetings will resume in June and be held via Teams until further notice.

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

Jeremy Tobias provided a verbal summary report regarding CAPK's response to the COVID-19 pandemic and said that staff has initiated a recovery steering committee and task force to implement the safe return to work for employees. Staff is distributing employee communication via email and videos and providing program updates (Jeremy will send a sample to the Board). The Youth Centers will resume modified operations in June. Some programs are continuing to operate as they have under modified schedules as they have their own protocols based on tele-commuting schedules. The Food Bank has nearly doubled their normal distribution rates and increased their distribution events.

Mike Maggard asked that once we return to live meetings, will we still accommodate tele-commuting for the meetings? Jeremy replied that much will be determined by Governor's executive orders regarding the Brown Act, but yes, a continuance of telecommute options would be the desire of staff.

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

X. Board Member Comments

- Yolanda Ochoa said thank you to staff.

XI. Closed Session

Motion was made and seconded to enter Closed Session at 1:56 pm. Carried by unanimous vote (Gurrola/Panos)

CONFERENCE WITH LABOR NEGOTIATIONS

Agency designated representatives: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Jay Rosenlieb, Klein DeNatale Goldner.

Employee Organization: SEIU Local 521 Representing Head Start Employees

XII. Closed Session Report

Open session resumed at 2:03 pm and Jeremy Tobias reported that staff presented a new labor contract that was accepted by the SEIU for a period of two years, retroactive to May 1, 2020. The Board discussed approval of the contract and authorized its approval in open session.

Motion was made and seconded to approve the SEIU contract, effective May 1, 2020 to May 1, 2022. Carried by unanimous vote (Ochoa/Hogan).

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, June 24, 2020
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 2:05 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee



From: Emilio G. Wagner, Director of Operations

Date: June 24, 2020

Subject: *Agenda Item VI(a)*: Workers Compensation Insurance Renewal – **Action Item**

The workers compensation policy of CAPK is due to expire on July 31, 2020 and requires a renewal to prevent a lapse of coverage. In an effort to receive timely competitive proposals, USI the insurance broker that represents CAPK, requested proposals 90 days prior to the expiration of the worker compensation policy. USI has solicited proposals from several insurance carriers to find the most qualified and cost effective coverage provider. As a result, the following carriers submitted proposals, and the attached Workers Compensation Insurance Proposal identifies all carriers that were solicited and their response:

Berkshire Hathaway	$714,056
Applied	$920,000
ICW	$1,040,000
Alaska National	$1,100,000

As part of USI's services they evaluate the proposals to ensure that the most cost-effective proposal will meet the needs of CAPK. After evaluation and consideration of the services and premium USI is recommending a renewal with Berkshire Hathaway. The policy ending July 31, 2020 has a total premium of $649,041. The increase for the 20/21 policy year is attributed to a slight increase in the experience modification from 1.04 to 1.06, and a 12% increase in total payroll by about $4 million.

Recommendation:
Staff recommends the Board of Directors approve the selection of Berkshire Hathaway and grant authority to the Chief Executive Officer to sign and bind coverage for the 2020-2021 policy year.

Attachment:
2020-2021 Workers Compensation Proposal

Community Action Partnership of Kern

Workers Compensation Insurance Proposal
Policy Term: 7/31/2020 – 7/31/2021









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

Date Prepared: June 11, 2020

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

About USI Insurance Services

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

The USI ONE Advantage®

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



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

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

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

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

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Service Team

Sales Executive *Manages your overall account and brings all of USI's resources together for your benefit.*	**John LaSalle** Direct line: 213.337.6338 Email Address: john.lasalle@usi.com
Account Executive *Responsible for completing all technical transactions regarding the delivery and maintenance of insurance and underwriting services.*	**Tara Hemmingsen, CIC** Direct line: 424.390.0029 Cell phone: 657.345.3388 Email address: tara.hemmingsen@usi.com
P&C Claims *Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.*	**Jason Miyake** Direct line: 424.390.0038 Email address: jason.miyake@usi.com
Workers Comp Claims *Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.*	**Sara Park** Direct line: 818-251-3018 Email address: sara.park@usi.com
Safety & Risk Control Consultant *Conducts site inspections, provides loss control insights, and acts as your advocate in relation to carrier loss control representatives.*	**John Canepa Jr** Direct line: 562.221.1408 Email address: john.canepajr@usi.com
Other telephone numbers	Main office: 424-390-0000
Office hours	8 a.m. – 5 p.m. Pacific Standard Time M - F

Marketing Summary

Insurer	Response	Explanation
Berkshire	Quoted	See Proposal
Alaska National	Indicated	Can quote however pricing is not competitive with Berkshire. Indicated $1.1M net premium due to 8804 class code.
Applied	Quoted	Not competitive with Berkshire - $920k net premium
Everest	Declined	Class of business outside of carrier appetite.
ICW	Quoted	Not competitive with Berkshire - $1,040,000 net premium
Pacific Comp	Declined	Ineligible class codes – 5479, 9067, 8804

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

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

Named Insureds

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

Named Insureds	FEIN #
Community Action Partnership of Kern	95-2402760
Corporate Mailing Address	
5005 Business Park North, Bakersfield, CA 93309	
Schedule of Locations	
As per schedule on file dated 4/2/2020	

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

Workers Compensation

Named Insured	**Community Action Partnership of Kern**		
Policy Term	**July 31, 2019 to July 31, 2020**	**July 31, 2020 to July 31, 2021**	
Carrier	**Berkshire: Cypress Insurance Company**	**Berkshire: Cypress Insurance Company**	
Admitted	**Yes**	**Yes**	
A.M. Best's Rating	**A++ XV**	**A++ XV**	
Workers Compensation Coverage Part			
Policy Form	Occurrence	Occurrence	
Program Type	Guaranteed Cost	Guaranteed Cost	
Bodily Injury by Accident	$1,000,000	$1,000,000	
Bodily Injury by Disease – Policy Limit	$1,000,000	$1,000,000	
Bodily Injury by Disease – Each Employee	$1,000,000	$1,000,000	
Excluded Officers	**None**	**None**	
CA Experience Mod	1.04	1.06 **+2%**	
Payroll and Net Rate by Class Code Comparison			
	Payroll Comparison		**Net Rate Comparison***	
Code **Classification**	**2019-2020**	**2020-2021**	**2019-2020**	**2020-2021**
5140 Electrical Wiring – High Wage >$32/hr	$80,578	$82,820	$2.51	$2.44
5146 Cabinet or Fixtures Install NOC	$224,488	$271,742	$6.85	$6.48
5479 Insulation Work	$224,488	$172,999	$7.73	$7.12
8018 Stores – Wholesale	$370,807	$449,114	$6.90	$7.28
8078 Sandwich Shops	$30,000	$0	$2.87	$2.34
8227 Construction/ Erection Yards	$35,983	$53,773	$6.69	$6.30
8742 Salespersons	$2,198,716	$1,974,339	$.50	$.47
8804 Social Rehab Facilities – All EE's	If Any	$692,709	$4.04	$3.94
8810 Clerical Office Employees	$7,439,786	$9,033,407	$.37	$.32
9059 Day Care Centers	$16,856,535	$18,046,444	$3.10	$3.05
9067 Clubs – Boys and Girls	$289,059	$278,354	$2.28	$2.37
9519 Household Appliances	$0	$0	$9.60	$9.35
Total	**$27,750,440**	**$31,055,701**	***Net Rates are calculated including all rating factors, premium credits and net commission for comparison purposes.**	
Difference	**+12%**			

Premium Comparison	2019-2020	2020-2021
Base Premium	$857,127	$935,471
Blanket Waiver of Subrogation	$17,143	$18,709
Experience Modification Factor	$69,942	$57,251
Risk Adjustment Factor	$-285,454	$-290,094
Premium Discount	$-27,570	$-30,574
Total Estimated Annual Premium after Modifications	$631,188	$690,763
Mandatory Surcharges and Assessments	$17,853	$23,643
Total Estimated Annual Workers Compensation Policy Premium	**$649,041**	**$714,056 +10%**
Gross or Net of Commission	Net	Net
Subject to Audit	Yes	Yes
Payment Terms	Direct Bill 15% Deposit and 11 Monthly payroll reports	Direct Bill 15% Deposit and 11 Monthly payroll reports
Deposit including all taxes and surcharges	$112,466.20	$127,272.45

2020-2021 Berkshire Notable Terms and Conditions

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

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

Subjectivities:

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

2020-2021 Berkshire Scheduled Policy Forms, Endorsements and Exclusions

- Int0114 - Privacy Policy
- Policyholder Registration Instructions
- WC990312 - Information Page (Dec Page)
- WC990313 - Policy Info Page (Class Schedule)
- Premium Pay Table
- Loss Control Availability
- **WC040317 Endorsement Agreement Limit and Restricting This Insurance – Employee Insured by General Employer Excluded**
- Int0478 - Electronic Claims Kit Notification
- WC000000C - WC and Employers Liability Insurance Policy
- WC000421D - Catastrophe Premium Endorsement
- WC000422B - Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement
- WC040360B - CA Employers Liability Coverage Amendatory Endorsement
- WC990302 - Longshore & Harbor WC Act Exclusion
- WC990410B - CA Waiver of Right to Recover - Blanket Endorsement
- WC040421 - Optional Premium Increase Endorsement - California
- WC990301A – Endorsement Agreement Limiting and Restricting this Insurance – Ownership Definitions and Restrictions regarding Insured Persons – Relatives, Private Residence Employees and Sole Proprietors are not insured.
- PN049902B - CA Policyholder Notice - WC Rating Laws
- PN049904 - CA Ins. Guarantee Assoc. (CIGA) Surcharge
- WC040002 - CA Ext of Info Page-Schedule of Named Insured
- WC040003 – CA Ext of Info Page-Schedule of Locations
- WC040004 - CA Ext Of Info Page-Schedule of Forms
- WC040301B - Policy Amendatory Endorsement-California
- WC990407A - Premium Discount Endorsement
- Policyholder Notice – Payroll Record Requirements for Dual Wage Construction or Erection Classifications
- WC990411 - California Contractors Schedule Endorsement
- WC990607D - California Cancellation Endorsement
- WC990608 - Premium Endorsement
- PN049901G – Your Right to Rating and Dividend Information

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

Accident Insurance

Policy Holder	**Community Action Partnership of Kern**	
Policy Term	**August 1, 2019 to August 1, 2020**	**August 1, 2020 to August 1, 2021**
Carrier	**AIG: National Union Fire Insurance Company of Pittsburgh, PA**	**AIG: National Union Fire Insurance Company of Pittsburgh, PA**
Admitted	**Yes**	**Yes**
A.M. Best's Rating	**A XV**	**A XV**
Workers Compensation Coverage Part		
Policy Form	Occurrence	
Eligible Persons	All registered participants of the policyholder; excluding teachers.	
Covered Activities	While participating in policyholder scheduled and sponsored activities (on or off the premises), while traveling directly to and from the activity and home, while traveling with a policyholder supervised group in connection with such activities.	
Benefit Schedule		
Aggregate Limit	**$250,000**	
Accidental Death Benefit	Maximum Amount: $10,000	
Accidental Dismemberment Expense Benefit	Maximum Amount: $10,000	
Accident Medical Expense Benefit		
Overall Accident Medical Expense	Maximum Amount: $10,000	
Dental Maximum Amount per tooth	$250 per accident	
Note: Expenses charged to the maximum for the above dental services per tooth are also subject to the Overall Accident Medical Expense Maximum Amount shown above.		
Catastrophe Cash Benefit	Maximum Amount: $50,000	

Rating Basis	**2019-2020**	**2020-2021**
Annual Estimated Student & Volunteer Headcount	2,369	2,369
Net Rate* per person	$2.58	$2.58
* Net Rates are calculated net commission for comparison purposes.		

Premium Comparison	**2019-2020**	**2020-2021**
Base Premium	$7,200.00	$7,200.00
Gross or Net Commission	Net	Net
Total Net Premium Comparison	**$6,120.00**	**$6,120.00**
Subject to Audit	No	No
Payment Terms	Agency Bill, Full Pay	Agency Bill, Full Pay
Subjectivities	None	

2020-2021 AIG Scheduled Policy Forms, Endorsements and Exclusions
• C11695DBG-CA Blanket Accident Insurance Policy • C11696DBG (Rev. 01/15)-CA Master Application for Blanket Accident Insurance Policy • C11716DBG – Subrogation and Right of Recovery Endorsement • C11721DBG – Coordination of Benefits Rider • S30399DBG-CA Injury Definition and Exclusions Amendatory Endorsement • S30549DBG-CA Rev 11/10 – Accident Medical Expense Benefit Rider • S30554 DBG – Catastrophe Cash Benefit Rider • U40016 – Civil Unions/State Registered Domestic Partnership Endorsement • S30612DBG-CA – Amendatory Endorsement for Domestic Partners • GA-CA 5/18 Notice of Protection provided by California Life and Health Insurance Guarantee Association • 89644 6/13 – Economic Sanctions Endorsement • Policyholder Notice – office of Foreign Assets Control (OFAC) – 5/16 Ed. • 107436 (04/14) – HIPAA Privacy Notice • AGLC100605-NTCRev0216- Notice of Availability of HIPAA Notice of Privacy Practices

Client Authorization to Bind Coverage

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

RE: Community Action Partnership of Kern – Workers Compensation and AD&D Insurance Proposal
Term: 7/31/2020 – 7/31/2021

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

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

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

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

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

Please check one:

- ❑ After careful review of your proposal dated 6/11/2020, we have decided to accept your proposal as presented.
- ❑ After careful review of your proposal dated 6/11/2020, we have decided to accept your proposal with the following changes:

_____

Policy delivery (please check all that apply):

- ❑ Electronically via email
- ❑ Other_____

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

_____	_____	_____
Client signature	Name	Date
_____	_____	
Company	Title	

Coverages to Consider

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

Specifically, we ask that you review the following items:

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

USI Disclosures

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

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

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

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

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

USI Privacy Notice

Our Privacy Promise to You

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

What types of information will we be collecting?

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

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

What will we do with your protected information?

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

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

Our Security Procedures

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

Our Legal Use of Information

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

Your Right to Review Your Records

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

Insurance Carrier Ratings

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

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

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

A. M. BEST RATINGS

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

FINANCIAL SIZE CATEGORY
(In $ Thousands)

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

RATING "NOT ASSIGNED" CLASSIFICATIONS

NR-1 Insufficient Data
NR-2 Insufficient Size and/or Operating Experience
NR-3 Rating Procedure Inapplicable
NR-4 Company Request
NR-5 Not Formally Followed

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors



From: Emilio G. Wagner, Director of Operations

Date: June 24, 2020

Subject: *Agenda Item VI(b)*: Vehicle Purchase Food Bank – **Action Item**

The Food Bank received approval from the California Department of Social Services to move forward with the purchase of four refrigerated 20-foot box trucks due to the increase in demand of food related to the COVID-19 pandemic. This purchase is funded through The Emergency Food Assistance Program (TEFAP), Coronavirus Aid, Relief and Economic Security (CARES), and Families First Coronavirus Response Act (FFCRA) funds.

As a result, staff have requested proposals for this time sensitive procurement from three vendors for the box trucks. As noted in the attached Procurement Result Summary forms Donahue Trucks, Inc was selected for the purchase of four box trucks in the amount of $492,129.60.

Recommendation:
Staff recommends the Board of Directors approve the selection of Donahue Trucks, Inc. and grant authority to the Chief Executive Officer to approve purchases.

Attachment
Procurement Result Summary Form Donahue Trucks, Inc.

COMMUNITY ACTION PARTNERSHIP OF KERN

PROCUREMENT RESULTS SUMMARY FORM

Requestor Information

REQUESTED BY:	VANESSA ARREGUIN	**PROGRAM/DEPARTMENT:**	FOOD BANK	**DATE:**	6/11/2020
CODING:	6405-105-094-120-000-00-2-1 $123,032.40	6405-105-095-120-000-00-2-1 $369,097.20			

Brief Description of Procurement:

Purchase 3 Refrigerated Truck for Food Bank Program.

Procurement Results:

	Vendor (Purchase)	Amount
1	GIBBS INTERNATIONAL, INC	$500,491.92
2	BAKERSFIELD TRUCK CENTER	$532,415.52
3	DONAHUE TRUCKS, INC	$492,129.60
4		

	Vendor (Lease)	Amount
5	GIBBS INTERNATIONAL, INC	$600,966.40
6	BAKERSFIELD TRUCK CENTER	No bid
7	DONAHUE TRUCKS, INC	$595,510.72
8		

Selection:

DONAHUE TRUCKS, INC	$492,129.60

Proposed Contract Term: _____ **Aggregate Expenditure Over Term:** N/A

Selection Justification: (please use additional sheets as necessary)

Donahue Trucks, Inc was selected because their purchase price was the lowest.

Procurement Approval:

[signature]	6/18/2020
Business Manager	Date
Manager / Administrator (Up to $15,000/$25,000)	Date
Director / Chief Financial Officer (Up to $75,000/$100,000)	Date
Chief Executive Officer (Over$100,000)	Date

Business Services Use:
[X] Approved [ ] Not Approved

Board Approval Required:
Yes [X] No [ ]

Date of Board Approval

Please attach this form to your Purchase Order Requisition

Revised: 7/1/2017

	GIBBS INTERNATIONAL, INC	BAKERSFIELD TRUCK CENTER	DONAHUE TRUCKS, INC
PURCHASE	**2120 INTR MV607 REEFER**		
Sales Price	115,492.35	70,870.00	112,246.00
Doc Fee	85.00	85.00	
Dealer Add-Ons		51,995.00	
Sub-Total	115,577.35	122,950.00	112,246.00
Sales Tax	9,535.13	10,143.38	9,260.30
CA Tire Fee	10.50	10.50	10.50
DMV Fee			1,515.60
Extended Warranty			
Other-			
Other			
Total Price	125,122.98	133,103.88	123,032.40
Rebate			
Less extended warranty			
PER VEHICLE PRICE	**125,122.98**	**133,103.88**	**123,032.40**
PRICE FOR 4 VEHICLE	**500,491.92**	**532,415.52**	**492,129.60**
LEASE	25k miles/year		25k miles/year
Monthly Lease Amount	2,783.10		2,586.88
Months	36		36
Total Monthly Lease Cost	100,191.60		93,127.68
Estimated Property Tax	0.00		0.00
Total Cost of Lease	100,191.60		93,127.68
Lease Residual Estimate Buy-Out	50,050.00		56,000.00
PER VEHICLE PRICE	**150,241.60**		**149,127.68**
PRICE FOR 4 VEHICLE	**600,966.40**	No bid	**596,510.72**

Gibbs INTERNATIONAL TRUCK CENTERS

Vanessa Arreguin

CAPK

5005 Business Park North

Bakersfield, Ca. 93309

The following is an estimated schedule for lease payments, I have listed 4 options and all require credit approval. These TRAC Leases DO NOT include maintenance. A Credit Application is included.

TRAC Lease Estimates:

Term	Payment	Drive off Cost	Due at Term	Mileage
36month/40%	$2571.00 + Tax	$4630.00 + Tax	$50050.00 + Tax	N/C
48month/30%	$2269.00 + Tax	$4328.00 + Tax	$37537.00 + tax	N/C
60month/20%	$2078.00 + Tax	$4137.00 + Tax	$25025.00 + Tax	N/C
72month/$1.00	$2084.00 + Tax	$4142.00 + Tax	$$1.00 + Tax	N/C

Thank you

Rick West

Gibbs Truck Center

California Department of Social Services
744 P Street, MS 19-51
Sacramento CA, 95814

PURCHASE/EXPENSE REQUEST APPROVAL FORM

Organization: Jaime Orona	**EXPENSE PERIOD:**
Name: Jaime Orona	☐ OCT - DEC ■ APR - JUN
Address: 1807 Feliz Drive	
City, State, Zip Code: Bakersfield, CA 93307	☐ JAN - MAR ■ JUL - SEP
Phone Number: (661) 398-4520	

EXPENSE/PURCHASE INFORMATION:

Expense or Item Description	Amount
Refrigerated 20FT Box Truck at $112,246.00; plus $10,786.40 for sales tax, tire tax, and license fees.	$123,032.39

JUSTIFICATION/REASON FOR EXPENSE:

The Food Bank is in need of a refrigerated 20FT Box Truck to help distribute Emergency Relief Boxes, TEFAP Food Purchasing Distribution Program (FPDP) and Bonus TEFAP items. The demand for food had been increasing prior to the COVID-19 crisis but now the demand is even greater. Having more refrigerated trucks will allow the Food Bank to increase its distribution capacity throughout Kern County. This request is using TEFAP CARES funds. These changes in the Food Bank due to COVID-19.

ORGANIZATION REPRESENTATIVE CERTIFICATION:

I certify that this purchase will be in accordance with 2 CFR 230 – Cost Principles for Non-Profit Organizations, the MOU and/or contract between the California Department of Social Services, good business practices, and other State and Federal rules and regulations. The related records to support the purchase will be on file and accessible to State and Federal agencies for at least three years, plus the current.

Signature of Authorized Representative	*Date*
	6/5/2020
Print or Type Name and Title of Authorized Representative	
Jaime Orona - Program Manager	

FOR CDSS USE ONLY – REVIEW DECISION

☒ APPROVED ☐ NOT APPROVED

CDSS Representative Signature: Nai Sisco Date 6/8/2020

Comments: CARES

California Department of Social Services
744 P Street, MS 19-51
Sacramento CA, 95814

PURCHASE/EXPENSE REQUEST APPROVAL FORM

Organization: Jaime Orona	**EXPENSE PERIOD:**
Name: Jaime Orona	☐ OCT - DEC ■ APR - JUN
Address: 1807 Feliz Drive	
City, State, Zip Code: Bakersfield, CA 93307	☐ JAN - MAR ■ JUL - SEP
Phone Number: (661) 398-4520	

EXPENSE/PURCHASE INFORMATION:

Expense or Item Description	Amount
Three Refrigerated 20FT Box Truck at $112,246.00 each; plus $10,786.40 for *sales tax, tire tax, and license fees for each Refrigerated Box Truck.* Grand total for 3 Refrigerated Box Truck = $123,032.39 X 3 = $369,097.17	$369,097.17

JUSTIFICATION/REASON FOR EXPENSE:

The Food Bank is in need of a refrigerated 20FT Box Trucks to help distribute Emergency Relief Boxes, TEFAP Food Purchasing Distribution Program (FPDP) and Bonus TEFAP items. The demand for food had been increasing prior to the COVID-19 crisis but now the demand is even greater. Having more refrigerated trucks will allow the Food Bank to increase its distribution capacity throughout Kern County.
This request is using FFCRA funds. These changes in the Food Bank due to COVID-19.

ORGANIZATION REPRESENTATIVE CERTIFICATION:

I certify that this purchase will be in accordance with 2 CFR 230 – Cost Principles for Non-Profit Organizations, the MOU and/or contract between the California Department of Social Services, good business practices, and other State and Federal rules and regulations. The related records to support the purchase will be on file and accessible to State and Federal agencies for at least three years, plus the current.

Signature of Authorized Representative	*Date*
	6/10/2020
Print or Type Name and Title of Authorized Representative	
Jaime Orona - Program Manager	

FOR CDSS USE ONLY – REVIEW DECISION

☒ APPROVED ☐ NOT APPROVED

CDSS Representative Signature: Nai Sisco Date 6/12/2020
Comments: FFCRA

GIBBS INTERNATIONAL INC

Salesperson: Rick West Phone: 661-327-5222
License # S553089 FAX: 661-327-5229

GIBBS TRUCK CENTERS	**Date:**	6/2/2020	**Stock Num** TBD
3525 Buck Owens Blvd Bakersfield CA 93308	**Name:**	Vanessa Arreguin	
RETAIL ORDER FOR NEW AND USED	**Legal**	CAPK	
MOTOR VEHICLES AND ATTACHMENTS	**Address**	5005 Business Park North	
	CITY:	Bakersfield	**ST/ZIP** Ca.93309
Seller # 04508	**PHONE:**	398-4520	**Email:**

I hereby order from you, subject to all terms, conditions and agreements contained here.

Year	New/Used	Make	Model	SERIAL #	Body Type	Price
2021	NEW	Intr	MV607	Proposal 2905-1	Reefer	$115,492.35
					Doc Fee	$85.00

Quote Valid 5 Days

1. Cash Price =		**$115,577.35**
2. Sales Tax	8.250%	$9,535.13
Kern County		
3. Federal Excise Tax (FET)		
4. CA Tire Tax ($1.75 each)	6	$10.50
5. Vehicle Price Including Tax		**$125,122.98**
6. Down Payment/Deposit		
7. Trade Allow	$0.00	
Total Down/Deposit =		**$0.00**
8. Unpaid Balance		**$125,122.98**
9. Optional Svc Contract		
a. (DMV) Est. Cert. of Title	$1,509.00	
b. Origination fee		
c. Bank Fee		
Total Other Charges		$1,509.00
Unpaid Balance (Amount Financed)		$126,631.98
Finance Charges		
Total of Payments		**$126,631.98**
Total Sale Amount		$126,631.98

TRADE-IN

YEAR	
MAKE	
MODEL	
SERIAL #	
BODY TYPE	
TRADE ALLOW	
AMOUNT OWING	
NET TRADE ALLOW	$0.00
STOCK #	

This order is subject to the written acceptance of Gibbs Truck Centers to which it is addressed.

Salesman: Rick West

Date: 6/2/2020

661-327-5222

Note: If vehicle is Used, The Vehicle is sold "AS IS" WITH NO WARRANTY unless otherwise endorsed by Seller. PURCHASER ACKNOWLEDGES RECEIPT OF AN EXACT COPY OF THIS ORDER.

Purchaser:_____ **Date:** 6/2/2020

Vanessa Arreguin

Payment Schedule: Purchase agrees to pay "TOTAL OF PAYMENTS" (item 9 above) in ____ installments of $_____ each and _____ installments of $_____ each, and _____ installments of $_____ each, payable on the same day each successive month commencing *_____ 20_____, and as follows:_____

***If no date is inserted in blank, the first installment is payable one month from date of agreement.**

LIABILITY INSURANCE COVERAGE FOR BODILY INJURY AND PROPERTY DAMAGE CAUSED TO OTHERS IS NOT INCLUDED

Vanessa Arreguin

DONAHUE TRUCKS INC.

6551 Ventura Blvd. Ventura CA 93003 805-644-3000

To: Community Action Partnership of Kern County
5005 Business Park North
Bakersfield, CA 93309
661-314-4613
varreguin@capk.org

SALES ORDER FORM

6/4/2020

Year	Make	Model	GVWR	Wheelbase	VIN
2021	HINO	L6	25,950 LBS	253"	TBD

description	
J08-E VB DIESEL 8 LITER, 4-CYCLE, 6-CYLINDER IN-LINE, WATER COOLED, DRY CYLINDER LINERS WITH 260 HP @ 2,500 RPM / MAX. TORQUE 660 LB.-FT @ 1,500 RPM DAVCO HEATED FUEL FILTER, REAR AXLE RATIO 5.57 FRONT AXLE RATING: 10,000 LBS. REAR AXLE RATING: 19,000 LBS. FRONT SPRING RATING: 12,000 LBS. REAR SPRING RATING: 19,000 LBS. AUTOMATIC ALLISON TRANSMISSION 2200 RDS W/ SYNTHETIC FLUIDS EXHAUST BRAKE, SYNTHETIC FLUIDS IN REAR DIFF AXLE, BRIDGESTONE 11R22.5 TIRES BACKUP BUZZER, AIR HORN, AIR BRAKES LEAF SPRING SUSPENSION 2 MAN PASSENGER BENCH SEAT WITH AIR SUSPENSION SEAT ON DRIVER SIDE AIR CONDITIONING, BLUETOOTH ENABLED RADIO W/ CD PLAYER, POWER WINDOWS & DOOR LOCKS COLD PACKAGE INCLUDING REMOTE HEATED MIRRORS SINGLE 90 GALLON FUEL TANK	
TOTAL INCLUDING 24'L x 95"IH x 102"OW REFRIGERATED VANBODY W/ ALUMINUM INVERTED T ANTI-SKID FLOOR, ROLL UP REAR DOOR, 4 INCH URETHANE FOAM IN FRONT, 3 INCH IN SIDES, CEILING AND REAR, CARRIER SUPRA 760 REFRIGERATED UNIT W/ ELECTRICAL STANDBY, WALTCO RGL-II-30 LIFT GATE W/ 72" x 96" +16" PLATFORM	$112,246.00
SALES TAX 8.25%	$9,260.30
TIRE TAX	$10.50
LICENSE FEES (INCLUDING $29 TO AVRS FOR ELECTRONIC DMV TRANSACTION)	$1,515.60
TOTAL	$123,032.39

***PRICE INCLUDES 12-MONTH SUBSCRIPTION TO HINO INSIGHT TELEMATICS (INQUIRE ABOUT PRICING TO EXTEND BEYOND 12-MONTH)**

**VEHICLE COMES WITH 5 YEAR / 250,000 MILE STANDARD ENGINE WARRANTY

A) **SELECT OPTIONAL 5 YEAR 250,000 MILE AFTER-TREATMENT EXTENDED WARRANTY IN LIEU OF 5 YEAR 100,000 MILE FOR $700

B) **SELECT OPTIONAL 7 YEAR 150,000 MILE ENGINE WARRANTY IN LIEU OF 5 YR 250,000 MILE FOR $295

C) **SELECT OPTIONAL 7 YEAR 150,000 MILE AFTER-TREATMENT EXTENDED WARRANTY FOR $995

7yr/150k mi aftertreatment coverage may only be purchased in conjunction w/ 7yr/150k mi extended engine coverage

To accept this order, sign here and return: _____

Thank you for the opportunity to earn your business!

BAKERSFIELD TRUCK CENTER

California TRUCK CENTERS

TRUCK SALES ORDER

FINANCE DEPT. USE ONLY:

8140 GOLDEN STATE HWY, BAKERSFIELD, CA 93308
LOCAL: (661) 393-6950

SALESMAN: | DATE: 6/5/2020

CUSTOMER NAME: Vanessa Arreguin | CUSTOMER NUMBER:

MAILING ADDRESS:

CITY, ST, ZIP:

PHYSICAL ADDRESS:

LIEN HOLDER: | MAIN PHONE #: | EMAIL ADDRESS: | INSURANCE:

USED VEHICLE TRADE IN / AND OTHER CREDITS

VIN NUMBER	MILES

YEAR:	MAKE:	MODEL

USED VEHICLE TRADE IN:	
BALANCE OWED ON TRADE:	
NET ALLOWANCE ON TRADE:	
CASH DOWN:	
TOTAL CREDIT:	

DEALER INSTALLED / ACCESSORIES

BODY	$32,265.00
REEFER	$19,730.00
TOTAL ACCESSORIES	$51,995.00

OPTIONAL EXTENDED WARRANTY / NON TAXABLE

TOTAL EXTENDED WARRANTY		

FET CALCULATION

SELLING PRICE		$122,865.00
FET 12%		
FET SUB:		
LESS: APU		
LESS: TIRE		
FET TOTAL:		

VEHICLE(S) BEING PURCHASED

YEAR	MAKE	MODEL

GVWR#	GCW#	AXLES

BODY TYPE	CONFIGURATION	LICENSE PLATE

VOCATION	DEL. DATE

INTERSTATE COMMERCE:	YES	IRP ACCOUNT NO:
ENGINE FAMILY NUMBER:		

STOCK #	VIN #	NEW OR USED

VEHICLE PRICING

BASE PRICE PER VEHICLE:	$70,870.00
TOTAL ACCESSORIES	$51,995.00
FET, 12%	
CASH PRICE of VEHICLE, ACCESSORIES, AND F.E.T	$122,865.00
TAX RATE 8.250% — ESTIMATED LICENSE / STATE & LOCAL TAXES	$10,143.38
RESALE NUMBER	
CA TIRE RECYCLING FEE	$10.50
DOC FEE	$85.00
DELIVERY	
TOTAL EXTENDED WARRANTY / NON TAXABLE	
TOTAL SALES PRICE	$133,103.88
CASH DOWN OR TRADE-IN	
UN-PAID CASH BALANCE DUE ON DELIVERY*	**$133,103.88**

*PRICE PER UNIT

*EQUIPMENT SOLD AS IS NO WARRANTIES EXPRESSED OR IMPLIED, TRUE MILEAGE UNKNOWN

ADDITIONAL COMMENTS:

LEAD SOURCE:

PURCHASER'S SIGNATURE

DEALER REPRESENTATIVE

rev. 05/12/2020

LEASE OPTION

ACTUAL BID

Year	Make	Model	VIN # (if known at time of bid)
2021	HINO	L6	N/A

a. MONTHLY LEASE AMOUNT (including Maintenance) $ 2586.88 (Based on 25K miles annually)

b. NUMBER OF MONTHS TO LEASE 36

c. TOTAL MONTHLY LEASE COST (line a. times line b.) $ 93127.68

d. ESTIMATED ANNUAL PROPERY TAX Years in LEASE term: $ N/A

e. TOTAL COST, LEASE (line c plus line d) $ 93127.68

f. ANNUAL LEASE COST (line e divided by 3 years) $ 31042.56

g. RESIDUAL BUY-OUT (estimated) $ Fair Market Value ($56,000 +/-)

Donahue Idealease
Dealership Name and Address

Rich Kopp x [signature] 6/16/2020
Salesman's Printed Name Salesman Signature Date

Note: Attach this completed form as your quote. 1 vehicle per form.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Carolyn Coffey, Education Coordinator

Date: June 24, 2020

Subject: *Agenda Item VI(c):* Approval of School Readiness Goals – **Action Item**

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

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

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

Recommendation: Staff recommends the Board of Directors approve the 2020-2021 Early Head Start and Head Start School Readiness Goals.

Attachment:
2020-2021 Early Head Start and Head Start School Readiness Goals



Head Start & Early Head Start School Readiness Goals 2020-2021

Head Start
A Program of *CAPK*

Policy Council Approval
June 2020

Board of Directors Approval
June 2020

SCHOOL READINESS PLAN 2020-2021

HEAD START AND STATE CHILD DEVELOPMENT EDUCATION DIVISION

OVERVIEW

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

Our School Readiness goals are developed by using current data and ongoing child assessments that include the *DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry,* implemented into the classroom during 2019-2020 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2019-2020), which aggregated all three (3) assessment periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development; Approaches to Learning, Social Emotional Development, Language and Literacy, Cognition, and Physical Development.

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

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

DATA ANALYSIS AND REFLECTION

Each program year we design our professional development to support individualized learning and improve teaching practices, including family engagement. This is accomplished by identifying trends in children's development during the end of the year data aggregation. All developmental domains are planned for during the year to improve teaching practices and promote higher learning outcomes. During the 2020-2021 program year we have selected key findings to develop skills and practices that will continue to strengthen the following domains:

Age Group	Domain	Key Finding
Infant 6 weeks to 7 months	Cognition	COG 2 Classification
Older Infants 8 months to 17 months	Cognition	COG 2 Classification
Toddlers 18 months to 36 months	Language and Literacy Development	LLD 2 Responsiveness to Language
Preschool 3- and 4-year old's	Language and Literacy Development	LLD 6 Comprehension of Age-Appropriate Text

BACKGROUND

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

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

Phase One: March 2020
2019-2020 School Readiness Goals Data Aggregation and Analysis.

Phase Two: May 2020
2019- 2020, Collaborative School Readiness Meeting

Phase Three: May 2020
2019- 2020 School Readiness Goal Setting Collaborative Meeting

Phase Four: June 20
2020-2021 School Readiness Administration Team Review and Feedback

Phase Five: June 2020
2020 – 2021 School Readiness Goals Policy Council Approval

Phase Six: June 2020
2020 – 2021 School Readiness Goals Board of Directors Approval

Phase Seven:
July–November 2020 School Readiness Training and Implementation.

Framework for Effective Practice:
Supporting School Readiness for all Children

Parent, Family and
Community Engagement



Head Start Early Learning Outcomes Framework
What Children Learn

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

Early Head Start/Head Start
2020-2021 School Readiness Goals



Approaches to Learning – Self-Regulation

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



Social and Emotional Development

Goal: Children will strengthen their skills in the area of social behavior, emotional regulation, and emotional well-being.



Language and Literacy Development

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



English Language Development

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



Cognition and General Knowledge (Including Math and Science)

Goal: Children will strengthen their skills in the area of cognition, including Math and Science.



Physical Development-Health

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

Early Head Start

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

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

Goal:
Children will exhibit increased skills in the area of approaches to learning, including Curiosity and Initiative in learning, and Self-Control of Feelings and Behaviors.

Objective:
By Spring 2021 infants and toddlers will develop the capacity to pay attention to people, things, or the environment when interacting with others. They will develop the capacity to comfort or self-sooth in response to distress and develop strategies for regulating feelings.

Young Infants:	Older Infants:	Toddlers:
75% will be at the "Responding Later" level or above in Measure ATL-REG 1: Attention Maintenance	80% will be at the "Exploring Earlier" level or above in Measure ATL-REG 1: Attention Maintenance	70% will be at the "Exploring Later" level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior

Family Engagement Outcome:	Objective:
Family Well-Being	By Spring 2021, families will have increased understanding to support their child's Approaches to Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Young Infants:

- Rotate materials frequently to maintain interest in exploration.
- Provide toys that have different functions including noisemaking and music.
- Provide a variety of materials and toys to explore.

Older Infants:

- Use warm and calm tone when speaking with children and will look for opportunities to spend time one on one.
- Encourage children to communicate needs and wants through non-verbal or verbal cues
- Provide comfort items such as a familiar toy or blanket and encourage children to seek such items.

Toddlers:

- Set reasonable expectations for toddlers by decreasing wait time, minimizing transitions and preparing children for what is coming next with verbal cues and pictures.
- Create a visual schedule showing daily routines to see and touch, and post schedule at eye level
- Give clear guidance during routines by saying what is happening now and next and what's expected.

Effective Family Activities

Families will:

- Play simple games such as peekaboo, etc.
- Sing simple songs to sustain child's attention
- Be available to comfort or support child's emotions as appropriate.
- Offer familiar comfort items to your child.
- Establish and practice consistent routines for mealtimes, bedtime, etc.
- Share with your child what is going to happen during the day, for example you are going to school today, and your aunt is going to pick you up from school.
- Describe what your child is doing in words (like a tape recorder).

Head Start

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

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

Goal: Children will demonstrate improved approaches toward learning, including Engagement and Persistence, and Shared Use of Space and Materials.	
Objective: By Spring 2021, children will increasingly develop strategies for regulating feelings and behavior, becoming less reliant on adult guidance.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure ATL-REG 5: Self-Control of Feelings and Behaviors	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure ATL-REG 5: Self-Control of Feelings and Behaviors
Family Engagement Outcome: Family Well-Being	Objective: By Spring 2021, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
Teachers will: • Use self-talk to map actions. • Encourage sharing through communication, modeling, and using encouragement and affirmation. • Provide children with appropriate stimulating materials, such as soothing colors, natural woods, and soft textures to support a calming and comfortable environment. • Use mighty minutes, timers, and schedules to minimize wait time. • Encourage children to problem solve by using their words in resolving conflicts with peers. • Use self-talk to map coping strategies. • Acknowledge and identify emotions of children. • Provide props and encourage children to act out feelings by using social stories and coping tools in classroom including but not limited to Tucker Turtle, Solution Cards, and Emotion Visuals. • Model self-regulation strategies during stressful situations. • Provide opportunities for children to engage in self-control play and games. Encouraging taking turns, sharing, and cooperatively engaging in pretend play.	Families will: • Engage children in everyday schedules to support learning to handle change of events or unexpected transitions. • Offer opportunities to play by taking turns and encouraging them to try when child becomes frustrated or upset (i.e. tossing a ball into a box or laundry basket). • Recognize and identify different emotions in everyday situations. • Identify how people can be the same and different in emotional regulation. • Play and participate in self-control games with child. Examples: Red Light, Green Light; Simon Says; Mother May I; Follow the Leader. • Read social stories that demonstrate coping strategies and emotions including problem solving and characters in distress. • Develop routines for children including separations, reunions, mealtimes, and bedtimes. • Utilize tools to help children take turns. Examples: Timers, turn chart, and "What can I do While I Wait" list.

Early Head Start

Social and Emotional Development (SED):

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

Goal:
Children will demonstrate improved social behavior, emotion regulation, and emotional well-being.

Objective:
By Spring 2021 infants and toddlers will develop understanding of people's behaviors, feelings, thoughts, and individual characteristics.

Young Infants:	Older Infants:	Toddlers:
70% will be at the "Responding Later" level or above in Measure SED 2: Social and Emotional Understanding	75% will be at the "Exploring Earlier" level or above in Measure SED 2: Social and Emotional Understanding	70% will be at the "Exploring Later" level or above in Measure SED 2: Social and Emotional Understanding

Family Engagement Outcome:	Objective:
Family Well-Being	By Spring 2021, families will have increased understanding to support their child's Social Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Young Infants:

- Engage in daily activities at eye level with infants.
- Anticipate infants needs and respond quickly.
- Include pictures of families, teachers and children in the environment.

Older Infants:

- Offer materials that encourage children to manage, express, and discuss their feelings and those of others such as books and pictures.
- Inform children about what is going to happen next.
- Build relationships with children by being knowledgeable about ~~knowing~~ their temperament and their likes/dislikes.

Toddlers:

- Set up small group activities that encourage peer to peer interactions.
- Create an emotion book for children.
- Insert personalized family photo books/albums in the classroom.
- Create a classroom visual schedule, include mini schedules for individual children needing more support.

Effective Family Activities

Families will:

- Respond to children's needs.
- Allow authentic expression of feelings by offering support and comfort rather than distracting children.
- Model and discuss emotions with your child (i.e. sad, Happy, sad, mad, excited).
- Express how your child's actions make you or others feel.
- Encourage child to engage with other children (i.e. playdates).
- Establish rules and expectations.

Head Start

Social and Emotional Development (SED):

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

Goal: Children will demonstrate improved social behavior, emotion regulation, and emotional well-being.	
Objective: By Spring 2021, children will develop close relationships with one or more familiar adults (including family members) and interacts in an increasingly competent and cooperative manner with familiar adults.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure SED 1: Identity of Self in Relation to others	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure SED 2: Social & Emotional Understanding
Family Engagement Outcome: Family Well-Being	Objective: By Spring 2021, families will have increased understanding to support their child's Social Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
Teachers will: • Provide opportunities for children to engage in pretend play (i.e. grocery store shopping, providing plastic fruit, bags etc.) • Post pictures of children and families in the classroom. Ask children to describe who is in the photos • Encourage children to engage in pretend play by use of teacher participation and modeling (i.e. dramatize story, flannel board recreation) • Model and discuss prosocial behaviors so that the children can experience how they look and feel (i.e. Discussing classroom expectations, going over how do you feel?) • Post feeling charts and ask children to describe their feelings upon arrival or throughout the day to gain Social and Emotional understanding. • Read books on emotions and discuss how those emotions make us feel. • Provide opportunities for children to draw pictures of themselves and their families. Asking children to describe what they drew.	Families will: • Offer interactive activities that encourage role play/ pretend paly (i.e. pretending to be a teacher, waiter, cook) • Use child's name • Provide opportunities for children to draw and dictate pictures of themselves and their family. • Read social and emotional books that go over feelings (i.e. kindness, loss, and anger) • Discuss emotions and how to express them using words. • Look at a family photo album and ask the children to describe who is in the pictures and what they might be feeling. • Post a feelings chart and ask children to describe how they are feeling. • Ask children to describe how their day at school was. • Talk to children about cooperation, teamwork, good manners, and kindness towards other people.

Early Head Start

Language and Literacy Development (LLD)

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

Goal:
Children will demonstrate improved communication, language, and emergent literacy skills.

Objective:
By Spring 2021, infants and toddlers will communicate or act in response to language and respond to increasingly complex language. They will engage in back and forth communication and show interest in books, songs, rhymes, stories, and other literacy activities.

Young Infants:	Older Infants:	Toddlers:
70% will be at the "Responding Later" level or above in Measure LLD 4: Reciprocal Communication and Conversation	70% will be at the "Exploring Earlier" level or above in Measure LLD 2: Responsiveness to Language	60% will be at the "Exploring Later" level or above in Measure LLD 2: Responsiveness to Language

Family Engagement Outcome:	Objective:
Family Well-Being	By Spring 2021, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Young Infants:

- Acknowledge infants sounds and gestures.
- Use gestures and point to objects when speaking and singing.
- Use soft, warm voice when speaking with infants.
- Smile and maintain eye contact when communicating.

Older Infants:

- Introduce baby signs language.
- Repeat actions or single words to initiate or maintain interactions.
- Provide ample wait time for children to respond
- Speak to infants in their primary language to develop concepts. Learn simple phrases in child's primary language.

Toddlers:

- Introduce picture books, describing the pictures in detail to introduce new words.
- Label classroom environment with pictures and words.
- Make a cozy reading area where adults can read to small group of children.
- Provide books, paper and writing utensils for indoor and outdoor environment.

Effective Family Activities

Families will:

- Read books to children at home.
- Map out actions, verbally telling infants what they are doing.
- Speak in complete sentences, providing new vocabulary.
- Build on your child language by adding more for example if your child says "more" you can say "you want more bananas."
- Label objects at home, for instance "here is your red ball" when giving a toy to your child.
- Provide ample wait time for children to speak or respond.

Head Start

Language and Literacy Development (LLD):

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

Goal:
Children will demonstrate improved communication, language, and emergent literacy skills

Objective:
By Spring 2021, children will engage in back-and-forth communication that develops into increasingly extended conversations.

3-year-olds: 70% will be at the "Exploring Later" level or above in Measure LLD 6: Comprehension of Age-Appropriate Text	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure LLD 6: Comprehension of Age-Appropriate Text

Family Engagement Outcome:	Objective:
Family Well-Being	By Spring 2021, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Teachers will:

- Ask open-ended questions about the story to further comprehension, pause for response.
- Introduce new vocabulary and provide definitions or synonyms for words.
- Encourage children to act out the stories after they have been read. Provide props for children's play both indoors and out.
- Read books to children daily and encourage children to ask and answer questions about books or experiences.
- Encourage children to re-tell using flannel stories, puppets, and dolls.
- Read literature that rhymes or has a rhythm to it i.e.. Pete the Cat, Firetruck, Five Green and Speckled Frogs etc.)
- Use props from stories to encourage children to talk about how they were used in the story.

Effective Family Activities

Families will:

- Read stories to children daily.
- Encourage storytelling.
- Introduce new vocabulary and reinforce new words from school.
- Use descriptive words while reading stories (e.g., "The blue car is bigger and faster than the yellow car".)
- Help children identify items with print around your home by reading print found in the environment.
- Make connections between the book you are reading and your home (e.g., when the book has a picture of a dog, "You have a dog that is brown just like this one?")
- Ask questions while you are reading a story (e.g., "What do you think will happen next?" "Why do you think that happened?")



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

Head Start
A Program of *CAPK*

Head Start
English Language Development

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

Goal: Children will demonstrate an increasing understanding of and communicate in English	
Objective: By Spring 2021, children will show increasing progress toward fluency in speaking English.	
3-year-olds: 75% will be at the "Developing English" level or above in Measure ELD 4: Symbol, Letter & Print Knowledge in English	**4-year-olds:** 70% will be at the "Building English" level or above in Measure ELD 4: Symbol, Letter & Print Knowledge in English
Family Engagement Outcome: Family Well-Being	Objective: By Spring 2021, families will have increased understanding to support their child's English Language Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

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

Early Head Start

Cognition, Including Math and Science (COG):

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

Goal:
Children will demonstrate improved general cognitive skills.

Objective:
By Spring 2021, infants and toddlers will show an understanding of how objects move in space or fit in different spaces. They will show and increasing ability to compare, match, and sort objects into groups according to their attributes.

Young Infants:	Older Infants:	Toddlers:
70% will be at the "Responding Later" level or above in Measure COG 2: Classification	70% will be at the "Exploring Earlier" level or above in Measure COG 2: Classification	70% will be at the "Exploring Later" level or above in Measure COG 2: Classification

Family Engagement Outcome:	Objective:
Family Well-Being	By Spring 2021, families will have increased understanding to support their child's Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Infants:

- Provide opportunities for exploration.
- Give children ample time to explore indoor/outdoors.
- Provide materials such as boxes, risers, nesting cups, shape sorters and puzzles.

Older Infants:

- Provide groups of similar objects for children to explore.
- Provide materials for children to collect items in their environment such as buckets, bags, baskets, small boxes etc.
- Be specific to children during clean up time. Ex: "Johnny pick up the red blocks", or "Juan pick up all the cars".

Toddlers

- Involve children in routines, playtime, and self-care experiences that encourage simple sorting of objects that are similar from a collection of objects. Ex: during clean up time, assist children by matching objects of puzzles, toys, and other items and where they go.
- Plan and be intentional about setting up duplicate toys and collections of toys to sort while outdoors. Ex: water table toys, collections of natural objects, shovels and small toys for the sand table, or other safe materials from the outdoors.
- Engage children in conversations, label groups of items and verbalize their sorting categories in simple short words, phrases, or sentences.

Effective Family Activities

Families will:

- Use simple homemade toys that help children explore relationships, such as empty toilet paper rolls that fit into a cut-out cardboard box and other open-ended toys.
- Ensure that your child feels safe and secure when exploring a new environment or when they leave any room. Parents can watch Dr. Becky Bailey mini webinars on Ready Rosie. Dr. Baily is the creator of Conscious Discipline, which is a method to support and ease separation anxiety.
- Utilize Ready Rosie activities and story times that incorporate matching and sorting simple games at home and when at the grocery store.
- Think about how much time is too much "Tech-time" for toddlers. Brainstorm other ways to incorporate sorting and classifying into their everyday routines. Such as when they help do simple jobs at home.
- Integrate classification in their everyday home life experiences. For example, classify colors of leaves or rocks.

Head Start

Cognition, Including Math and Science (COG):

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

Goal:
Children will demonstrate improved general cognitive skills.

Objective:
By Spring 2021, children will show a developing understanding of number and quantity.

3-year-olds: 80% will be at the "Exploring Later" level or above in Measure COG 3: Number Sense of Quantity	Four-year-old's: 80% will be at the "Building Earlier" level or above in Measure COG 4: Number Sense of Math Operations

Family Engagement Outcome: Family Well-Being	Objective: By Spring 2021, families will have increased understanding to support their child's Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Teachers will:

- Include materials and activities that associate numerals with sets. Plan group activities focused on counting.
- Read stories with small quantities, recite fingerplays or rhymes, sing songs, numbers, and items to count.
- Provide a variety of materials to help children develop an understanding of quantity. Offer buttons, sticks, cubes, counting bears, and other materials for children to count and use number names.
- Model counting strategies "Touch or point to each small number of object as you count slowly, saying the number name," by providing a mathematical language rich environment.
- Practice counting in ways that involve multiple learning styles, such as involving senses as children touch, hear the spoken number, see the numeral, or physically move their bodies.
- Make number-related games, books, and other materials accessible in the children's indoor and outdoor environment.

Effective Family Activities

Families will:

- Provide children with number-related games and books.
- When on walks, bus rides, or car rides ask your child to count out loud things they see like stop signs or red lights.
- Establish a partnership with teachers in supporting mathematics at home. Talk with your children about numbers, shapes, and quantity.
- Cook with your children. Jell-O or slime recipes are a great way to keep children engaged.
- Use everyday activities as opportunities to count and use number names. Talk aloud as you count to solve problems. For example, you might say, "I wonder how many glue sticks we need to put out so everyone at the table has one? Let us count everyone to find out."
- While cooking, count the number of beans and rice and provide lot of small objects to count.
- Start with small sets of objects to count. Provide children with small sets of objects (e.g., two or three), and gradually increase the number of objects that the children count for example counting chairs or ordinary home objects.
- Have children help set the table. Help them to count the plates and cups for each person in the family.

Early Head Start

Physical Development-Health (PD-HLTH):

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

Goal:
Children will demonstrate improved personal care routines.

Objective:
By Spring 2021, infants and toddlers will increase proficiency in gross motor manipulative skills and locomotor skills.

Young Infants:	Older Infants:	Toddlers:
80% will be at the "Responding Later" level or above in Measure PD-HTH 3: Gross Motor Manipulative Skills	80% will be at the "Exploring Earlier" level or above in Measure PD-HTH 2: Gross Locomotor Movement Skills	60% will be at the "Exploring Later" level or above in Measure PD-HTH 2: Gross Locomotor Movement Skills

Family Engagement Outcome:	Objective:
Family Well-Being	By Spring 2021, families will have increased understanding to support their child's Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Young Infants:

- Place an object in front of infants and encourage infants to grasp it.
- Provide overhead mobiles for infants to grasp and kick.
- Provide tummy time opportunities regularly and according to infant's interest.
- Provide infants with opportunities to move freely, and ample space protected from older children.

Older Infants:

- Provide push/pull toys and ride cars to enhance gross motor skills.
- Have children sway back and forth to a beat of a song while standing and holding an object in their hands.
- Assist children to support self from a ballerina bar while viewing self in the mirror.
- Play games with balls, ribbons, scarves, and bubbles to promote movement.

Toddlers:

- Provide music and movement activities both indoor/outdoor.
- Encourage toddlers to use tricycles and riding toys.
- Play simple games such as hokey pokey, Simon says and run and chase.

Effective Family Activities

Families will:

- Provide a safe space for exploration and movement.
- Set up an obstacle course for your child to crawl around.
- Play music, sing songs and play simple games with children.
- Use a soft ball to toss, or roll ball back and forth between you and your child.
- Include children during clean up time. Encourage them to pick up toys, take their dishes to the sink etc.
- Visit your community park to play and provide safe opportunities for your child to use their gross motor skills for example: walking, running, rolling climbing etc.

Head Start

Physical Development-Health (PD-HLTH):

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

Goal: Children will demonstrate improved physical development, including personal care routines.	
Objective: By Spring 2021, children will demonstrate increasing precision, strength, coordination, and efficiency when using muscles of the hand for play and functional tasks.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure PD-HLTH 4: Fine Motor Manipulative Skills	**4-year-olds:** 80% will be at the "Building Earlier" level or above in Measure PD-HLTH 3: Gross Motor Manipulative Skills
Family Engagement Outcome: Family Well-Being	Objective: By Spring 2021, families will have increased understanding to support their child's Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
Teachers will: • Make available activities for zipping and tying buttons • Offer opportunities for children to Sort objects in containers • Create opportunities for children to dig, pour, and scoop in sand box • Provide opportunities for children to run, jump, skip, hop, or climb. • Offer cutting activities such as cutting out small circles. • Encourage children to remove caps from markers, opener food containers, and fastening snaps to develop hand strength. • Make opportunities available for children to use playdough (i.e. rolling out playdough with a rolling pin to make a pizza) • Create a tossing game using bean bags or other soft items children can safely toss. Use a bucket or a mark on the floor to indicate where you want the children to toss the item. • Help children create an obstacle course. • Offer a variety of art tools such as paper, crayons, pencils for scribbling and drawing. • Provide large puzzles with knobs for helping with fine motor skills	Families will: • Encourage children to sort socks while putting away the laundry. • Have children practice turning doorknobs at home. • Practice lacing using string and household items such as cereal, cut straws, or anything they can pinch between their fingers with a hole large enough to string through. • Play Simon Says and have the children jump, hop, skip, or run. • Practice buttoning and unbuttoning large buttons, and zipping. • Have a "Family Dance Party" where each member of the family chooses a favorite song to dance to. • Provide children with Manipulatives, such as puzzles level and snap Lego's. • Provide opportunities to coloring on paper with markers, crayons/ pencils. • Help children create an obstacle course at home.

Professional Development Opportunities



Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Practice Based Coaching Support teaching staff to promote effective teaching practices and ensure curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on Classroom Management. Support teaching staff by establishing a year-long professional development plan focused on CLASS, specializing in Classroom Management	Administrator of Education and Support Services Education Coordinators Mentor Coaches Data Analyst Site Supervisors Teaching Staff Home Base Supervisor and Educators Administrator of Education and Support Services Education Coordinators Mentor- Coaches Data Analyst Site Supervisors Teaching Staff Home Base Supervisor and Educators	August 2020 March 2021 August 2020 July 2021	Classroom Management Outcomes English Language Development (ELD) Data Outcomes CLASS Data Outcomes ECERS/ITERS Data Outcomes Curriculum Monitoring Tool Curriculum Mentoring Fidelity Tool Practice Based Coaching DRDP 2015 T/TA Support Plan Practice Based Coaching	Creative Curriculum Making the Most of Classroom Interactions Infant/Toddler Pre-k HSELOF Training: Language and Communication Perceptual Motor and Physical Development Approaches to Learning Environments and Environmental Rating Scales Responsiveness to dual language learners CLASS: Facilitated Exploration Engaged Support for Learning Instructional Support Classroom Management My Teachstone

Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Family Engagement Support parents in developing skills, attitudes, and behaviors that support and promote School Readiness practices in the home, continuing to promote parents as lifelong educators.	Family Engagement and Support Services Manager Family Education Coordinators Program Governance Coordinator Site Supervisors Family Service Workers Home Base Educators	August 2020	VIP Parent Café Meeting and Regional Parent Committee (RPC)notes Parent Training & Workshops Pre/Post Parent Surveys	VIP Parent Cafe Meeting/RPC Meetings focus on early literacy Parents Trainings & Workshops to identify how literacy activities support School Readiness Goals.
Health & Nutrition Support parents by promoting awareness of the importance of on-going hearing, vision, and dental checkups for children to develop sounds and the use of language. Support parents by introducing healthy diverse cultural foods to their children through menus, meals, activities, and literature. Encourage children to taste various texture foods and to learn words that describe what they are and how they taste. Train all staff and parents on infectious diseases and prevention practices by providing research-based information and updates as necessary through parent meetings and staff workshops. Introduce a new sanitizing method into the sites to improved cleanliness and reduce communicable diseases.	CAS- Health Family Service Workers Site Supervisors Teaching Staff CAS-Nutrition Central Kitchen Staff Family Service Workers Site Supervisors Teaching Staff	August 2020 August 2020 Quarterly Meetings July 2021	Hearing, Vision and Dental ChildPlus Data VIP Parent Café Meeting/training sign in/out forms Parent Handbook Reminder Letters Nutritional Experiences Nutritional Advisory Committee Meetings VIP Parent Café Meeting Presentations Supporting Special Diets COVID-19 PowerPoint	VIP Parent Café Meeting handouts CHDP Periodicity Schedule for Health Assessment Requirements by Age Groups Child Plus-Health Training CHDP Provider List Dental Roster Nutrition Books Nutrition Pamphlets Nutrition Posters COVID-19 PowerPoint/Victory Electrostatic Sprayer & Bioesque Sanitizing solution

Objectives	Persons Responsible	Timelines	Supporting Documentation	Action Steps Training and Resources
Disabilities & Wellness Support parents and teaching staff by training and implementing the Screening Ages and Stages Questionnaires (*ASQ-3 & ASQ: SE-2*) to help identify children at risk for developmental/language delay which should be referred for further assessments by LEA. ASQ-3 *& ASQ: SE-2* will be used to identify children who do not meet the referral criteria, but scores are in the monitor areas of the ASQ-3 *& ASQ: SE-2*. Family Wellness will strengthen relationships between teacher and parent by implementing strategies to enhance/support social and emotional development for children with challenging behaviors.	Disabilities Specialists Family Service Workers Site Supervisors Teaching Staff CAS-Family Wellness Family Service Workers Site Supervisors Teaching Staff	August 2020 August 2020- July 2021	ASQ-3 Questionnaire Implement Teaching Pyramid ASQ-: SE-2 Questionnaire My Teacher Wants to Know Teacher Support Planning Sheet Family Wellness Screening	ASQ-3 & ASQ:SE-2 Trainings Overview of Autism Visual Schedule Training Onsite Teacher Support VIP Parent Café-Meeting ASQs Presentations Intra-agency Referral Daily Routine Wellness Survival Kit implementation Pyramid Model Positive Behavior Support Training
Data Analysis Data Analyst will support the Education Program Goals by providing detailed, aggregated DRDP reports at the Domain and Measure level. In addition to current support methods, the Data Analyst will provide ELD specific program reports, as well as IEP/IFSP DRDP program reports three times per year.	Data Analyst	July 2020 August 2020 December 2020	Child reports Group reports Administration reports Child Plus	How to enter DRDP into Child Plus Download DRDP reports from Child Plus

TLCs Teachers Learning & Collaborating

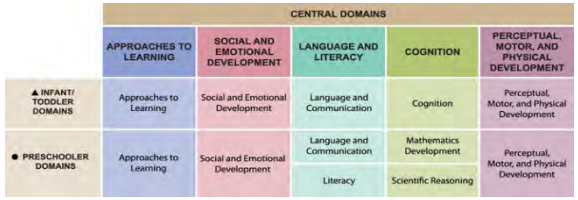
pitc THE PROGRAM FOR INFANT/TODDLER CARE

Head Start

Resources:	*Data Aggregation:*
• Head Start Early Learning Outcomes Framework • California Infant/Toddler Learning & Development Foundations • California Infant/Toddler Curriculum Framework • California Preschool Curriculum Framework • California Preschool Learning Foundations • Parent, Family and Community Engagement Framework • Early Head Start/Head Start School Readiness Goals • Pyramid Model Positive Behavior Support	• DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry • CLASS • ITERS/ECERS • HOVRS • My Teachstone

Professional Development:		
Training Opportunities	Onsite Coaching Opportunities	Printed Materials
• California's Early Learning Development Systems. • DRDP (2015) • CLASS • ITERS/ECERS • Creative Curriculum Systems and Fidelity • Partners for Healthy Babies • Program for Infant/Toddlers Care • Pyramid Model Positive Behavior Support • MMCI	• Educational Webinars • Practice Based Coaching • CLASS • MMCI • ITERS/ECERS • Curriculum Fidelity • My Teachstone	• Management Bulletins • School Readiness Goals • School Readiness Timelines • CLASS tips





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

Administration Team for Head Start and State Child Development Division:
Director: Yolanda Gonzales Program Design, and Management Administrator: Jerry Meade Administrator of Education and Support Services: Leslie Mitchell Fiscal Administrator: Donna Holland Home Base and Partnership Administrator: Esperanza Contreras

Data Analyst
Chase Rangel

Early Childhood Education Specialist/CA ECES Coordinator, California TTA Center, a member of OHS TTA System
Stacey Vierra

Program Managers:
Letisha Brooks, , MaryAnn Mooney, Luz Adams, Rosa Del Toro

Education Team:
Education Coordinators: Carolyn Coffey, Amanda Espitia Mentor Coaches: Melissa DeWitt, Pamala Roberts, Regina Hines, Tomasa Jara, Alicia Gamino, Rachel Leckkirk, Teresa Lara, Cynthia Rodriguez, Vanessa Vigilant, Jaimie Gutierrez

Content Area Specialists: Disabilities, Nutrition, Health, Wellness, Family Engagement
Health and Nutrition Support Services Supervisor: Alan Rodriguez Family Engagement and Disabilities Support Services Supervisor: Maria Guadian Content Area Specialists-Health: Laura Gonzalez, Paulino Cruz, Rayjean Stone, Angel Perez Content Area Specialists-Disabilities: Delores Patricio, Shirley Park, Susie Martinez, Kariana Sotelo Content Area Specialists-Wellness: Andralette Wilson, Joni Barlow, Edna Quinones, Kassandra Vicenec Content Area Specialists-Nutrition: Lupe Villasana, Desiree Jackson, Roxanne Harris, Janey Felsoci Content Area Specialists- Family Engagement: Priscilla Hicks, Leah Green, Claudia Sanchez, Stephanie Teodosio Program Governance Coordinator: Lisa Price

Community Action Partnership of Kern- San Joaquin Early Head Start Child Development Division
San Joaquin Program Administrator: Gloria Barbero Education Manager- Disabilities: Rashi Strother Parent Engagement Specialist/Home Based Supervisor: Nicole Nino

Policy Council Executive Board
Chairperson: Nila Hogan (Pete Parra Child Development Center) Vice- Chairperson: Destiny Thompson Butler (Home Base) Secretary: Kaylonie Howard (Home Base) Treasurer: Hernan Lozano (Seibert Child Development Center) Parliamentarian: Yvonne Hernandez (Willow Child Development Center)
Policy Council School Readiness Sub-Committee
Chairperson: Kaylonie Howard (Home Base) Policy Council Members: Bianca Garibay (SJC Home Base) Ana Vega (SJC Lodi

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: June 24, 2020

Subject: *Agenda Item VI(d):* Board Recruitment: Low Income East Kern Sector – **Action Item**

The Board of Directors Category II – Low-Income Sector East Kern County Representative seat is open for election. According to the Agency Bylaws, the term of representation for Category II is as follows:

The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened for election. If the Director wishes to remain on the Board, (s) he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative.

The seat is currently occupied by Yolanda Ochoa and after serving a five (5) year term, her term ends in June 2020. Mrs. Ochoa continues to occupy the position while the recruitment process begins.

As part of the Board Election Rules and Procedures for the Low Income Board Representatives, the Board President will need to name an Ad Hoc Election Committee and communication regarding the election by the Election Committee will occur at least forty-five (45) days prior to the election date. Communication will need to be bilingual (English and Spanish) and staff will advertise through the Agency website, internal programs (e.g., Head Start, WIC, 211, Food Bank, Admin and 19th Street), relevant newspapers, and social media beginning Monday, June 29 to Thursday, August 13, 2020. To ensure individuals reside in the East Kern District, staff will utilize the Kern County GIS mapping tool[1] to verify address, which will replace the Kern County Superior Court Regional Division map.

Recommendation

Staff recommends to affirm that Board member Ochoa remains in her seat until it is filled, the Board Chair to appoint an Ad Hoc Election Committee and allow staff to move forward with recruitment of the Category II – Low-Income Sector East Kern County Representative seat.

Attachments:

Low Income Sector – East Kern
- Cover Letter, Candidate Eligibility, and Application
- Nomination Petition
- Newspaper Advertisement
- Recruitment Flyer

[1] https://maps.kerncounty.com/H5/index.html?viewer=KCPublic

NOTIFICATION: CAPK Board of Directors Recruitment
Low-Income Representative – EAST KERN Sector

Community Action Partnership of Kern (CAPK) is the designated poverty fighting non-profit Community Action Agency serving Kern County, California, established in 1965. CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. CAPK's mission is *to provide and advocate for resources that will support Kern County residents so they will have the skills and resources necessary to improve their quality of life and become self-sufficient.*

The Agency has offices in 33 cities/communities, with administrative headquarters located at 5005 Business Park North, Bakersfield, CA 93309. CAPK employs over 900 dedicated professionals with diverse backgrounds and expertise, serving over 100,000 low-income Kern County residents in 2019. CAPK provides assistance to low-income individuals and families of all ages, races, and ethnic backgrounds through direct-service programs focused on empowering clients with skills and supports the transition out of poverty to become self-sufficient, including:

- 2-1-1 Kern
- AmeriCorps
- Cal-Fresh Healthy Living
- Central Kitchen
- East Kern Family Resource Center
- Energy (Utility Assistance, Weatherization)
- Food Bank
- Friendship House Community Center (East Bakersfield)
- Head Start/Early Head Start & Home Visiting Program
- Homeless Services – M Street Navigation Center & Coordinated Entry System
- Migrant AP Childcare
- Shafter Youth Center
- Volunteer Income Tax Assistance (VITA)
- Women, Infants, and Children (WIC)

CAPK Board of Directors

CAPK is governed by a 15-member tri-partite Board comprised of representation by five (5) public officials, five (5) democratically elected low-income, and five (5) from the private sector. **CAPK is currently seeking a representative for the East Kern Low-Income sector.**

The minimum qualifications of an East Kern Low-Income Board Member are:

- Must be a resident of Eastern Kern District which includes China Lake NWC, Inyokern, Johannesburg, Randsburg, Ridgecrest, Bear Valley Springs, Boron, Caliente, California City, Edwards AFB, Fremont Valley, Garlock, Golden Hills, Keene, Mojave, North Edwards, Rosamond, Stallion Springs, Tehachapi, Twin Oaks and Willow Springs.
- Must be 18 years of age.
- Must be either a low-income resident as identified by the federal poverty level index or represent a low-income population.

The Board convenes ten monthly meetings in a one-year period for the purpose of transacting the business of the Corporation; July and December are considered 'dark months' and only the Executive Committee meets during these months. In addition to participation in the monthly Board meetings, each Director must become a member of at least one of Standing Committee:

- The Executive Committee
- The Personnel/Affirmative Action Committee (as needed basis)
- The Budget and Finance Committee
- The Program Review and Evaluation Committee
- The Audit and Pension Committee

Duties and responsibilities of the Board of Directors include, but are not limited to:

- Approval of personnel policies and procedures
- Appointment and evaluation of the Chief Executive Officer
- Determination of major personnel, organization, fiscal and program policies
- Determination of overall program plans and priorities for CAPK
- Approval of all program proposals and budgets
- Enforcement of compliance with all conditions of grants
- Oversight of the participation of low-income individuals in CAPK programs
- Electing the officers of the Board
- Responsibilities regarding Head Start programs, in accordance with the Head Start Act

MATERIALS ARE DUE BY THURSDAY, AUGUST 13, 2020 BY 5:00PM

Mail or drop off your application to:

Paula Daoutis, Administrative Coordinator
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309
For questions, please call (661) 336-5236 ext. 1170 or email pdaoutis@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS ELECTION

EAST KERN SUPERIOR COURT OR JUDICIAL DISTRICT
CANDIDACY ELIGIBLITY

I, (print name) _____ certify that in order to qualify for a vacant seat on the Community Action Partnership of Kern Board of Directors, I:

1. Can provide evidence that I reside in the specified Superior Court or Judicial District,
2. Can provide proof that I will be at least eighteen (18) years of age on or before the date of the election (**Thursday, August 13, 2020**), as evidenced by a proof of age document such as a driver's license or birth certificate, and
3. I am neither a paid staff member, nor related to a paid staff member of the Community Action Partnership of Kern or its Board of Directors.

Signature: _____
Date of Birth: _____
Address: _____
City, State, Zip: _____
Telephone #: _____

FOR OFFICE USE ONLY:
Date Nomination Returned: _____
Time: _____
Verified by: _____

YOU MUST ATTACH DOCUMENTATION OF AGE AND RESIDENCY.

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
APPLICATION

5005 Business Park North, Bakersfield, CA 93309 Phone: (661) 336-5236 Email: pdaoutis@capk.org

I would like to represent: ☐ Low-Income Sector ☐ Private Sector ☐ Government / Elected Officials

For Low-Income Sector, please specify which region below:

☐ East Kern County ☐ North Kern County ☐ South Kern County ☐ Metro Bakersfield

Contact Information						
Name:			Date of Birth:			
Business / Organization:			Title:			
Home Address:			City:		Zip:	
Phone:			Email:			
Number of Years as a Kern County Resident:						

Education	Name & Location of School(s)		Major	Units Completed	Degree / Diploma Earned
	High School:				
	College:				
	College				
	Other				
	Professional Certificates and/or Licenses Held:				
	Are you presently taking any educational courses?				

Employment							
Please list relevant employment experience & qualifications below:							
Company Name:		Address:					
Position Held:		Phone:		To:		From:	
Briefly describe duties below:							
Company Name:		Address:					
Position Held:		Phone:		To:		From:	
Briefly describe duties below:							
Company Name:		Address:					
Position Held:		Phone:		To:		From:	
Briefly describe duties below:							

Have you served on other nonprofit organization Boards? If so, please list them by name and the position you held:					
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	

Other Memberships, Advisory Boards, Committees & Boards you have served on:

What personal skills or strengths of yours do you think would benefit Community Action Partnership of Kern?

What Special Skills / Knowledge will you bring to the Board?			
Please indicate your experience in the following areas by marking an "X" in the appropriate box:	**Very Experienced**	**Some Experience**	**Little or No Experience**
Strategic Planning			
Fundraising			
Board Development (Recruitment, Training, evaluation)			
Program, Planning & Evaluation			
Recruitment / Hiring & Evaluation of Key Personnel			
Financial Management & Control (Budgeting / Accounting)			

Conflict of Interest Declaration:				
Any close relatives employed by CAPK? If yes, please list name & relationship	Name:		Relationship:	

Do you have an economic interest in CAPK? If yes, please state interest:	
Are you known by any current CAPK Board Members? If yes, please provide name(s)	

I certify that the above is true and accurate.

Printed Name _____ Signature _____ Date _____

Resolution or letter from the organization, agency or group you are representing that supports your application to CAPK's Board of Directors must be attached, along with any other supplemental documentation you feel is relative to this application.

Please return completed forms to:

Paula Daoutis, Administrative Coordinator
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1170 or email pdaoutis@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN
Board of Directors Election
Nomination Petition
For Low-Income Board Representation

We, the undersigned eligible voters of the **East Kern District** hereby nominate _____ for the position of Member of Community Action Partnership of Kern's Board of Directors, to be voted for in the election to be held on Thursday, August 13, 2020. **Eastern Kern District which includes China Lake NWC, Inyokern, Johannesburg, Randsburg, Ridgecrest, Bear Valley Springs, Boron, Caliente, California City, Edwards AFB, Fremont Valley, Garlock, Golden Hills, Keene, Mojave, North Edwards, Rosamond, Stallion Springs, Tehachapi, Twin Oaks and Willow Springs.**

Note: Voters must be residents of East Kern, must have an income that falls within the 2020 Federal Poverty Guidelines (*See Chart Below*), and be at least 18 years of age on or before the time of election. ***By signing this Petition, you certify that you meet all the qualifications stated above.***

2020 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
For families/households with more than 8 persons, add $4,480 for each additional person.	
1	$12,760
2	$17,240
3	$21,720
4	$26,200
5	$30,680
6	$35,160
7	$39,640
8	$44,120

No.	Print Name	Date of Birth	Address	Print Name
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Mail or drop off to:
Paula Daoutis, Administrative Coordinator
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1170 or email pdaoutis@capk.org

MATERIALS ARE DUE BY Thursday, August 13, 2020 BY 5:00PM

Community Action Partnership of Kern (CAPK) is seeking a representative for the East Kern Low Income Sector. As a 501(c)(3) non-profit corporation, CAPK administers several programs aimed empowering and advocating for low-income children, families, and individuals in Kern County. Our programs reach nearly 100,000 individuals annually, through early childhood education, food assistance, utility assistance, after-school programs, homeless services, and more.
We are recruiting for one (1) position on an unpaid, all-volunteer Board:

- Low-Income Representative (East Kern*): Must be either a low-income resident or represent a low-income population.

***Eligible communities listed in Application.**

Applications are due by Thursday, August 13, 2020 5:00 PM.

For more information, visit our website at http://www.capk.org/get-involved to review qualifications and download the application packet.

Community Action Partnership of Kern is Currently Seeking a Representative for the

East Kern Low-Income Sector

ARE YOU:

- **PASSIONATE ABOUT REPRESENTING THE LOW-INCOME PEOPLE IN YOUR COMMUNITY?**
- **A RESIDENT OF EAST KERN DISTRICT*?**
- **18 YEARS OF AGE OR OLDER?**

If you answered "YES" to these questions, YOU might be the next **East Kern Low-Income Sector Board Member** at Community Action Partnership of Kern, one of Kern County's largest nonprofit organizations!

What you will need:

- *Proof of age (driver's license, birth certificate, etc.)*
- *Proof of address (bills, statements, etc.)*
- *25 signatures of East Kern residents (18 or older; low-income)*
- *Completed application packet*

Download the application packet: http://www.capk.org/get-involved

Mail or drop off your application to:
Paula Daoutis, Administrative Coordinator
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1170 or email pdaoutis@capk.org

MATERIALS ARE DUE BY THURSDAY,* AUGUST 13, 2020 *BY 5:00PM

* Must be a resident of Eastern Kern District which includes China Lake NWC, Inyokern, Johannesburg, Randsburg, Ridgecrest, Bear Valley Springs, Boron, Caliente, California City, Edwards AFB, Fremont Valley, Garlock, Golden Hills, Keene, Mojave, North Edwards, Rosamond, Stallion Springs, Tehachapi, Twin Oaks and Willow Springs.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
June 10, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

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

2. **Roll Call**

Roll Call was taken with a quorum present.

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

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Carmen Segovia, Director of Health & Nutrition; Pritika Ram, Director of Administration; Tracy Webster, Chief Finance Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda as amended for June 10, 2020. Carried by unanimous vote (Plane/Jimenez).

4. **Public Forum**

No one addressed the Committee.

5. **Program Presentation**

There was no program presentation.

6. **New Business**

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

Pritika Ram welcomed the two new Committee Members Michelle Jara-Rangel and Maritza Jimenez. Based on feedback from the Committee at the March meeting, Pritika said she will provide a more detailed summary for each program going forward. Given this is the first meeting since the COVID-19 break, Pritika provided detailed program updates as well as the status of each program and how they are dealing with the COVID restrictions / requirements.

Nila asked about referrals to the Low Barrier Navigation Center and Pritika directed her to advise others to call 2-1-1 to go through the process for eligibility.

Motion was made and seconded to approve the May 2020 Program & Division Reports. Carried by unanimous vote. (Panos/Jara-Rangel)

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

Pritika Ram summarized the Application Status Report for May 2020 and said that for the non-COVID applications, the County of Kern has awarded CAPK $916,586 for the Food Bank Expansion Capital Project. These funds represent approximately 2/3 of the total funds needed to see the Food Bank Expansion Project to fruition. For the COVID-19 grant opportunities, all funding entities were interested in assisting with food insecurity and all applications were awarded for the benefit of the Food Bank for Emergency Response.

Pritika provided details on the three Funding Profile requests and stated that two additional items were included under the Consent Funding requests.

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

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

Ginger Mendez reported that this was the 2nd month of virtual services and the program report has been revised, as requested by the Committee.

Head Start Kern achieved 99.8% enrollment and exceeded enrollment goals for children with disabilities at 10.8% and 9% for over income. Early Head Start Kern enrollment was at 88% but exceeded enrollment goals for children with disabilities at 16.3% and over income at 6.3%. Early Head Start San Joaquin achieved 98% enrollment and also exceeded enrollment goals for children with disabilities at 21.1% and over income at 9.9%. Early Head Start Partnership was at 53% enrollment with 5.1% enrollment disability enrollment and 9.9% for over income enrollment.

The face-to-face services were suspended end of business day on March 17, 2020 for HS/EHS Kern and end of business day on March 13, 2020 for EHS San Joaquin.

Ginger reported that desk reviews are being completed to limit the number of staff at the child development centers.

Central Kitchen prepared a total of 39,855 meals and snacks during the month of May. The Central Kitchen, along with the support of the HS/EHS staff continue to provide boxed meals for enrolled children. Staff is also working with Sysco to offer ready to eat meals that are creditable with CACFP. The CACFP report for April reflects a total of 57,738 meals served, which is 48%. This percentage is based on Head Start / Early Head Start Kern total meals delivered, divided by meals claimed. San Joaquin did not provide meals during the month of April, therefore, was not factored into the percentage.

Marian Panos expressed concern under the Partnership category and asked why any progress has not been made, and she also asked when the funding started. Esperanza Contreras, Partnership Administrator, replied that initial funding began on September 1, 2019, but effective March 1, 2020, the grants were combined. Esperanza explained that before COVID-19, there were two interested partners, however, they were not able to open back up under the current restrictions and we were not able to extend a partnership contract with them. With eleven slots to fill, we may only require one partner. Marian continued and said that the urgency represents money, and at the next PRE Committee meeting, she wants to see what is happening on the "active" end. Esperanza said that Office of Head Start (OHS) is in the loop and informed and they are supporting the staff's efforts to ensure we are meeting the needs of the community and potential clients.

Marian also asked about enrollment for Jewett and the other partner sites. Esperanza provided the status of the current openings and future opening dates.

Michelle Jara-Rangel asked if the new Home Visiting Program (HVP) is part of the funded enrollment with Head Start. Esperanza Contreras reported that it is not, the HVP program is contracted with the Department of Human Services (DHS), and is fully enrolled and has been continuously enrolled throughout the COVID-19 pandemic. Staff has been holding virtual meetings with the parents and staff will do wellness visits beginning next week. Staff will not be entering the homes, but these meetings will be done through social distancing and providing activities and an opportunity for in-person visits. All participants in the HVP program are referral driven from DHS and are participants in the CalWorks program.

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

7. Committee Member Comments

- Marian Panos said that she appreciates all of the COVID-19 precautions to protect everyone.
- Maritza Jimenez said the Low Barrier Navigation Center is a beautiful facility and she can't wait until we are able to serve more people. The Food Bank and staff are doing an amazing job during the COVID-19 pandemic.
- Nila Hogan welcomed Michelle and Maritza to the Committee and thanked staff for their great work during this trying time.

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, August 5, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting adjourned at 12:47 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year: May 2020**
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 20	**Program Manager:** Irene Fonseca

Services: Provides 24/7 information and referral services via phone or CAPK 2-1-1 website to residents of Kern County. 2-1-1 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 Program. 2-1-1 operates the Kern County Coordinated Entry System—screening callers experiencing homelessness and connecting them with CES Homeless Navigators who prioritize needs 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 over the phone CalFresh application assistance to eligible Kern County residents, via the GetCalfresh.org website.

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	5,288	4,765	523(9%)	10,797
Kings County	558	516	42(7%)	*
Tulare County	4,361	4,206	155 (3%)	*
Stanislaus County	1,626	1,489	137(8%)	*
Total	11,833	10,976	857(7%)	

*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	Disaster Food Services	COVID19 Testing	COVID Financial Assistance
Top 3 Unmet Needs	Homeless Shelter	Grocery Delivery	Rental Assistance

Other Services		Month	YTD
LIHEAP	Calls Answered	1,354	12,108
Weatherization	Calls Routed through 2-1-1	285	1,040
Mental Health	Calls Answered	292	1,157
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	19,289	109,576
VITA	Calls Routed through 2-1-1	789	9,880

CalFresh Application	Over the Phone Application Assistance via GetCalfresh.org website (Supplemental Nutrition Assistance Program- SNAP/food stamps)	**Applications**	**Approved**	**Pending**
		22	**N/A**	**N/A**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Received**	**Assessments Completed**
		715	**8**	**136**

Outreach Activities	Outcomes
• Vision y Compromiso Teams Presentation	• 2-1-1 participated in a Teams Presentation to share how to get connected to health and human resources and promote Vita services

Highlights: 2-1-1 Kern continues to answer COVID disaster related calls for all counties. In the month of May, 2-1-1 Call Specialists provided over twenty-five hundred disaster related referrals to Kern County residents. Call Specialists have triaged and transferred nearly two thousand callers to the Kern Public Health COVID line for health concerns and COVID testing.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2020
Program/Work Unit: Kern Youth Making Change, AmeriCorps	**Total Program Staffing:** 1 staff and 22 AmeriCorps Members (ACM)	**Program Manager/Supervisor:** Carrie Farwell

Services: CAPK AmeriCorps Members (ACMs) 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. (See "other" regarding current covid19 activities)

Due to the closure of our 7 original partner sites, we transitioned 22 ACM's to the following activities:

Activities		
	YTD Reporting Period January - December	
Description	**Month**	**YTD**
CAPK Food Bank & Distribution 5 ACM's at CAPK Food Bank (in the warehouse building commodities) 3 ACM's at CAPK High School Distribution Sites (drive through food distribution) 1 ACM's at Food Bank Reception (answering calls, receiving clients, calling seniors) 1 ACM at CAPK Senior Food Bank (building commodities, and distribution) DATA: 1642 Food Boxes Prepared, 6375 boxes distributed, 2672 food boxes packed at Senior Food Bank, 398 phone calls made to seniors.	5	N/A
Aging & Adult Services Department (AASD) 5 ACM's are currently serving at 2 AASD locations, providing phone calls to medically fragile seniors, evaluating their needs, providing resources and/or referrals, and giving home bound seniors a friendly person to chat with. DATA: 121 Phone calls made to seniors, 131 wellness evaluations completed		
KCSOS Content Creation Team (Teleservice) 5 ACM's are currently assisting KCSOS with duplicating educational content in various subject areas, for all schools in Kern County.		
COVID-19 Social Media Team 2 ACM's continue to provide coverage of the emergency response activities that are taking place within AmeriCorps. The team captures activities and services by photograph/video. They help manage the content on Face Book & Instagram **@ Kern Youth Making Change AmeriCorps**. **Food Distribution Survey Team** ACM's from different sites help to walk the CAPK food distribution lines throughout Kern and administer a survey (English/Spanish) to gather information about how Covid19 has affected access to food and resources for families. DATA: 276 Surveys Conducted		

OTHER: The CAPK Kern Youth Making Change AmeriCorps program, is preparing to slowly transition back to original service in phases, beginning with Shafter Youth Service & Friendship House. As the community begins to re-open, we will continue to re-evaluate the safety in returning to our sites. All members will continue to provide services in our emergency capacity, unless prohibited by health or safety issues, until further notice from Governor, CV, or CAPK.
At this time some of our previous partnerships will not return, and we will be unable to serve as established.
*We have hired two new members to fill our 2 vacancies, and plan to have those members start Mid-June.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May/2020
Program/Work Unit: CalFresh Healthy Living	**Total Program Staffing**: 10	**Program Manager/Supervisor:** 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.		

Activities	Description	Status	
		Month	YTD
Program Partnerships	• No Program Partnership events scheduled for May.	0	19
CAPK CalFresh Healthy Living SHOP	• Indirect Education contacts: The CAPK Health Educators provided nutrition education at weekly CAPK FOOD BANK Emergency Distribution sites. • The CAPK Program Coordinator and three CAPK Health Educators attended Zoom on-line trainings which provided approved resources for solving common pantry challenges, food utilization, and unfamiliar foods.	4,706 3	9,350 13
CAPK CalFresh Healthy Living LIVE	• Indirect Education contacts: CAPK Health Educators were not able to collect indirect nutrition education at Mercy Downtown Hospital this month due to COVID-19 restrictions. • Health Educators participated on planning calls to provide on-line direct education program services at Adventist Health Clinics starting June 1, 2020.	0	30,000
CAPK CalFresh Healthy Living Trainings	• Statewide CalFresh Healthy Living trainings were presented via Zoom on *Nutrition Standards in Schools: Standards for offered or sold outside of the school meal program* and *A Systems Approach to Promoting Equitable Health, Safety & Wellbeing*	2	7
CAPK County Action Nutrition Plan CNAP	• The CNAP Collaborative and the CNAP Steering Committee will be rescheduled for June 2020. Zoom video conferencing will be offered to partners for these events.	0	41

Other Items of Note:

1. CAPK CalFresh Healthy Living Website is updated for June 2020 at www.capk.org/programs/calfresh
2. CAPK CalFresh Healthy Living Face Book page is updated weekly and provides USDA SNAP-Ed approved nutrition education resources and CalFresh Healthy Living eating tips.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year:** May 2020
Program/Work Unit: Community Development	**Total Staffing**: 4	**Program Manager/Supervisor:** Pritika Ram

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 coordinated press events for the opening of the M Street Navigation Center and managed press inquiries about the opening. We updated the M Street website with a video tour of the facility. Team staff developed a video message from Jeremy Tobias thanking staff for their hard work during the COVID-19 pandemic and talking about the essential work of CAPK to our community's most at-risk families and individuals. Outreach team members assisted in developing plans and communications to assist CAPK in promoting employee's safety skills and knowledge in advance of reopening previously closed work sites.

As COVID-19 emergency response funding opportunities have become more limited, the Grants Team is exploring funding sources that will support our programs going forward in "new normal" operations.

Advocacy	• Presented new CAPK Branding Manual to the board. • Coordinated communications with elected officials staff • Set up check donation photos with Food Bank donors. • Coordinated media stories on food insecurity and the impact of the CAPK Food Bank
Outreach	• Participated in employee safety taskforce. • Prepared and sent out messages to employees employee check-in application • Produced a video message from CEO Jeremy Tobias to CAPK Staff. • Produced a video of Head Start Director Yolanda Gonzales talking about her Head Start journey to commemorate the 55th birthday of Head Start. • Sent out thank you letters for donations to the CAPK Food Bank for COVID-19 • Placed Thank-You posts for major Food Bank donations on Social Media. • Curated social media celebration of Community Action Month on CAPK sites.
Grants-In Progress	• California Department of Social Services-Food Bank • US Internal Revenue Service VITA • Kern County Department of Adult and Aging Services-211 • Central California Asthma Collaborative
Research	• Funding for the COVID recovery period • Affordable Housing
Projects	• Affordable Housing • Food Bank Expansion • Customer Relation Management • Fundraising through CCS consultant • CAPK Foundation creation • US 2020 Census • Low Barrier Navigation Center (program and budget review) • Community Service Block Grant (CSBG) training webinars to staff, collection of NPIs • Recruitment of Senior Community Development Specialist and active RFP for grant contract firm

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May/ 2020
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5	**Program Manager/Supervisor: TaVia Wooley** Choose an item.
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.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness Economic Empowerment	10 0 0	106 8 21
Children enrolled in center-base program		0	1
Adults in Court Mandated Parenting Classes		0	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	19	295
Emergency Supplies Closet and Other Services	Food (individuals)	2	26
	Clothing (individuals)	5	105
	Photocopies (individuals) HEAP Application Supporting Docs	77 0	889 198

Other: N/A

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: May 2020**
Program/Work Unit: Energy	**Total Program Staffing**: 37	**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 Reported from 01/02/2020 to 5/31/2020

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	• Utility bill payments	**-0-**	**261**
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	• Utility bill payments	**94**	**2516**
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 (2020)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**15**
	• Energy-efficient appliance installation	**-0-**	**29**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**4**
	• Energy-efficient appliance installation	**-0-**	**4**
5. Total Value of Services (utility payments only)		**$56,458**	**$2,381,952**
		Results	
6. Energy calls received (from 2-1-1)		**1696**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**186**	**-0-**
8. Number of LIHEAP applications Completed		**94**	**-0-**
9. Number of LIHEAP applications in Progress		**92**	**-0-**
10. Outreach Events attended	All Outreach events were cancelled due to COVID-19 Pandemic	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:** May 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.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (April)	56,734	193,485
	Poundage Received all Programs	3,449,041	13,603,562
	Total Poundage Distributed, All Sites	3,186,240	13,082,427
	Total Distributed pounds 2019	1,993,680	7,792,367
Food Sourcing	**Produce Received:** 342,429 pounds of produce (donated or purchased) & 11 different produce items: · Bolthouse: Carrots · Del Mar Packing: Watermelon · Grimmway: Cabbage, potatoes, romaine, leafy greens, cauliflower & carrots · Johnston Farms: Potatoes · Target: Mixed produce · TD Produce: Cabbage & potatoes · Varsity Produce: Onions · Walmart: Mixed produce · Wonderful: Citrus **Food Purchase Distribution Program Produce:** 153,176 Pounds/4 different produce items		
Food Drives:	**CSFP Produce Distribution:** 1,226 pounds of Strawberries, 2 sites, serving 452 seniors		

- CAPK Food Bank has held drive thru distribution at 5 high school parking lots in April. Monday West, Tuesday Mira Monte, Wednesday BHS, Thursday South High, and Friday North High. At these distributions we are serving around 175 cars per day.
- CAPK Food Bank held 20 Emergency box distribution throughout Kern County. Distributed 6,000 boxes in the month of May and will continue in June.
- Our CSFP program held 34 distributions for the month of April and distributed 34 pound boxes of healthy and non-perishable food to 4,301 seniors throughout Kern County. CSFP team is doing a great job of having drive-thru distribution at most sites.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 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.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.		99
Summer Program Recreational activities, educational games, and activities.	6	6
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.		88
Positive Youth Development Services- Medi-Cal Health Enrollment Navigator Project	23	23

Other:

- The Friendship House summer program will be provided from June 8-July 31. Free breakfast and lunch will be provided to the program participants.
- Friendship House welcomes new Activity Specialist, Jazmin Landin Delgado.
- Due to the $54 billion budget deficit being reported by the State, the new Medi-Cal Health Enrollment Navigator Project that was being facilitated by the Friendship House and CAPK's 211 program, is being suspended as of May 31, 2020 by the County, until availability of funding can be determined.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster		**Month/Year: May 2020**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 9	**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.		

		Status	
Activities	**Description**	**Month**	**YTD Reporting Period Jan-Dec.2020**
Employee Count	Regular	912	
	Subs/Temps	22	
	Total Staff	934	
New Hires	**All divisions and programs**		
	Regular	4	174
	Subs/Temp	0	60
	Total New Hires	4	234
Leaves of Absence	Full-time Leave	15	
Terminations	**All divisions and programs**		
	Voluntary	11	201
	Involuntary	4	75
	Total Terminations	15	276
Staffing	**Vacancy**	44	429
	Total Online/ADP Applications Received	1,529	8,211
Payroll	**Total Hours Paid**	137,800.77	
	Total Gross Payroll	2,708,105.97	

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Pritika Ram		**Month/Year:** May 2020
Program /Work Unit: M Street (Homeless) Navigation Center	**Total Program Staffing (as of May 31, 2020):** 16	**Program Manager/Supervisor:** Laurie Hughey/Sheila Shegos

Services: The M Street Navigation Center provides daily meals, overnight shelter beds, clothing, personal care and hygiene items, laundry services, personal possession storage, pet care and kennels for homeless individuals in Kern County. With the assistance of community partners, additional services include medical and mental health services, job training and employment services, housing and navigation assistance, case management, as well as information and referral services and transportation, based on provider partners availability. At full capacity, 150 beds are available for overnight residents and walk-ins are welcome 8am to 8pm daily.

M Street Navigation Center opened its doors on May 14, 2020 and during the COVID-19 pandemic. Modified services during the pandemic were offered for up to 25 overnight homeless clients based on direct client referral by Flood Ministries outreach workers who are providing outreach at homeless encampments and transportation for individuals to M Street for access to services.

At intake, homeless clients receive services related information to help them acclimate and transition to a full array of services with assistance from a case worker/housing navigator. In addition to M Street services, clients can choose to participate in activities such as crosswords, games, socialization while social distancing, art, music, reading and journals, with more to come. A survey for client satisfaction and input to services is scheduled for June. We are opening a personal needs closet that will allow clients access to personal care products and socialization during COVID and beyond, with help from City Serve volunteers. We are slowly adding volunteer opportunities, which is impacted by COVID.

Our Good Neighbor Plan is underway through community access to communication about M Street by calling 661-498-7850 or on the CAPK website at www.capk.org. After regular business hours information is handled by CAPK's 211 Kern Information and Referral line operators and on-call leadership is contacted by 211 operators during emergency situations with a warm-hand off.

Onsite mental health and medical services were established through primary partners Kern Behavioral Health Recovery Services and Kern Medical at opening and continue daily, Monday – Friday by appointment and during times of crisis and emergency. Leadership is engaged with ongoing operational and process improvements with partners through weekly check-ins with City Serve, security (Sheriff's office and Allied Security), Flood Ministries and Kern Behavioral Health Recovery Services currently, with the goal to add Kern Medical very soon. We are accepting COVID recovery clients from the TIU trailers managed by Kern Medical, Flood and others providing wrap around services there.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Below are the M Street program outcomes for the month of May:

Activities	Participants	
Description	**Month**	**YTD**
Statement of Program Deliverables once the center opens		
# of overnight residents	36	36
# of daytime residents		
Total # of residents	36	36
# of overnight resident meals	505	505
# of daytime resident meals		
Total # of meals delivered	1455	1455
# of extra meals distributed to community (Flood/Volunteers)	950	950
# of assigned beds	36	36
# of available beds	25	25
# of volunteers	5	5
Total # of volunteer hours	16	16
Donations-Monetary	0	0
Donations-In kind: (face mask, personal hygiene items, clothing, slippers, office desk, file cabinet, laundry soap, blankets, credenzas, 12 stackable bed frames, pillows, face googles, dinner ware, tables, shade umbrellas, potted plants, planter with bench, garden tools, personal storage bins)		
# of exits into permanent housing	0	0
# of total exits (voluntary, involuntary)	9	9
Average length of stay for all exits (Within a 2week period)	NA	NA
Average length of stay for exits to permanent housing	0	0
# of Critical Incidents	8	8
# of Suspected Abuse Incidents	0	0
# of staff (Total 17)	16	16

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** May 2020
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-4* *2 Family Specialists, 1 Reimbursement Specialist, 1 Service Clerk*	**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 April 2020, which was processed in the month of May 2020.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	431	43%
	Madera	123	12%
	Merced	4	0
	Tulare	223	22%
	Kings	81	8%
	Fresno	152	15%
	Total	1014	**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:

The MCAP office is still operational Monday to Friday from 7am-5pm. To comply with social distancing staff has been split into two shifts and is telecommuting part of the day. Our office lobby is open by appointment only.

The MCAP program has experience an increase in phone calls requesting changes in providers due to some providers temporarily closing their family childcare home due to Covid-19. Staff continues to work diligently to assist families in finding temporary childcare providers.

Program manager is working closely with the California Alternative Payment Program Association CEO and the CA Department of Education (CDE) staff to ensure the needs of the MCAP program are being considered, as CDE moves forward in issuing emergency Covid-19 regulation management bulletins.

Upcoming Activities

Due to Covid-19 outreach activities, meetings and trainings for June & July have been cancelled.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** May 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		71	247
Contracts/Leases Processed		79	233
Request for Proposals (RFP)	Grant Writing Consultant (Community Development) Food Services – (HS/EHS)	In Progress Completed	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 11336 Bartlett Ave. (WIC) 452 West Los Angeles (Head Start) 2739 Diamond Ave. (WIC) 401 Willow Drive (Head Start) 10300 ½ San Diego St. (Head Start) 2550 East Belle Terrace Bldg. 200 (Food Bank) 7000 Wardrobe Avenue (MCAP) 1500 Fairfax Road (Head Start) 1850 Wardrobe Avenue (MCAP) Mojave Veteran's Bldg. Rental Agreement (WIC) Belle Terrace 6500 sq ft facility (Unit # unknown) (Food Bank) 115 Walnut St. (EHS SJ)	In Progress In Progress Completed In Progress In Progress In Progress In Progress Completed In Progress In Progress In Progress In Progress In Progress In Progress	
Contracts	Escuelita Hernandez (Partnership) HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Wellworks For You (Finance) Colombo Construction (Head Start) 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 (HeadStart) Big O Tires (Operations) Ordiz Melby (Head Start)	In Progress In Progress In Progress In Progress In Progress Completed In Progress In Progress In Progress In Progress In Progress In Progress Cancelled Completed Completed	

	K.H.S.D. contract (Head Start Kern)	Completed
	CCS Fundraising (Comm. Dev.)	In Progress
	Soils Engineering (Head Start)	In Progress
	Pyramid Model Consortium (EHS SJ)	In Progress
	Turks Kern Copy (Maintenance)	In Progress
	Reliable Janitorial	In Progress
	Turks Kern Copy (LBNC)	In Progress
	Allied Universal (LBNC)	Completed
	Orkin Contract (Jewett & Cal Fresh)	Completed
	Premiere Services (Energy)	In Progress
	Rice Agency Amendment I	Completed
	ACI Amendment I (HS, Jewett)	Cancelled
	Tres Hombres Fence Company	Completed
	Home Town Plumbing (HS)	In Progress
	PLC System Services (Food Bank)	Completed
	ACI (Head Start)	In Progress
	Tel Tec (Various Program) Phase #2	Completed
	Mission Linen (LBNC)	In Progress
	Mission Linen (Mask Project/Various Programs)	In Progress
	PLC System Services (Various Programs/BPN)	In Progress
	McFarland School District Food Services Contract (HS)	In Progress
	Premiere Services (HS,EHS) Bush St.	In Progress
	PLC System Services (LBNC) $950	In Progress
		In Progress

Maintenance & Operations		**Work in Progress**	**Closed To Date**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles. 3/1/2020 to Date	128	240
Projects	• "Jewett" We have passed final inspection from the City of Bakersfield. The City inspector required 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.	Complete	
	• 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. New sod has been installed and we are awaiting scheduling for the pour down material. Pour down material should be completed next week as supplies become available.	In Progress	
	• East Cal: EHS interior renovations are 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. This	In Progress	

	work has been procured and work is in process and should be completed by 5/15. We are waiting for final inspection, expected this week.		
Information Technology		**Received**	**Closed To Date**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	730	662
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades - SJC • Food Bank Wifi upgrades • SJC computer upgrades • LBNC • Head Start Network and Wifi upgrades Category 2	In Progress In Progress Completed In Progress In Progress In Progress	
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	1 1 1 0 0 0 0	23 6 2 0 2 0 0
General Liability		0	0
Property Incidents		1	9
Vehicle Incidents		1	10
Projects	Charter for Operational Risk Mgmt Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk Committee Submitted for approval Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Developing Respiratory Protection Program for LBNC Update safety programs to include Homeless Shelter & Staff Developing Returning to Work Plan after COVID Assisting Programs to develop reopen plans and protocols Staff Training on the proper wearing of mask Facial Covering Policy Suspected or Confirmed Cases of Covid-19 In The Workplace Plan	Completed Completed Completed On-going Completed On-going On-going Completed Completed In progress In progress In progress In progress Completed In progress	

- **Other:**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 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.		

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

Other:

- Shafter Youth Center continues to keep busy assisting the community with Food distributions. In May, we held two drive through food distributions. One regular commodities and one Emergency food. With the regular, we served 200 families. With the Emergency, we served 300 families. Since Shafter Youth Center does not have multiple entrance/exits, we are not able to conduct our distributions at our site. Richland School District has been very accommodating in allowing us to use Sequoia School as the site from which to serve. The City of Shafter has also been gracious enough to waive permit fees for permits needed to host off site services.

- Staff is getting ready for Summer Program. Dealing with an untraditional year, SYC has been adapting for the Summer Program service in a variety of ways. Class sizes will be limited, as well as meeting social distancing practices in the classrooms, plus other modifications.

  Summer Program is estimated to begin June 8th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year:** March 2020
Program/Work Unit: VITA	**Staffing:** 2 FTE	**Program Manager:** Jacquelyn 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) renewals and applications.		

Description	January	February	March	April	May	Year to Date Totals
Federal Refund	$384,919	$1,629,421	$825,887	$346,920	$196,793	$3,383,940
Federal Earned Income Credits	$358,252	$1,161,864	$446,887	$175,493	$125,104	$2,267,600
Federal Total	**$743,171**	**$2,791,285**	**$1,272,774**	**$522,413**	**$321,897**	**$5,651,540**
State Refund	$70,530	$325,047	$182,519	$77,937	$11,142	$667,175
State Earned Income Credits (CAL EITC)	$39,476	$160,447	$92,669	$42,884	$26,274	$361,750
State Total	**$110,006**	**$485,494**	**$275,188**	**$120,821**	**$67,416**	**$1,058,925**
Total State and Federal Refunds and Credits	**$853,177**	**$3,276,779**	**$1,547,962**	**$643,234**	**$389,313**	**$6,710,465**
Total Tax Returns	**223**	**1,344**	**914**	**622**	**243**	**3,346**

- VITA's 211 appointment line was closed effective 5/29 and all VITA callers are being directed to call the VITA line directly at 661-834-1724. Due to limited staffing, clients are now being seen by appointment only and all appropriate accommodations are being made to ensure safety and protection of staff and the public/clients.
- Due to budget limitations, 4 temp staff were terminated 30 days earlier than expected.
- IRS grant application was submitted for the coming season, determination is done in October.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: May, 2020**
Program/Work Unit: WIC	**Total Program Staffing**: 66 staff 2 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 May, 2020		**16,160**	**14,380/89%**	**N/A**	**83%**
Participation by WIC site	**Location**	**Participants**	**Location**		**Participants**	
Note: Currently unable to run a report by WIC site due to the limitations of the new WIC software, WIC WISE	Arvin	3	Mojave		78	
	Bakersfield		Oildale		323	
			Ridgecrest		682	
	E. California	2138	Rosamond		525	
	Niles Street	1828	Shafter		1147	
	Montclair	374	Tehachapi		308	
	Friendship House	68	Wasco		1497	
	Panama	1407				
	Boron	11	San Bernardino County			
	Buttonwillow	32	Adelanto		1767	
	California City	530	Big Bear		248	
	Delano	804	Crestline		286	
	Edwards Air Force	64	Needles		201	
	Lost Hills	59	Phelan		0	

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 747 followers and Instagram has 832 followers.

CAPK WIC continued to serve participants by phone through the month of May. Participation increased due to increased need for WIC within the community, easier access to CAPK WIC and the services provided. CAPK WIC has modified the way it does business by not traveling to outside clinics because all the work can be done remotely by phone. CAPK WIC has also assigned staff to permanent offices and equipment such as computers and phones to help prevent the spread of COVID-19.

The RBL continues to work closely with the California Breastfeeding Coalition to further the 9 Step Program for Breastfeeding in the Healthcare setting and is chairman of the Kern County Breastfeeding Coalition. She worked with the Central Valley RBLs to complete a set of trainings for the Central Valley healthcare providers.

CAPK WIC Outreach established a routine daily missed appointment messaging system and is establishing a direct text messaging system to directly engage with WIC participants. The Outreach Coordinator assisted staff when they had trouble reaching participants for their phone appointments. CAPK WIC Outreach presented at the Shafter Healthy Start Committee meeting and has updated participants and community partners about CAPK WIC and COVID-19 throughout the month.

Most staff continued to work from the WIC offices.

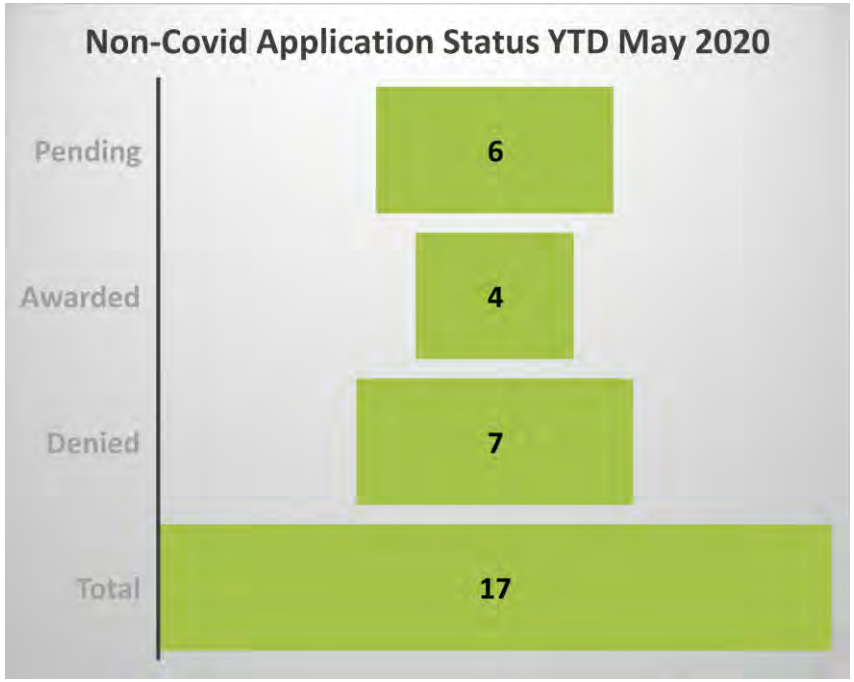
Community Development Division
Application Status Report May 2020

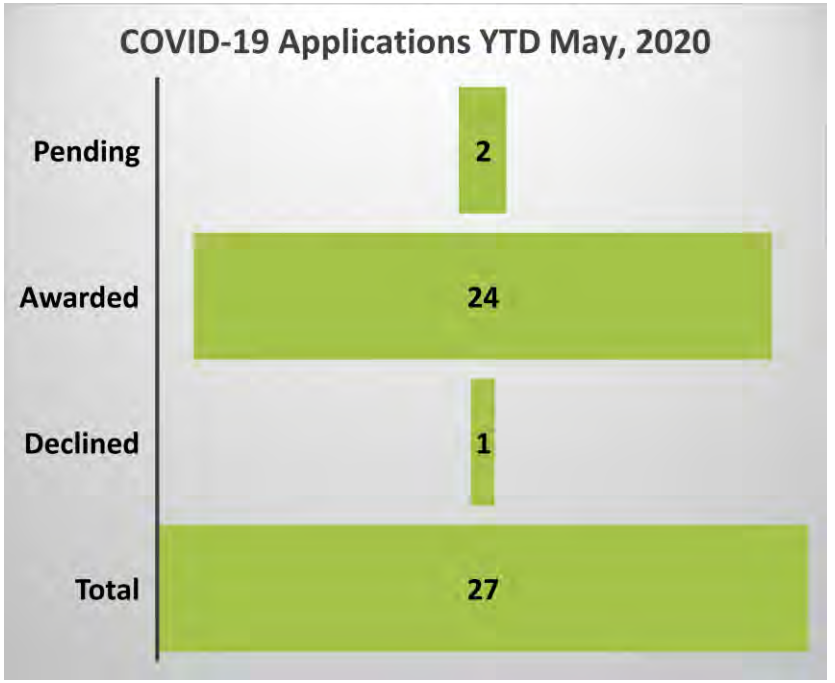
Non-COVID Applications YTD May, 2020

Status	Dollars	Count
Pending	$5,922,000	6
Awarded	$997,591	4
Denied	$4,037,891	7
Total	**$10,957,482**	**17**
	Win Percentage	**36%**

COVID-19 Application Status, YTD May, 2020

Status	Dollars	Count
Pending	$2,050,000	2
Awarded	$3,341,881	24
Denied	$63,000	1
Total	**$5,454,881**	**27**
	Win Percentage	**96%**





Community Development Division
Application Status Report May 2020
Applications (Non-COVID) Submission Detail January 1, 2020 to May 31,2020

Funder	Name	Program	Amount Requested	Amount Awarded	Date Submitted	Decision Date	Status
Kern County	**CAPK Food Bank Expansion Project-CDBG**	**Food Bank**	**$458,293**	**$916,586**	**5/19/2020**	**12/6/2019**	**Awarded**
Community Resource Project	**Time of Use Energy Reduction**	**211 Kern**	**$10,000**			**5/15/2020**	**Pending**
United Way of Kern County (UWKC)	**Phase 37**	**Food Bank**	**$175,000**	**$58,005**	**5/28/2020**	**5/18/2020**	**Awarded**
Kern Community Foundation	**Kern County COVID-19 Relief Fund - Round 2**	**Food Bank**	**$30,000**	**$15,000**	**5/4/2020**		**Awarded**
Sierra Health Foundation	Asthma Prevention Services	211 Kern	$500,000		4/28/2020		Pending
California Coastal Commission	Kids Adopt a Beach	FHCC/SYC	$8,000	$8,000	10/24/2019	1/3/2020	Awarded
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	$15,000	$15,000	1/13/2020	2/5/2020	Awarded
City of Bakersfield	CAPK Food Bank Expansion Project-CDBG	Food Bank	$458,295	$0	5/13/2020	11/22/2019	Denied
City of Bakersfield	CAPK Affordable Housing Project-PSV	CDD	$587,000	$0	11/22/2019	3/9/2020	Denied
City of Bakersfield	City of Bakersfield Homeless Navigation Center	CDD	$2,940,236	$0	3/13/2020	4/8/2020	Denied
National Head Start Association	Jewett Community garden	Head Start	$5,000	$0	10/11/2019	1/3/2020	Denied
Kaiser Permanente	Nutrition for Healthy Living	CAPK Healthy Living	$30,000	$0	10/21/2019	1/6/2020	Denied
California Coastal Commission	Whale Tail Grants Program	FHCC/SYC	$15,000	$0	11/9/2019	1/31/2020	Denied
kidsgardening.org	Youth Garden Grant 2020	SYC	$2,360	$0	12/13/2019	2/11/2020	Denied
Kern Family Health Care	FHCC STEM	FHCC	$2,000	$0	3/2/2020		Pending

Community Development Division
Application Status Report May 2020

COVID-19 Application Submission Detail March 1, 2020 to May 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
Fidelity Charitable	**CAPK Food Bank Emergency Response**	**Food Bank**	**$0**	**$1,000**	**5/28/2020**		**Awarded**
United Way of Kern County (UWKC)	**CARES Act**	**Food Bank**	**$175,000**	**$82,698**	**5/28/2020**	**5/18/2020**	**Awarded**
No Kid Hungry	**CAPK Food Bank Emergency Response**	**Food Bank**	**$180,410**	**$150,000**	**5/26/2020**		**Awarded**
California Department of Social Services (CDSS)	**CDSS TEFAP and CARES Allocation**	**Food Bank**	**$0**	**$623,392**	**5/20/2020**		**Awarded**
Nutrien	**CAPK Food Bank Emergency Response**	**Food Bank**	**$500**	**$500**	**5/19/2020**	**4/23/2020**	**Awarded**
California Family Resource Association (CFRA)	**CA COVID-19 Family Resource Center Relief Funds**	**EKFRC**	**$18,600**	**$10,000**	**5/14/2020**	**5/4/2020**	**Awarded**
Ferrovial-California Rail Board	**CAPK Food Bank Emergency Response**	**Food Bank**	**$1**	**$67,544**	**5/7/2020**		**Awarded**
Kern Community Foundation	**Kern County COVID-19 Relief Fund - Round 2**	**Food Bank**	**$30,000**	**$15,000**	**5/4/2020**		**Awarded**
CA Department of Community Services and Development (CSD)	CARES Act One-Time Emergency Relief	Food Bank	$2,000,000	$2,054,530	4/28/2020		Awarded
RIO Tinto	RIO Tinto Email Donation Request	Food Bank	$10,000	$10,000	4/28/2020		Awarded
California Fire Foundation	Emergency Response	Food Bank	$0	$9,000	4/27/2020		Awarded
Calpine	CAPK Food Bank Emergency Response	Food Bank	$5,000	$5,000	4/22/2020		Awarded
Westamerica Bank	CAPK Food Bank Emergency Response	Food Bank	$5,000	$2,500	4/15/2020		Awarded

Community Development Division
Application Status Report May 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
Wells Fargo	CAPK Food Bank Emergency Response	Food Bank	$180,415	$42,500	4/13/2020	4/1/2020	Awarded
Valley Strong	Valley Strong COVID-19 Relief Fund	Food Bank	$5,000	$2,500	4/8/2020	3/27/2020	Awarded
United Way Worldwide	211 COVID-19 Community Relief Fund	211 Kern	$45,000	$45,000	4/7/2020		Awarded
Ca Public Health/Community Link Capital Region	Emergency Funding	2-1-1 Kern	$90,681	$90,681	4/6/2020		Awarded
Kern Community Foundation	Kern County COVID-19 Relief Fund	Food Bank	$30,000	$15,000	4/6/2020		Awarded
Rotary International District 5204	Rotary Foundation Emergency	Food Bank	$9,036	$9,036	4/3/2020		Awarded
S.A. Camp	Emergency Response	Food Bank	$2,000	$2,000	4/2/2020		Awarded
Farm Credit West	Emergency Response-Donation	Food Bank	$4,000	$4,000	3/30/2020		Awarded
Fred and Margaret Sandberg Foundation Inc	Emergency Response	Food Bank	$0	$40,000	3/30/2020		Awarded
Stater Bros. Charities	Emergency Response-Donation	Food Bank	$10,000	$10,000	3/27/2020		Awarded
So Cal Gas Co	SoCal Gas COVID-19 Food Bank Emergency Funds	Food Bank	$50,000	$50,000	3/23/2020	3/23/2020	Awarded
No Kid Hungry	NoKidHungry-Grab N Go Meals	LBNC	$63,000	$0		3/23/2020	Declined
County of Kern	CARES Funding	Food Bank	$2,000,000	$0		5/18/2020	Pending
Kaiser Permanente	Kaiser Permanente and the National Healthcare for the Homeless Council	LBNC	$50,000	$0		3/30/2020	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Foundation	**CAPK Program**	211
Funding Agency	Sierra Health Foundation	**Project Name**	Asthma Preventive Services Application
CFDA		**Target Population**	high-risk individuals for asthma- low income
New Funder or Reapplication	Reapplication	**Number to be served**	50-60 clients referred by KFHC
Estimated Request	$500,000	**Division Director**	Pritika Ram
Award Period	08/01/2020 to 05/15/2023	**Program Manager**	Irene Fonseca

Project Goal (One sentence goal statement)

CAPK will partner with Kern Family Health Care (KFHC), the largest Managed Care Organization (MCO) in Kern County, and Central California Asthma Collaborative (CCAC), a regional non-profit that currently operates an asthma home visitor program in Kern County.

Project Description (Brief one paragraph description)

KFHC and CCAC have partnered over the past year to enroll KFHC high-risk asthma patients (50) from low-income and communities of colors in CCAC's Asthma Impact Model (AIM) program, a project funded for one year by a non-renewable, Supplemental Environmental Program grant from the California Air Resources Board. The SHF APSP program funding will allow KFHC to refer additional high-risk children and adults from low income communities of color to CCAC's asthma home visitor program. CAPK will actively collaborate with CCAC to ensure these patients and families are provided access to the vast array of community benefit programs we provide through our 2-1-1 program and additional applicable programs.

Estimated Budget Summary

CAPK will hire a 1.0 FTE 211 Program Specialist for this project. As part of the partnership, KFHC will provide portions of staff through the Director of Health Education, Cultural and Linguistic Services and Senior Member Health Educator, estimating 24% to personnel. Seventy-three percent is allocated to the CCAC contract to implement program requirements, with the remaining portion allocated to administrative costs.

Approvals:

1. Division Director — Date
   Pritika Ram — Digitally signed by Pritika Ram Date: 2020.06.02 11:46:29 -07'00' — 06/02/2020
2. Director of Community Development — Date
3. Chief Financial Officer — Date
   Tracy Webster — Digitally signed by Tracy Webster Date: 2020.06.03 08:17:06 -07'00' — 06/03/2020
4. Chief Executive Officer — Date
   Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.06.03 08:34:26 -07'00' — 06/03/2020

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	CAPK VITA
Funding Agency	US Internal Revenue Service	**Project Name**	VITA 2020/2021
CFDA	21.009	**Target Population**	Low-to-Moderate Income Tax Payers
New Funder or Reapplication	Reapplication	**Number to be served**	7,500
Estimated Request	$166,842	**Division Director**	Pritika Ram
Award Period	Oct. 1, 2020-Sep. 30, 2021	**Program Manager**	Jacquelyn Guerra

Project Goal (One sentence goal statement)

The CAPK VITA program will provide no-cost tax preparation and financial education for Kern County low-to-moderate income tax payers.

Project Description (Brief one paragraph description)

For the upcoming tax year, CAPK will continue the partnership with UWKC to provide VITA services throughout Kern County. The Partnership allows VITA to expand services to rural and undeserved areas through Mobile Vita, Tax Prep Fairs and events, and partner sites. The program will also hire a Volunteer Coordinator to develop and implement an aggressive volunteer recruitment, training, and retention strategy. New to this contract is the ability to use funds for financial empowerment services. The VITA program will develop and implement Financial Empowerment Workshops using the Your Money, Your Goals Tool Kit.

Estimated Budget Summary

The funds will be used for salaries and benefits for five temporary staff and .50 FTE for the Volunteer Coordinator @ $108,206; UWKC sub award of $40,800; staff mileage @ $2,185; general supplies @ $1,000; volunteer incentives @ $500; and mobile hot spots @ $500. This grant also includes a match based on the value of volunteer time and number of proposed tax returns $22.53 hr x 7,500 tax returns = $168,795. NOTE: This application was submitted on 06/01/2020, without final Finance Department budget approval. If awarded, the budget

Approvals:

1. Division Director — Date
Pritika Ram — Digitally signed by Pritika Ram Date: 2020.06.02 11:46:29 -07'00' — 06/02/2020

2. Director of Community Development — Date

3. Chief Financial Officer — Date
Tracy Webster — Digitally signed by Tracy Webster Date: 2020.06.03 16:12:02 -07'00' — 06/03/2020

4. Chief Executive Officer — Date
Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.06.04 06:58:54 -07'00' — 06/04/2020

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Multiple Funding Requests

May 2020

Funding Information			
Funding Type	Corporate	**CAPK Program**	2-1-1
Funding Agency	Pacific Gas & Electric	**Project Name**	Planned Safety Power Shutoff (PSPS)
CFDA	N/A	**Target Population**	Kern residents effected by PSPS
Request	up to $10,000	**Division Director**	Pritika Ram
Award Period	07/1/2020 to 06/30/2021	**Program Manager**	Irene Fonseca
Description	CAPK will partner with PG&E through the 2-1-1 Kern Call Center program to disseminate important messaging during PSPS and related emergency events.		

Funding Information			
Funding Type	Non-Profit Foundation	**CAPK Program**	2-1-1
Funding Agency	Community Resource Project, Inc.	**Project Name**	Time of Use
CFDA	N/A	**Target Population**	Energy Customers
Estimated Request	Up to $10,000	**Division Director**	Pritika Ram
Award Period	07/13/2020 to 12/31/2021	**Program Manager**	Irene Fonseca
Description	CAPK's 211 program is a sub grantee and will disseminate materials and information to callers during peak energy times. o dissuade customers from using energy at peak usage times while encouraging them to take advantage of California's renewable resources when they are most available.		

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

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

Date Presented/Approved

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** May 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	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern	**1317**	**1315**	**99.8%**		**10.8%**	**9%**
Early Head Start Kern	**446**	**394**	**88%**		**16.3%**	**6.3%**
• EHS Center Based	210		97%	203/210		
• EHS Home Based	124		100%	124/124		
• EHS Home Based-Interim	112		60 %	67/112		
Early Head Start San Joaquin	**313**	**308**	**98%**		**21.1%**	**9.9%**
Early Head Start Partnership	**152**	**81**	**53%**		**5.1%**	**9.9%**
• Bakersfield College	32		84%	27/32	12.5%	
• Blanton	16		87.5%	14/16	6.3%	
• Garden Pathways	11		64%	7/11	0%	
• Taft College	42		74%	31/42	0%	
• Jewett	24		0%	0/24	0%	
• Escuelita Hernandez	16		12.5%	2/16	0%	
• Seeking Partner	11		0%	0/11	0%	

****Face-to-face services suspended starting end of business day March 17, 2020 for Kern Head Start/Early Head Start and end of business day March 13, 2020 for San Joaquin EHS.**

Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
624	18	10	107

Compliance
Desk reviews are being completed as we are trying to limit the amount of staff in our child development centers.

Central Kitchen May 2020				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	34,920	11,640	11,640	11,640
Home Based Meals	4,935	1,645	1,645	1,645
TOTAL	**39,855**			

The Central Kitchen along with the support of the Head Start/Early Head Start staff continue to provide boxed meals for the enrolled children. Working with the Sysco representative we were able to successfully offer ready to eat meals that are creditable with CACFP.
The boxed meals are very much appreciated by the families and this is just another way CAPK is meeting the needs of our families during this pandemic.

CACFP					
April 2020					
Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**	CACFP/USDA	HS/EHS	April 2020
57,738	0	57,738	27,632	30,106	**48%**

***Percentage is based on Head Start/Early Head Start Kern total meals delivered divided by meals claimed. San Joaquin did not provide meals to families during the month of April and therefore was not factored into the percentage.**

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PERSONNEL & AFFIRMITAVE ACTION COMMITTEE MEETING
June 11, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Fred Plane called the meeting to order at 12:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Jose Gurrola, Yolanda Ochoa, Fred Plane

Absent: Jonathan Mullings

Others Present: Jeremy Tobias, Chief Executive Officer; Carmen Segovia, Director of Health & Nutrition; Pritika Ram, Director of Administration; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Personnel & Affirmative Action Committee Agenda for June 11, 2020. Carried by unanimous vote. (Ochoa/Gurolla).

4. **Public Forum**

No one addressed the Committee.

5. **New Business**

a. Cessation of COVID-19 On-Site Employee Incentive Policy – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that in April, the Executive Committee approved a COVID-19 On-Site Employee Incentive Policy that allowed incentive pay to be earned by essential staff who were required to be on site 50% or more of their workday. It also allowed for additional accrual of comp time during this period. The intention was to end these benefits when the shelter in place restrictions were lifted. Given the conditions surrounding the initial implementation of the of the incentive policy have changed, staff recommends the policy end effective June 28, 2020.

Fred asked what the reaction was from the employees. Tracy said the intent for the financial incentive was to help the employees offset the cost for their own PPE and that staff has been working continuously is looking forward to utilizing the comp time.

Motion was made and seconded to approve the end date of June 28, 2020 for the COVID-19 On-Site Employee Incentive Policy. Carried by unanimous vote (Ochoa/Plane).

b. Revised Leave Policies – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that the Benefits and Human Resources team has collaborated with legal counsel regarding the Employee Leave Policies that were presented at the March Committee meeting. The policies presented comply with federal and state law and staff recommends adoption of the revised leave policies.

Motion was made and seconded to approve the revised leave policies. Carried by unanimous vote (Gurolla/Ochoa).

c. COVID-19 Facial Covering Policy – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that in response to guidelines issued by the Center for Disease Control (CDC), CAPK has developed a Readiness Task Force and Steering Committee to develop safety policies and procedures. Effective June 1, 2020, CAPK adopted a mandatory facial covering policy, which requires staff use masks in common areas when working in close proximity to co-workers or clients. CAPK has made arrangements to provide cloth facial coverings to all staff, but staff may also wear their own, if preferred. Staff with medical conditions which prohibit them from wearing a mask must provide medical documentation. The policy allows for disciplinary action when an employee refuses to wear a facial covering.

d. COVID-19 Screening Procedures – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that in response to the COVID-19 crisis, the Equal Employment Opportunity Commission (EEOC) permits employers to take employee temperatures in order to prevent community spread. To further comply with the Americans with Disabilities (ADA) and Centers for Disease Control (CDC) restrictions, the CAPK Readiness Task Force and Steering Committee developed a screening procedure in collaboration with legal counsel. Temperature checking is required upon arrival to work for all employees, for which they check themselves, and the IT Department has developed an app that integrates with Office 365 and SharePoint to record the employees temperature, employee identifying information and a few questions. Responses to these questions are held in a secured location in SharePoint that is HIPPA compliant. The data compiled also allows staff to manage the controls in case of a positive test. HR can then track those who were at the locations where the infected person works.

Jeremy Tobias added that all screenings must be done on company time, the employee must clock in first, then screen themselves and proceed to enter their information.

e. Suspected or Confirmed Cases of COVID-19 Procedures – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that the CAPK Readiness Task Force and Steering Committee has created procedures to follow in the event there is both a suspected case and a confirmed case of COVID-19 among the staff, which includes sanitation, isolation, and communication with other employees who were in close proximity of the employee who tested positive. The standards align with the expectations of the CDC guidelines from the State of California and the Kern County Department of Health, and maintain HIPPA privacy regulations for staff.

f. COVID-19 Travel Policy – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster stated that all work-related travel at this time is postponed and has identified conditions for personal travel during the COVID-19 crisis. The standards align properly with the expectations of the CDC guidelines form the State of California and the Kern County Department of Health. The COVID-19 Travel Policy details the personal travel guidelines, which is intended to keep employees and the community safe.

Jeremy Tobias advised the Committee said that the National CAP conference has not yet been canceled, but he suspects that it will in the coming days. An opportunity to participate virtually will be presented to the Board as soon as more details are provided.

g. Head Start and State Child Development Revised Job Descriptions – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry Meade said that earlier this year the organizational restructure was presented to this Committee and approved by the Board. Since that time, the Job Descriptions have been reviewed by HR and have been repointed, with some having had grade changes. It is important to note that some positions were reclassified from an exempt status to a non-exempt status as they did not meet the exempt status criteria.

Motion was made and seconded to approve the Head Start and State Child Development Revised Job Descriptions. Carried by unanimous vote (Ochoa/Gurolla).

6. Committee Member Comments

- Yolanda Ochoa said she is restricted from wearing a mask due to a medical condition and she will provide HR with a doctor's note
- Jose Gurolla said that CAPK staff has done a great job with staying up to date with all of the COVID-19 changes and requirements.
- Fred Plane said that staff has done great work in difficult times and he asked Tracy to disseminate the COVID-19 policy information to the Board, so they are aware of the policies before entering any of CAPK's facilities.

7. Next Scheduled Meeting

Personnel & Affirmative Action Committee
Thursday, October 15, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting adjourned at 12:26 pm.

Community Action Partnership of Kern

Helping People. . . Changing Lives.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Finance Officer

Date: June 11, 2020

Subject: *Agenda Item 5a*: Cessation of COVID-19 On-Site Employee Incentive Policy – **ACTION ITEM**

In response to the Governor's order to shelter in place, CAPK instituted a COVID-19 On-Site Employee Incentive Policy. The Policy allowed for Incentive Pay to be earned by essential staff who were required to be on site 50% or more of their workday. It allowed for the additional accrual of comp time during this period. The intention was to end these benefits when the shelter in place restrictions were lifted.

The state of California has taken measures to phase in the return of business activities based on health data. Based on the recommendations of the CDC and guidance from the state of California, CAPK has begun to return staff to their normal functions. CAPK has begun a phased in approach to return staff to their regular duties on site. Head Start staff have begun to serve children and families in classrooms.

The conditions surrounding the initial implementation of the COVID-19 On-Site Employee Incentive Policy have changed. Accordingly, we believe it is necessary to end the COVID-19 On-Site Employee Incentive effective June 28, 2020. Ending this will allow employees who have been on-site during the restrictions to begin to use accumulated comp time.

Recommendation:

Staff recommends the that CAPK end the implementation of the COVID-19 On-Site Employee Incentive Policy effective June 28, 2020.

MEMORANDUM

TO: Personnel Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: June 11, 2020

RE: *Agenda Item 5b:* Revised Leave Policies – **Action Item**

An update of Leave Management was presented to the Personnel Committee on March 12, 2020. The Benefits and Human Resources team worked on revised leave policies in collaboration with legal counsel. The following leave policies presented represent revisions that comply with federal and state law:

- Americans with Disability (ADA) Leave
- Bereavement Leave
- Domestic Violence or Victims of Crime Leave
- Family and Medical Leave
- Lactation Accommodation and Form
- Military Leave
- Pregnancy Disability Leave
- Time Off to Participate in Child's School Activities
- Time Off to Vote

Recommendation:

Staff recommends the adoption of the revised leave policies.

Attachments: Revised Leave Policies

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	The Americans with Disabilities Act (ADA)/ Americans with Disabilities Amendments Act (ADAAA) Policy
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY

It is the policy of CAPK to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Beyond its legal obligations, CAPK is committed to providing accommodations that will allow its employees with disabilities to contribute at the highest levels.

AFFECTED DEPARTMENTS

All Community Action Partnership of Kern (CAPK) employees 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.

CAPK will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to CAPK. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

All employees are required to comply with the company's safety standards. Employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made regarding the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy. All accommodation requests are handled on a case by case basis.

PROCEDURE

Requesting Accommodation

Employees or applicants with disabilities may request reasonable accommodations of the employer, regardless of title, salary or employment status. The requests are as follows:

- Requests should be made orally or in writing to the Human Resources Department
- Managers must communicate accommodation requests to the Human Resources Department.
- Human Resources is responsible for initiating the interactive process with the individual requesting the accommodation.
- Human Resources will inform the employee or applicant of the outcome of their request.

Reasonable accommodations don't have to be requested at the beginning of employment. However, it is best for employees to ask for accommodations before any work-related issues or concerns arise. While an employee does not have to disclose his/her disability until he/she feels they need an accommodation, it is highly recommended that employees not wait until their performance appraisal meeting or during a disciplinary proceeding as CAPK does not have to rescind disciplinary actions administered prior to a request for an accommodation. A reasonable accommodation request will not cancel out any prior performance improvement or disciplinary actions.

Interactive Process for Reasonable Accommodations

After the request for accommodation has been made, and if needed be, confirmed by a health care provider, the next step is to begin the Interactive Process to determine what, if any, accommodation should be provided. During the interactive process, CAPK will consider the preference of the employee to be accommodated, however CAPK has the right to select and implement an accommodation that's effective for both employer and employee. The Human Resources Department may initiate the interactive process when any of the following events occur:

- An applicant or employee with a known disability requests an accommodation
- CAPK becomes aware of the need for an accommodation through a third party
- CAPK becomes aware of the need for an accommodation by observation
- CAPK becomes aware of the possible need for an accommodation because the employee has a disability and has exhausted leave under the California's Worker's Compensation Act, the California Family Rights Act, or the Family and Medical Leave Act, but the employee's health care provider indicates that further leave is necessary for the employee to perform the essential functions of his/her job

For complex accommodations CAPK will contact the applicant or employee as soon as feasible but no longer than 10 days after establishing the need for accommodation. The employee and a Human Resources Representative will engage in a timely good-faith interactive process to determine effective reasonable accommodations. The interactive will be an ongoing effort, it will require an individualized assessment of both the job at issue and the individual's specific physical or mental limitations that are directly related to the need for reasonable accommodation. The discussion will include the following steps:

a. A review of the employee's position and job description delineating the essential functions from the marginal or auxiliary functions
b. A determination of how the employee's disability limits their ability to perform the essential functions of their job in order to identify the employee as a qualified individual with a disability
c. Identification of potential accommodations and assessment of the effectiveness of such accommodations on the employee's job performance
d. Identification of the type of accommodation needed. CAPK has the right to select among the alternatives available, as long as they are effective
e. Selection and implementation of the effective reasonable accommodation by CAPK will occur as soon as possible. The Human Resources Department will continue to communicate with the employee to discuss timelines for obtaining the accommodation and any possible delays

Along with the following steps the employee will also be provided the following documentation during the Interactive Meeting:

a. Employee Authorization to Engage in the Interactive Process
b. Request for Accommodation Questionnaire to be completed by the employee requesting the accommodation
c. Authorization to Disclose and Release Medical Information
d. Job Description
e. CAPK will provide the employee a Healthcare Provider Questionnaire to give to the health care provider to answer

Employees are obligated to cooperate with the interactive process, failure to do so could result in delayed consideration of a request or in its denial.

Medical Documentation and Confidentiality

If the disability or need for accommodation is obvious or adequate and medical documentation has already been provided for other reasons (i.e. Family Medical Leave Act, Workers Compensation), no medical documentation will be required. If the disability is not obvious and sufficient medical information has not been provided by the employee after several attempts, CAPK may ask the employee to sign a release form authorizing CAPK or the third party administrator to secure additional medical information from the employee's health care provider to provide job relevant information as to the nature of the employee's medical condition concerning the existence and extent of the disability, and/or whether the requested modification/accommodation is necessary. CAPK may also elect to have the medical information reviewed by a doctor of their choice at the company's expense.

CAPK will maintain the confidentiality of all medical information obtained in connection with a request for reasonable accommodation, as well as the confidentiality of all associated communications during the interactive process as required by federal law. The employee's medical information will be maintained in a separate confidential file separate from an employee's personnel file. Non-medical information obtained during this process is shared on an as needed basis with those involved in providing a reasonable accommodation.

Timeframe for Processing Requests

CAPK Human Resources Department will process requests and where appropriate provide accommodations in as short a period as reasonably possible. The time frame for processing a request including providing accommodation, if approved is as soon as possible but no later than 30 business days from the date the request is made. This 30-day period includes the 10-day time frame in which the HR Representative must contact the requestor after the request for a reasonable accommodation is made.

If the HR Representative or third party administrator must request medical information or documentation from a requestor's health care provider, the time frame will stop on the day that the HR Representative or third party administrator makes a request to the individual to obtain medical information or sends out a request for information/ documentation and will resume on the day that the information/documentation is received by the HR Representative or third party administrator. It is therefore recommended that the requestor work closely with their health care provider to expedite their response to the company's inquiry. The Human Resources Department will provide the employee a letter describing the details of the requested accommodation and the timeframe of the accommodation.

Extension of Timeframe for Providing an Accommodation

An extension of the time frame for providing an accommodation will be considered in extraordinary circumstances that could not reasonably have been anticipated or avoided in advance of the request for accommodation, or that are beyond CAPKs ability to control. When extenuating circumstances are present, the time for processing a request for reasonable accommodation and providing the accommodation will be extended as reasonably necessary. In such circumstances the requestor, manager and other need to know individuals will be informed as to the reason for the delay and anticipated delivery of solution.

Types of Reasonable Accommodation

Accommodation will be determined on a case by case basis. The Human Resources Department will work closely with the employee, supervisor and safety risk supervisor to ensure that a reasonable accommodation is provided and effective. Depending on the type of accommodation requests, if the accommodation request is not reasonable or necessary, poses an "undue hardship" on the company or its employees or threatens the safety of the individual who has made the request or of others the accommodation request will not be honored. In a case like this, the company will discuss whether some other form of accommodation may be effective.

Note: Leave time and/or reassignment to another vacant position are accommodations of last resort.

The common types of accommodations may be the following:

- Acquisition or modification of equipment
- Changes in the physical layout of a work environment to eliminate or reduce barriers
- Elimination of non-essential job duties
- Modifications of an individual's work schedule while continuing to meet business requirements

ADA Determination

Once Human Resources receives all of the medical and other information deemed necessary, they will determine in consultation with others on a need-to-know basis whether the workplace modification / accommodation sought will be granted, or, whether an alternative modification / accommodation is appropriate. The Human Resources representative will first inform the employee's manager and then communicate the decision to the employee and discuss the employee's questions/concerns, if any, about that decision and steps for implementation.

CAPK Human Resources Department will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. The plan may include the following:

a. State whether the employee is a "qualified individual with a disability" as defined by the ADA

b. Outline the employee's essential job functions needing accommodation

c. Recommend types of accommodation long term or temporary accommodation

d. Determine whether any accommodations cause and undue hardship or pose a direct threat

The Human Resources Representative will provide the employee requesting an accommodation a letter with the details of the accommodation and the timeframe of the accommodation.

Within 90 days after the accommodations have been provided, the Human Resources Department will assess the effectiveness of the accommodations in enabling the employee to perform the essential functions of the job. Additional accommodations or changes to the existing accommodations may be considered.

Terms Used in this Policy

Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized

assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Bereavement Leave Policy
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of Community Action Partnership of Kern (CAPK) that in the event of a death in the immediate family, an eligible employee shall be entitled to leave of absence of up to six (6) days per calendar year.

If the terms of an employee's Bereavement Leave or equivalent benefit is covered by a collective bargaining agreement (CBA) the provisions of the CBA prevail for employees covered by the CBA.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) "eligible" or "benefit eligible" employees affected by this policy.

GUIDELINES

1. Employees may take up to six (6) days of bereavement leave with pay per calendar year for the death of an immediate family member.
2. The leave can be deducted in hour increments for the purpose of making arrangements for or to attend the funeral.
3. Such leave shall not exceed six (6) days per calendar year. Pay for such time lost will be computed at the employee's regular hourly rate for hours lost. These hours will not be considered hours worked for purposes of computing overtime.
4. Bereavement leave is for time lost from work, employees will not be paid under this provision for any days that are paid holidays, paid vacation days, or for FMLA leaves, disciplinary, suspension, or layoff for lack of work.
5. Employees needing additional days for immediate family members or in the event of death of any other relatives by blood or marriage, may request additional time off as vacation. The organization will not unreasonably deny such a request.
6. Immediate family is defined as:
    - Spouse or domestic partner (including common-law spouse and registered domestic partner)

- Child (including foster and/or stepchild)
- Mother and father, or individual who has, prior to the employee's attaining legal majority, legally stood in place of the employee's mother or father
- Brother or sister (including step or half)
- The employee's own grandparents, grandchildren, great-grandchildren
- Current mother-in-law
- Current father in-law

7. Employees should:
    - When feasible make a request for bereavement leave orally or in writing to management and the Leave of Absence Administrator.
    - If requested employees may be required to provide any supportive documentation such as newspaper notice, death certificates, memorial service announcements, funeral arrangements up to including proof of relationship.
    - Comply with the terms and conditions of any leave that is granted.
    - Keep Leave of Absence Administrator and manager informed as to the status of the leave.

Where there is a conflict between Policy and applicable Collective Bargaining Agreement the Collective Bargaining Agreement shall cover.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Domestic Violence or Victims of Crime Leave
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Employees who are victims of domestic violence, sexual assault and stalking are eligible for leave. While the leave is generally unpaid, employees can use their accrued sick and/or accrued vacation time for the purposes described int his policy.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees 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.

PURPOSE:

CAPK will provide time off to any employee who is a victim of domestic violence, victim of sexual assault, and/or a victim of stalking for any of the following:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking
- To participate in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure their health, safety, or welfare of the employee or the employee's child(ren)
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation
- The employee should provide notice and certification of their need to take a leave under this policy, unless advance notice is not feasible.

Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence or sexual assault
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence or sexual assault victim advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault

CAPK will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The length of unpaid leave an employee may take is limited to 12 weeks provided for in the Federal Family and Medical Leave Act for eligible employees.

If you need reasonable accommodation for your safety at work, contact Human Resources. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for your safety at work.

For reasonable accommodation requests, the Company will also require certification, as described above, demonstrating that you are a victim of domestic violence, sexual assault, or stalking. The Company may request recertification every six months. Please notify the Company if the accommodation is no longer needed.

The Company will engage in the interactive process with you to identify possible accommodations, if any, that are effective and do not create undue hardship on the Company.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- The employee must be the victim of a crime, or he/she must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

A registered domestic partner means a domestic partner who is registered in accordance with California State Law.

The absence from work must be in order to attend a judicial proceeding related to a crime listed above. Before you are absent for such reason, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/ witness office.

Any absences from work to attend judicial proceedings are unpaid unless you choose to use accrued PTO and/or vacation time.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Family and Medical Leave (FMLA) /California Family Rights Act (CFRA)
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of CAPK to follow the federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) federal and state laws and regulations regarding leaves of absence. The Family and Medical Leave Act / CFRA provides eligible employees up to 12 weeks of unpaid leave a year and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

AFFECTED DEPARTMENTS:

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

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

ELIGIBILITY:

Employees are eligible for this leave if they have been employed for twelve (12) months and have worked 1,250 hours or more over the prior twelve (12) month period and works in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite as of the date the leave is requested.

When an employee calls out and is incapacitated for more than three (3) full consecutive days and has a serious health condition which means an illness, injury, impairment or physical or mental condition that requires the employee to have an inpatient stay, be treated by a medical

professional two or more times within 30 days or consults with a doctor once and receives a regimen of continuing treatment under the supervision of the health care provider (i.e., prescription medication) the employees illness may be treated as an FMLA/CFRA qualifying illness and we will request a medical certification. If the employee's condition does not qualify for FMLA/CFRA leave the employee may qualify for leave under the state's sick leave laws.

Protected unpaid leave of up to twelve (12) weeks may be granted for any of the reasons set forth below:

1. To care for the employee's child after birth, for adoption, or foster care placement within twelve (12) months following birth or placement of the child (Bonding Leave).
2. To care for the employee's spouse, registered domestic partner, child, child of a domestic partner or parent who has a serious health condition (Family Care Giver).
3. For a serious health condition that makes the employee unable to perform the employee's job duties.
4. For qualifying exigencies that arise when the employee's spouse, registered domestic partner, child, child of a domestic partner or parent is on covered active duty or has been notified of an impending call or order to covered active duty.
5. To care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member (unpaid leave of up to twenty-six (26) weeks may be granted under these circumstances).

Under the FMLA, employees will be provided job- protected, unpaid leave for specified family and medical reasons, which may include the flu and/or a pandemic virus where complications arise that create a "serious health condition" as defined by the FMLA. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

Employees who are ill with pandemic influenza or any other pandemic viruses are urged to stay home to minimize the spread of the pandemic. CAPK will support the leave and other community mitigation strategies and will consider flexible leave policies for its employees. Leave taken by an employee for the purpose of avoiding exposure to the flu or a pandemic virus would not be protected under the FMLA.

During a pandemic health crisis, employees will be required to present a doctor's note, a medical examination, or a time period during which the employee has been symptom free, before the employee is allowed to return to work.

Continuing Treatment for Chronic Conditions

A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves either: (a) periodic visits (at least two times per year) for treatment by a healthcare provider; or (b) treatment by a healthcare provider continues over an extended period of time (including recurring episodes of an underlying condition; or (c) may cause episodic rather than continuing periods of incapacity (e.g. asthma, diabetes, epilepsy, etc.).

Further, the first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity. Covered "treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition but does not include routine physical examinations.

Intermittent Leave or Reduced Work Schedule

Employees may take FMLA/CFRA Leave intermittently which means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule. Leave taken intermittently may be taken in increments less than one hour. When an employee who has been approved for intermittent leave calls in due an unforeseen instance of intermittent leave, at the time the employee calls off the employee must specifically reference either the qualifying reason for leave or the need for FMLA/CFRA leave. Employees needing intermittent/reduced schedule leave for foreseeable medical treatments must work with the Human Resources Department to schedule the leave so as not to disrupt the employer's operations, subject to the approval of the employee's health care provider.

To the extent required by law, some extensions to leave beyond an employee's FMLA/CFRA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness, a pregnancy related disability, or a "disability" as defined under the American's with Disability Act and/or applicable state or local law.

CAPK may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with CAPK before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Employee Notice

Employees should contact their supervisor as soon as they become aware of the need for FMLA/CFRA leave. Employees seeking to use FMLA/CFRA leave are required to provide 30-day advance notice of the need to take FMLA/CFRA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. Employees must comply with CAPK's usual and customary notice and procedural requirements for requesting leave. Employees are also expected to provide prompt notice to CAPK of any change(s) to an employee's return to work date. Accepting other employment, continuing to work

in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

An employee must comply with CAPKs call-in procedures unless unusual circumstances prevent the employee from doing so (in which case the employee must provide notice as soon as he or she can practicably do so). If the employee fails to provide timely notice, he or she may have the FMLA/CFRA leave request delayed or denied and may be subject to discipline.

Employees must provide sufficient information for CAPK to reasonably determine whether the FMLA/CFRA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for the leave or the need for FMLA leave.

Medical Certification

CAPK will require certification for the employee's serious health condition or that of a family member. The employee must respond to such a request within fifteen (15) calendar days of the request to obtain the medical certification or provide a reasonable explanation for the delay. The employee will be advised by the employer if the certification is incomplete. If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA/CFRA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA nor CFRA leave.

CAPK may directly contact the employee's health care provider for authentication or clarification of the medical certification by using a health care provider, an HR professional or a leave administrator. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's permission for clarification of individually identifiable health information. The employee will need to provide the company and health care provider with a written authorization allowing the health care provider to disclose such information to the employer.

The company also has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. The company may deny FMLA/CFRA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA/CFRA pending the second and/or third opinion.

Serious Health Condition

The most common serious health conditions that qualify for FMLA/CFRA leave are:

1. Conditions requiring an overnight stay in a hospital or other medical care facility
2. Conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
3. Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
4. Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Although FMLA itself does not define qualifying illnesses, the FMLA regulations state ordinarily, unless complications arise, the common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal diseases, etc. are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. If the employee's illness meets the definition of a "serious health condition," the FMLA will apply.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six (6) months in connection with an FMLA/CFRA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Employment & Benefits

FMLA is an unpaid protected leave, however an employee may be eligible to receive benefits through State Disability Insurance (SDI). If one is eligible to receive these benefits, one may also choose to supplement these benefits with the use of accrued sick and/or vacation leave, to the extent permitted by law and CAPK policy. All such payments will be integrated so that the employee will receive no more than the regular compensation during this period. If one is not eligible to receive any of these wage-replacement benefits, CAPK may require one to use accrued sick and vacation to cover some or all of the FMLA/CFRA Leave. The use of paid benefits will not extend beyond the length of an FMLA/CFRA Leave.

If an employee wants to continue benefits coverage during a leave, they must continue to make any premium payments that are normally made. If the employee is not receiving a check from CAPK, the employee will be required to make payments directly to the Human Resources Department. CAPK will continue making contributions for an employee's group health benefits

during their leave on the same terms as if she/he had continued to work for up to a maximum of twelve (12) weeks. All premium payments must be made within the first week of the due date or the employee benefits will be terminated. The due date is the normal pay period the employee deduction would have been deducted from had the employee been receiving a check.

If an employee is on leave but does not make their premium contributions by the required date, they will not be entitled to continue paid group health insurance coverage, but she/he may continue his/her coverage through COBRA. Upon the employees return from FMLA/CFRA the employee may re-enroll in group health insurance coverage and their benefits may be reinstated. For other voluntary benefits employee deductions will have to be paid by the employee to continue the coverage for these plans.

Accrued benefits such as vacation and sick or paid holidays will not accrue while on leave.

Job Reinstatement

On return from FMLA/CFRA leave (whether after a block of leave or an instance of intermittent leave), CAPK will return the employee to the same job, or one that is nearly identical (equivalent). However, the employee will have no greater right to reinstatement than if she/he had been continuously employed rather than on leave. If the employee is not returned to the same job, a nearly identical job must:

- Offer the same shift or general work schedule, and be at a geographically proximate worksite (i.e., one that does not involve a significant increase in commuting time or distance)
- Involve the same or substantially similar duties, responsibilities, and status
- Include the same general level of skill, effort, responsibility and authority
- Offer identical pay, including equivalent premium pay, overtime and any unconditional pay increases that occurred during FMLA/CFRA leave; and
- Offer identical benefits (such as life insurance, health insurance, disability insurance, sick leave, vacation, educational benefits, pensions, etc.).

Prior to being allowed to return to work, an employee wishing to return after a leave of absence must submit an acceptable release from a healthcare provider that certifies the employee can perform the essential functions of the job with or without accommodations. For an employee on intermittent FMLA/CFRA Leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his/her job duties based on the serious health condition for which the employee took the intermittent leave.

If an employee fails to submit a properly requested medical release, the employer may delay job restoration until the employee provides the medical release from their provider. If the employee never provides the medical release, he or she may be denied reinstatement. CAPK may presume that the employee does not plan to return to work and will voluntarily terminate one's employment if he/she fails to return to work once the leave has expired and no extension of leave has been obtained.

Additionally, CAPK may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA/CFRA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

“Key employees” as defined by law, may be subject to reinstatement limitations in some circumstances. Key employees will be notified of the possible limitations on reinstatement at the time they request a leave.

Organ and Bone Marrow Donor Leave

Eligible employees are entitled to paid leave to donate an organ or bone marrow if they have been employed with CAPK for the 90 days prior to the commencement of requested leave, as provided below:

a. Organ Donation

Employees may take up to 30 business days of paid leave and up to an additional 30 days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave. Employees taking leave for an organ donation must utilize two weeks of accrued but unused sick leave, PTO and/or vacation (if available) prior to receiving paid leave. Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining paid leave of absence, if additional leave is needed up to the maximum allowed by law.

b. Bone Marrow Donation

Employees may take up to 5 business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee’s leave begins. Employees taking leave for bone marrow donation may utilize (5) days of accrued but unused sick leave, PTO and/or vacation (if available) prior to receiving paid leave. Once the employee has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

c. Certification

Employees who wish to take a leave of absence to donate bone marrow or an organ must provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

d. Continuation of Benefits

CAPK will continue to provide and pay for any group health plan benefits for donor employees during the leave in the same manner the coverage would have been maintained if the employee

had been actively at work during the leave period. NOTE: The employee must continue to pay his/her share of any premiums required for the employee or dependents coverage for benefits coverage to continue during a leave.

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA).

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Lactation Accommodation
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Community Action Partnership of Kern (CAPK) provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's child. CAPK will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity that is safe, clean and free of toxic or hazardous materials. Additionally, CAPK shall provide a sink with running water, and a refrigerator or cooler for storing breast milk in close proximity to the employee's workspace.

AFFECTED DEPARTMENTS:

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

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

PURPOSE:

a. An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to their department supervisor.
b. The department supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval of the break request. The completed request form must be returned to the employee and a copy sent to the Human Resources department.
c. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.
d. The company reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.

LACTATION ACCOMMODATION REQUEST FORM

Employee Name: _____

Job Title/ Department: _____

Date of Request: _____

I have read Community Action Partnership of Kern (CAPK) lactation accommodation policy and I am requesting an accommodation to allow for lactation breaks while at work as follows (check all that apply):

☐A private space to express breast milk

☐Lactation breaks that run concurrently with rest breaks already provided

Current rest break times: _____

☐Lactation breaks in addition to already provided rest breaks

Additional unpaid break time needed: _____

☐Other _____

_____ _____

Employee Signature Date

To be completed by the employee's supervisor and returned to the employee with a copy sent to Human Resources.

Supervisor Name: _____

Date Received: _____

Your request for lactation break accommodation is:

☐Approved as requested

☐Approved with modifications: _____

_____ _____

Supervisor Signature Date

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Military Leave
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of CAPK that military leave of absence shall be granted to eligible employees who are absent from employment in order to perform duty on a voluntary or involuntary basis in the uniformed service of the United States.

Eligibility for military leave and all other rights and obligations in connection with such leave shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 and any other federal or state laws and regulation.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees 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.

Qualifying Exigency Leave (FMLA)

FMLA allows for leave for any “qualifying exigency” for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:

- Short-notice deployment
- Military events and activities
- Financial and legal arrangements

- Childcare and school related activities including arranging alternative childcare, enrolling or transferring schools, etc.
- Counseling
- Rest and recuperation
- Post-deployment activities and additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be:

- The spouse, son, daughter, or parent, or next of kin of a covered servicemember.
- A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A “parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.

For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember’s next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(j).

Definition of Covered Active Duty

a. “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
b. “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of title 10, United States Code. (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

c. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

Military Caregiver Leave

Military Caregiver Leave, also known as covered servicemember leave, is to care for an injured or ill servicemember or veteran with a serious injury or illness. An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take leave to care for that servicemember.

Next of kin is defined as the closest blood relative, other than the spouse, parent or child of the injured or recovering servicemember. The term “covered servicemember” means:

a. A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
b. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Definition of Serious Illness

a. In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and who is undergoing medical treatment, recuperation or therapy, is an outpatient, or is on the temporary disability retired list for a serious injury or illness.
b. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave for the veteran who is undergoing medical treatment, recuperation, or therapy for a qualifying serious illness or injury that occurred during a period when the person was a covered service member in the line of duty. A veteran who is dishonorably discharged is not a covered servicemember.

c. Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Amount of Leave

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Military caregiver leave is partially covered by CFRA. It applies in those circumstances when the caregiver is a spouse, child or parent of the servicemember and the servicemember's qualifying illness or injury meets the definition of serious health condition under CFRA. Under these conditions CFRA runs concurrent with FMLA for the first 12 weeks.

If a husband and wife both work for the company and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave between the two when the leave is for Military Caregiver Leave only or is a combination of Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Use of Paid or Unpaid Leave

An employee who is using military caregiver leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

Certification of Qualifying Exigency for Military Family Leave

CAPK will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

CAPK will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

Military Spouse Leave

CAPK recognizes the sacrifices made by the families of those who are away serving our country on military deployment. This is not a form of FMLA or CFRA Leave, but a separate entitlement.

An eligible employee with a spouse away on military deployment may take up to ten (10) days unpaid leave to be with his/her spouse when the spouse is home on leave. All classifications of employees are eligible, provided the employee is also regularly scheduled to work at least twenty (20) hours per week. The employee must provide notice of intent to take leave or not later than two (2) business days after getting official notice that his/her spouse will be home on leave.

The employee must also submit written documentation certifying that spouse will be home on leave during time the employee asks to have off. Employees may use vacation during this time. Please see Human Resources for more information.

Military Service

Leave without pay is provided to employees if they enter military service of the armed forces of the United States or are in the Armed Forces Reserves. Employees that have served in the armed forces are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 as well as any applicable State or Federal Law.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Pregnancy Disability Leave
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

It is the policy of Community Action Partnership of Kern (CAPK) that the organization will follow all applicable laws and regulations regarding Pregnancy Disability Leave.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees are affected by this policy.

PURPOSE:

The purpose of this policy is to provide guidance to management and employees regarding Pregnancy Disability Leave.

GUIDELINES: These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

Employees who are disabled by pregnancy, childbirth, or related medical conditions, are eligible to take a Pregnancy Disability Leave (PDL) and such leave will run concurrently with Family Medical Leave of Absence (FMLA).

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth, or related medical conditions up to four (4) months per pregnancy.

The PDL does not need to be taken in one continuous period of time but can be taken on an as needed basis (intermittently). The four (4) months of leave available to an employee due to her pregnancy related disability is defined as the hours equivalent to one-third of a year or 17 1/3 weeks based on each employee's regular workweek. For example, a full-time employee working 4 hours a week in entitled to 693 hours of leave. Part-time employees working 20 hours per week are entitled to 346.6 hours of leave. An employee who works 48 hours per week is entitled to 832 hours of leave.

Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, post-partum depression, loss or end of pregnancy, childbirth, and recovery from childbirth and other pregnancy-related disabilities all would be covered by PDL. The employee's health care provider ultimately determines if the employee is disabled by pregnancy.

Advance Notice

Employees who need to take Pregnancy Disability must inform CAPK when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide thirty (30) days advance notice before the PDL or transfer is to begin. Employees must consult with the Human Resources Department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of CAPK. Any such scheduling is subject to the approval of the employee's health care provider.

Employees should provide as much notice as practicable before the leave or other reasonable accommodation when 30 days' notice is not foreseeable.

Reasonable Accommodation for Pregnancy Related Disabilities

An employee who has a pregnancy related disability or affected by pregnancy may be eligible for a reasonable accommodation based on their healthcare provider and medical certification. There is no length of service requirement to be eligible for a reasonable accommodation.

Temporary transfers due to health considerations will be granted when possible. However, the transferred employee must be able to perform the essential duties of the "temporary" job and will receive the pay that accompanies that "temporary" job, as is the case with any other temporary transfer due to temporary health reasons.

Upon the request of an employee and certification of the employee's physician, the employee's work assignment may be changed if necessary, by CAPK to protect the health and safety of the employee and her child. Requests for transfers of job duties will be reasonably accommodated if the job and security right of others are not breached and do not unduly impact operational needs.

Pregnancy Disability leave usually begins when the employee's health care provider determines that the employee is "disabled" by pregnancy. The employee must provide CAPK with a certification from their healthcare provider which contains the following information:

- The date on which the employee became disabled due to pregnancy
- The probable duration of the period or periods of disability; and
- A statement that due to the disability, the employee is unable to perform one or more of the essential functions of their position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- The employee will be required to use accrued sick time (if otherwise eligible to take the time) and will be allowed to use accrued vacation (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Duration of the leave will be determined by the advice of the employee's physician, up to a maximum of four (4) months (part-time employees are entitled to leave on a pro rata basis based on their regular hours worked). The four (4) months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition including leave for severe morning sickness and prenatal care.

- Intermittent leave or reduced work schedules will be granted/ calculated in one-hour increments. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

Any reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of Pregnancy Disability Leave time the employee has available to her unless the reasonable accommodation involves a reduced work schedule or intermittent absences from work.

CAPK will not terminate an employee, transfer another employee with more seniority, or transfer any employee who is qualified to perform the new job as part of the accommodation process. CAPK will not displace any employees to accommodate transfers.

Birth and Bonding

Leave to bond with a newborn child or for a newly placed adopted or foster child must conclude within twelve (12) months after the birth or placement. If the newly born or newly placed child has a serious health condition, the employee may take FMLA/CFRA leave to care for the child intermittently, if medically necessary and such leave is not subject to the 12-month limitation.

Mothers and fathers may take CFRA leave to bond with a newborn child. A mother can also take FMLA leave for prenatal care, incapacity related to pregnancy, and for her own serious health condition following the birth of a child. A father can also use FMLA/CFRA leave to care for his spouse who is incapacitated due to pregnancy or childbirth. If both spouses (and registered domestic partners) work for CAPK and are eligible for leave under this policy, the spouses (or registered domestic partners) will be limited a total of twelve (12) work weeks off between the two of them when leave is for Baby Bonding Leave. Effective July 1st, 2020 the twelve (12) work weeks of leave under CFRA will change to fourteen (14) work weeks of bonding leave.

Medical Certification

Medical Certification is required to support a request for leave because of a pregnancy related disability. This certification is at the employee's expense. Second or third opinions may be requested at the employer's expense.

The employee must provide a signed medical certification from a health care provider that states that the employee is disabled due to pregnancy or that it is medically advisable for the employee to be reasonable accommodated. CAPK may require an employee to provide a new certification if there is a request for an extension for leave or a requested reasonable accommodation.

Reinstatement

If the employee and CAPK have agreed upon a definite return date from the leave of absence or reasonable accommodation, the employee will be reinstated on the date the employee is able to return. If the length of the leave of absence or reasonable accommodation has not been established or if it differs from the original agreement, the employee will be returned to work within two (2) business days where feasible after CAPK is notified of one’s readiness to return.

Before the employee is allowed to return to work to their regular position following a leave of absence or reasonable accommodation the employee must provide Human Resources with a certification from their health care provider that they can perform all of the essential job functions of their position safely with or without reasonable accommodation. If the employee does not

provide such release prior to or upon reporting for work, the employee will be sent home until a release is provided. The time will be unpaid until a release has been received.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave and perform their essential job duties, an employee will be reinstated to their same position held at the time the leave began or to an equivalent position, if available. If the same position is not available on the scheduled return date, CAPK will provide a comparable position on the scheduled return date or within 60 calendar days of that return date. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Failure to return to work the day after the conclusion of the leave of absence may result in termination of employment, unless the additional leave is provided by law or CAPK has otherwise approved the employee to take additional time off.

Employment & Benefits

Pregnancy Disability Leaves are unpaid however, an employee may elect to use their accrued sick time and/or accrued vacation during the unpaid leave of absence. If the employee is on a reduced work schedule as part of a reasonable accommodation or intermittent leave, they may also elect to use accrued sick time and/or vacation to cover the remainder of their hours or the intermittent day. The use of paid time off will not extend the available leave of absence time. Employees will not receive pay for official holidays that are observed during their leave of absence.

Employees should apply for California State Disability Insurance (SDI) benefits. The SDI forms should be retained from one's health provider or from the California Employment Development Department (EDD) website. Any SDI for which the employee is eligible for may be integrated with accrued sick leave or vacation time so that one does not receive more than 100% of their regular pay.

Employees will retain full employment rights while on an approved pregnancy disability leave of absence. Health insurance will continue during the duration of leave four (4) months, on the same terms as they were provided prior to the leave time. This means that in order for benefits coverage to continue during a leave, the employee must continue to make their share of the premium payments. If an employee takes additional time off following PDL that qualifies as California Family Rights Act Leave (CFRA), CAPK will continue health insurance benefits for up to a maximum of 12 workweeks in a 12-month period. Employees must continue to make any premium payments to continue benefits coverage.

Example: an employee takes 17.33 workweeks off due to a pregnancy disability. Assuming the employee is eligible for FMLA/CFRA leave, her Pregnancy Disability Leave will also be concurrently covered by FMLA/ and her group health insurance coverage would continue for the entire 17.33 workweek period as long as the employee's portion of premium is paid. CFRA does not run concurrently with Pregnancy Disability Leave, but it will run concurrently with FMLA if the employee is taking baby bonding time after the birth of the child, and the employee has FMLA time remaining. If the employee has no FMLA time remaining, the baby bonding time will be CFRA only. If after the employees Pregnancy Disability Leave and FMLA leave has been completed the employee wishes to take 12 additional weeks off from work to bond with a new baby under CFRA,

CAPK will continue to the employee's health insurance benefits for the 12 workweek period as long as the employee makes her share of the premium payments.

In some instances, CAPK may recover premiums it paid to maintain health insurance benefits if the employee fails to return to work following their Pregnancy Disability Leave for reasons other than taking additional leave afforded by law, CAPK policy or not returning due to circumstances beyond their control.

If the employee does not make their share of the premium payments on time, the insurance will be cancelled, and the employee will be offered COBRA.

Employees should:

- Understand their rights under the PDL laws and regulations
- Ensure that all paperwork is submitted in a timely manner to the Leave of Absence Administration company
- Ensure that they communicate any changes in their condition to the Leave of Absence Administration company, their departmental management and Human Resources
- Notify Human Resources if they exhaust Sick Leave and want to use Vacation

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Time Off to Participate in Child's School Activities, Licensed Care provider or to Visit School Authorities Following a Child's Suspension
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

CAPK recognizes that it benefits the parent, the children and the community when a parent is able to take time off from work to attend functions and meetings related to an employee's children education. Therefore, CAPK allows employees to take leave from work for this purpose as described below. For purposes of this policy, "parents" are defined as biological parents, guardians, custodial grandparents, step-parents, foster parents of, or who stands in loco parentis to, one or more children in kindergarten through grade 12, or who is cared for by a licensed care provider.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) employees 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.

1. CAPK employees are entitled to use up to eight (8) hours of leave per calendar month 40 hours per year for the following child-related activities:

    - To attend school functions
    - To meet with school teachers and administration
    - To assist in the child's classroom or to otherwise participate in the activities of his/her child's school or licensed provider, if the employee prior to taking the time off gives reasonable notice to the employer of the planned absence of the employee
    - To find, enroll, or reenroll his or her child in a school or with a licensed care provider
    - To address a childcare provider or school emergency so long as notice is provided to the employer. For purposes of this policy, a "childcare provider or school emergency" means that an employee's child cannot remain in a school or with a licensed care provider due to one of the following:

(1) The school or childcare provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or childcare provider
(2) Behavioral or discipline problems
(3) Closure or unexpected unavailability of the school or childcare provider (excluding planned holidays) or
(4) A natural disaster (e.g., fire, earthquake or flood)

- Employees may utilize available accrued vacation and/or PTO in order to receive compensation for the time off. Employees may also utilize time off without pay for this purpose.
- When possible, an employee who needs this kind of leave is expected to notify the immediate supervisor at least one week before the leave is needed. When it is not possible to notify the supervisor one week in advance of the need for leave, the employee must notify the supervisor as soon as possible.
- Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

2. CAPK employees are entitled to take time off to appear in the school of a child who has been suspended and their attendance is mandated by the school.

    - An employee may take time off to visit school authorities following a child's suspension or to appear in the school pursuant to a request made by the school requiring a parent to attend class with the student when the student is suspended.
    - The employee must be the child's parent or guardian
    - The employee must give reasonable notice to his/her supervisor before taking the time off. The notice must indicate that the employee has been requested to appear in school.

3. For leaves under this policy, the employee's supervisor may require the employee to provide documentation from the school or licensed care provider as proof that the employee engaged in child-related activities as permitted by this policy on a specific date and at a particular time. For this purpose, CAPK will accept any written verification of parental participation the school or licensed care provider deems appropriate and reasonable.

4. If CAPK employs both parents of a child, only one parent who gives notice is entitled to the planned absence at one time. The second parent may only take time off simultaneously for the same child with supervisor approval.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Time Off to Vote
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

POLICY:

Community Action Partnership of Kern (CAPK) encourages employees to fulfill civic responsibilities by participating in elections. CAPK believes that it's the responsibility and duty of employees to exercise the privilege of voting elections. In accordance with this philosophy, CAPK will grant its employees approved time off to vote.

AFFECTED DEPARTMENTS:

All Community Action Partnership of Kern (CAPK) are principally affected by this 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.

PURPOSE:

Generally, employees are able to find time to vote either before or after their regular work schedule. If employees cannot make sufficient time outside of working hours to vote in a statewide election, the employees can take off up to two (2) hours of working time to vote without loss of pay. This time must be used at the beginning or end of their regular working shift, whichever allows the most free time for voting and the least time off from working, unless otherwise mutually agreed upon by the supervisor and employee.

An employee must provide notice at least two (2) working days in advance of the election if, on the third working day prior to the election, the employee knows or has reason to believe there will be a need for time off to vote. An employee will be excluded from the time off rules if there is sufficient non-working time to vote. A voter's receipt is required on the first working day following the election in order to qualify for paid time off.

Employees may contact their manager or Human Resources with any questions.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Finance Officer

Date: June 11, 2020

Subject: *Agenda Item 5c:* COVID-19 Facial Covering Policy – **INFO ITEM**

In response guidelines issued by the Center of Disease Control (CDC), CAPK developed a Readiness Task Force and Steering Committee to develop robust safety policies and procedures. The CDC recommends the use of cloth face coverings in public settings where other social distancing measures are difficult to maintain. CAPK has aggressively promoted social distancing and the voluntary use of facial coverings. In an effort to protect staff and the community, effective June 1, 2020, CAPK adopted a mandatory facial covering policy (attached).

CAPK is providing cloth masks from Mission Linen which is treated with a BioSmart chemical. The cloth masks are laundered by Mission Linen. CAPK is also providing paper surgical masks to visitors at various locations.

The mandatory facial covering policy requires that staff use masks in common areas and when working in close proximity to co-workers or clients. Staff who have medical conditions which prohibit them from wearing a mask must seek medical documentation certifying such. The policy allows for disciplinary action when an employee refuses to wear a facial covering.

FACIAL COVERING POLICY

The U.S. Equal Employment Opportunity Commission (EEOC) has released guidance that indicates that an employer may require employees to wear PPE, such as a face covering, gloves, or gowns, to reduce transmission of COVID-19.

Additionally, the Centers for Disease Control and Prevention (CDC) recommends individuals wear cloth face coverings in public, and where social distancing measures are difficult to maintain.

This policy is temporary and will be in effect until such time that the of transmission of the disease has decreased to an accepted level as determined by the State of California or by the CDC.

AN EXPLANATION WITH FACTS

CDC continues to study the spread and effects of the novel coronavirus across the United States. We now know from recent studies that a significant portion of individuals with coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. In light of this new evidence, CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission.

It is critical to emphasize that maintaining 6-feet social distancing remains important to slowing the spread of the virus. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

INSTRUCTIONS FOR PROPER WEAR

Steps to put on the facial covering



1. Wash your hand thoroughly for at least 20 second.
2. Grab both ear loops of the facial covering and place it over your nose and mouth.
3. Place the loops over both ears at the same time.
4. Adjust the facial covering to completely cover your nose.
5. The mask should fit under your chin.
6. Avoid touch the front of your facial covering, after adjusting it

Steps to remove your facial covering

1. Wash or sanitize your hands.
2. At the same time place your index finger behind your ears and under the loops.
3. In one motion take off the facial covering.
4. Do not touch the front of the facial covering.

WHEN EMPLOYEES SHOULD WEAR FACIAL COVERINGS

Face coverings shall be worn upon:

1. Entering any of CAPK's locations.

2. In all common/public areas including:
    - Lobbies
    - Elevators
    - Hallways
    - Breakrooms
    - Meeting rooms
    - Bathrooms
3. In offices other than your own.
4. In shared offices.
5. In cubicles where office panels at or lower than 48".
6. Employees can remove facial covering when alone in segregated spaces such as:
    - private offices or cubicles with sufficient panel height
    - when on break
    - when eating or drinking
    - outdoor workspaces where employees do not regularly come within six feet of others.
7. The facial covering must be sufficient to cover the mouth and nose.
8. Employees and visitors will be provided a facial covering if they do not have one.
9. Facial coverings do not supersede the requirements for physical distancing.

Storing facial coverings during breaks

1. After removing the facial covering as instructed above.
2. While holding the loops of the facial covering, fold the facial covering in half
3. The inside of the facial covering should be touching.
4. Place in a paper bag, or
5. Place facial covering on top of paper towels or tissues.
6. Cover the facial covering with another paper towel or tissues.

CAPK will provide cloth facial coverings to all employees.

1. Each employee shall have a sufficient quantity of facial covering to last approximately 2 weeks.
2. Each employee is responsible for the for bringing and wearing of their facial covering to work.
3. At the end of each day used facial coverings will be deposited into the soiled linen disposal bag for laundry service.
4. Each disposal site will be clearly marked and place conveniently by exit doors.
5. The facial coverings that are provided to you should not be taken home and laundered.
6. The facial coverings are specially treated to help lower the transmission of COVID-19.

FACIAL COVERING POLICY

Employees' own personal facial coverings should:

1. Facial covering must be clean.
2. Fit snugly but comfortably against the side of the face.
3. Fit over the nose and under the chin.
4. Be secured with ties or ear loops.
5. Include multiple layers of fabric.
6. Allow for breathing without restriction.
7. Facial covering must be laundered daily and machine dried without damage or change to shape.

REASONABLE ACCOMMODATION OF MEDICAL CONDITION SUPPORTED BY HEALTHCARE PROVIDER

If an employee has a medical condition, documented by a healthcare provider, that requires accommodation, we will engage in an interactive process to seek a reasonable accommodation.

REASONABLE ACCOMMODATION OF RELIGIOUS BELIEFS

If an employee holds religious beliefs or tenets protected under state or federal law, we will engage in the interactive process to seek a reasonable accommodation.

THE CONSEQUENCES OF NOT ABIDING BY POLICY

If an employee fails to wear a face covering the employee may be sent home on administrative leave for violation of the face covering policy. The employee may return to work either when 1) the employee provides documentation of a health condition or religious issue with wearing the face covering; or 2) when the employee wears a face covering.

FACIAL COVERING POLICY

I have received a written copy of CAPK's Facial Covering Policy. I fully understand the policies and agree to abide by them.

_____
Employee Name (printed)

_____ _____
Employee's Signature Date

If you have any questions regarding this policy, please contact Risk Management Supervisor.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Finance Officer

Date: June 11, 2020

Subject: *Agenda Item 5d:* COVID-19 Screening Procedures – **INFO ITEM**

In response the COVID-19 crisis, the Equal Employment Opportunity Commission (EEOC) permitted the ability for employers to take employee temperatures in order to prevent community spread. Normally, taking an employee's temperature is classified as a medical examination. The Americans with Disabilities Act (ADA) prohibits medical examinations unless they are job-related and consistent with business necessity. Because the Centers for Disease Control and Prevention (CDC) and state and local health authorities have acknowledged the community spread of COVID-19, employers may now measure employees' body temperature.

Accordingly, CAPK's Readiness Task Force and Steering Committee developed the attached Screening Procedures in collaboration with legal counsel. Temperature checking is required upon arrival to work for all employees. The IT department has developed an app that integrates with Office 365 and Sharepoint. Employees are required to complete the following questions:

1. Work location
2. Employee Name
3. Employee ID
4. Flu-like symptoms
5. Temperature
6. International travel

Responses to these questions are held in a secured location in Sharepoint that is HIPAA compliant. Responses that meet the perimeters of having risk to be COVID-19 positive generate an secured email to members of Human Resources. Employees must communicate to their supervisor, leave the work premises, and contact Human Resources.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: All Community Action Partnership of Kern (CAPK) Employees
From: Community Action Partnership of Kern (CAPK)
Date: May 29, 2020
Subject: COVID-19 Screening Procedures

CAPK continues to monitor the directives and guidance of local, state, and federal governmental leaders and public health professionals regarding COVID-19.

In the interest of protecting the health and safety of our employees, other volunteers, and the public, effective June 1, 2020, all CAPK employees will have their body temperature screened and will be required to complete a brief COVID-19 questionnaire as a precautionary measure to reduce the spread of COVID-19.

Employees should report to Health Assessment Station upon arrival for work at CAPK and prior to entering any other areas of CAPK property.

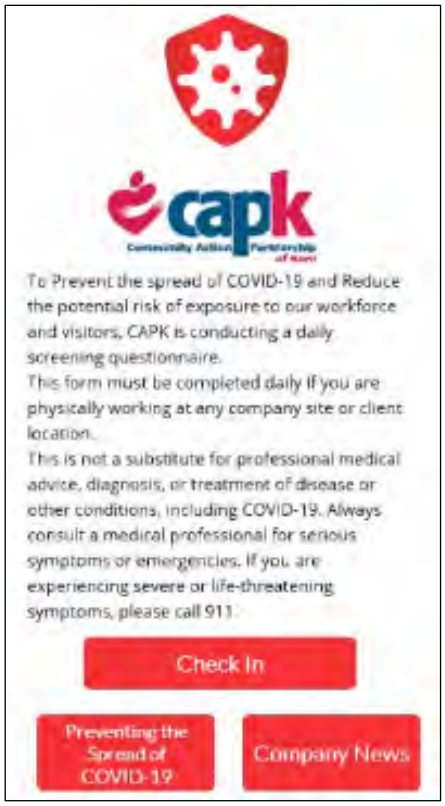
In accordance with CDC and EEOC guidance, in addition to completing the questionnaire, each employee will be screened privately using a touchless forehead thermometer.

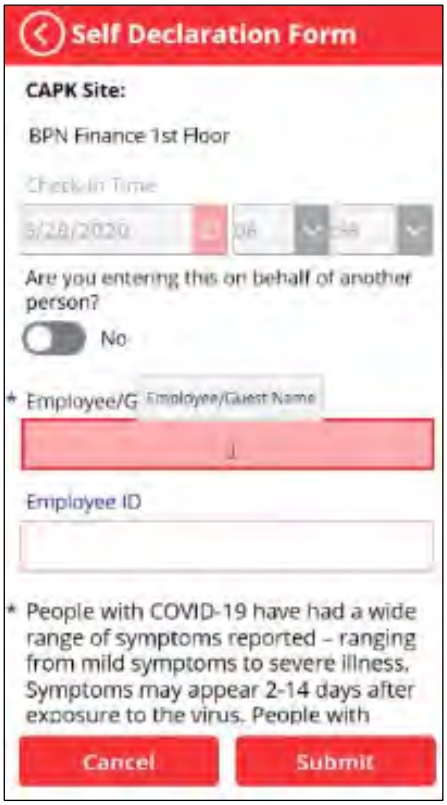
An employee with symptoms of COVID-19, or who has a temperature at or above 100.4 degrees Fahrenheit, will be sent home. The employee should monitor his or her symptoms and contact a healthcare provider if they are concerned.

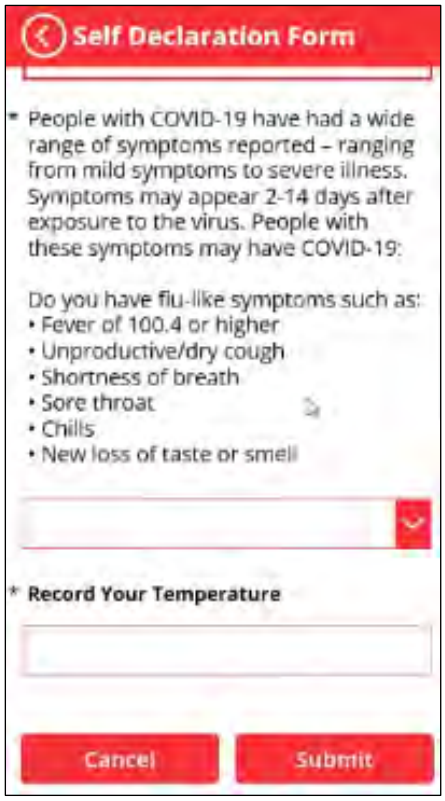
An employee sent home can return to work at CAPK when:

- He or she is symptom free and has had a temperature at or below 100.3 degrees Fahrenheit for at least three (3) days without taking medication to reduce fever during that time AND at least seven (7) calendar days have passed since the symptoms began;
  OR
- May return to work earlier if a healthcare provider, in writing, releases the employee to return to work at CAPK.

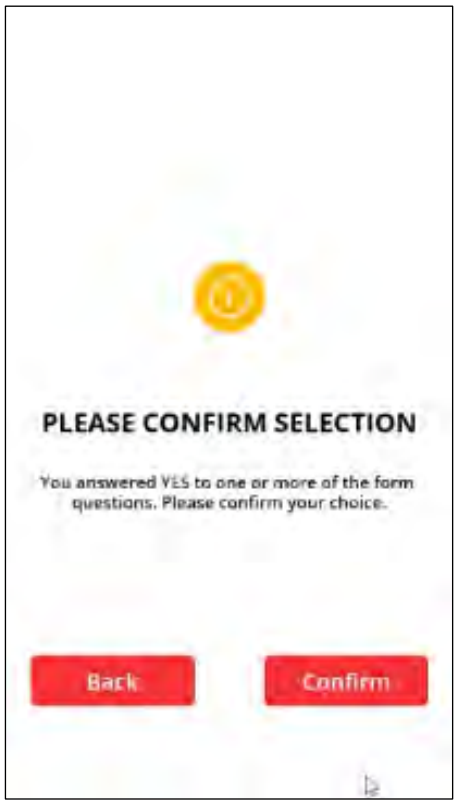
An employee who experiences fever and/or respiratory symptoms while home shall not report to work at CAPK. Instead, the employee will contact his or her supervisor regarding his or her absence from CAPK and may choose to contact his or her healthcare provider.


capk
To Prevent the spread of COVID-19 and Reduce the potential risk of exposure to our workforce and visitors, CAPK is conducting a daily screening questionnaire.
This form must be completed daily if you are physically working at any company site or client location.
This is not a substitute for professional medical advice, diagnosis, or treatment of disease or other conditions, including COVID-19. Always consult a medical professional for serious symptoms or emergencies. If you are experiencing severe or life-threatening symptoms, please call 911.
Check In
Preventing the Spread of COVID-19
Company News


Self Declaration Form
CAPK Site:
BPN Finance 1st Floor
Check-in Time
5/28/2020
08
Are you entering this on behalf of another person?
No
* Employee/G
Employee/Guest Name
Employee ID
* People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with
Cancel
Submit


Self Declaration Form
* People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
Do you have flu-like symptoms such as:
• Fever of 100.4 or higher
• Unproductive/dry cough
• Shortness of breath
• Sore throat
• Chills
• New loss of taste or smell
* Record Your Temperature
Cancel
Submit


capk
Checked-In
05/28/2020 08:33:49
Do not Close until you have shown this screen upon entering the building
Close


PLEASE CONFIRM SELECTION
You answered YES to one or more of the form questions. Please confirm your choice.
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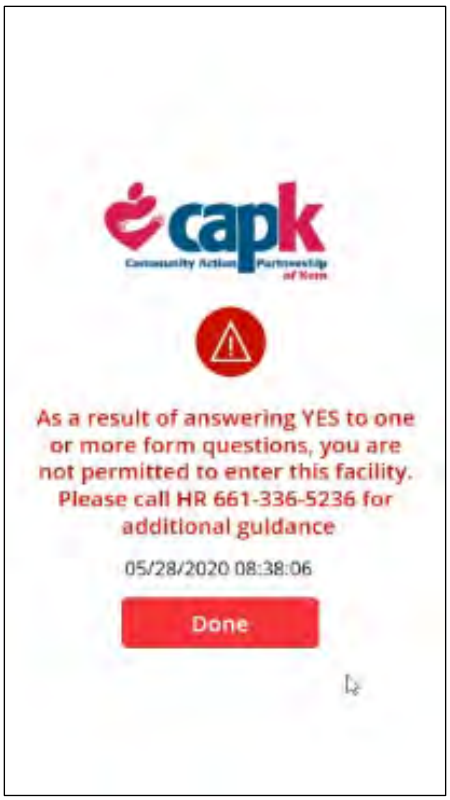
Confirm


capk
As a result of answering YES to one or more form questions, you are not permitted to enter this facility. Please call HR 661-336-5236 for additional guidance
05/28/2020 08:38:06
Done

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Finance Officer 

Date: June 11, 2020

Subject: *Agenda Item 5e:* Suspected or Confirmed Cases of COVID-19 Procedures – **INFO ITEM**

In response guidelines issued by the Center of Disease Control (CDC), CAPK developed a Readiness Task Force and Steering Committee to develop robust safety policies and procedures. The Task Force and Steering Committee created the attached Suspected or Confirmed Cases of COVID-19 Procedures. The procedures identify the symptoms to monitor for staff and the procedures to execute when symptoms are identified. The procedures additionally identify the steps necessary when there is a suspected case and when there is a confirmed case of COVID-19.

Sanitation is clearly defined in these procedures. Furthermore, in the event of a confirmed case, isolation steps are outlined as well as employee communication and testing.

We believe these standards align properly with the expectations of the CDC and guidelines from the State of California and the Kern County Department of Health. We are committed to keeping employees and the community safe.

SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE WORKPLACE

Actively encourage sick employees to stay home

- Employees who have symptoms should notify their supervisor, Human Resources and stay home.
- Sick employees should not return to work until released by their healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and HR.

Watch for symptoms

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.

Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employees may have been exposed if they are a “close contact” of someone who infected, which is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period of time:

Prolonged period of time has been defined as 15 minutes by the CDC.

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow CDC recommended steps.
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and quarantine for 14 days.
- Employee may also choose to be tested for COVID-19.

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

If employees are showing any of the above symptoms at work, the employee will be sent home until the employee has a negative COVID-19 test or has been cleared by a medical provider.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately by calling 8-911.

- Trouble breathing

- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Separate sick employees

- Employees who appear to have COVID-19 upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
- Call family member for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

Cleaning and disinfecting your site if someone is sick

In most cases, you do not need to shut down your facility. But do close off any areas used for *prolonged periods* of time by the sick person:

- Close off areas used by the person who is sick.
    - Program do not need necessarily need to close, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all common areas used by the person who is sick, such as offices, light switches bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and phones.
- Each facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects
- Once area has been appropriately disinfected, it can be opened for use.
    - Employees without close contact with the person who is sick can return to work immediately after disinfection.
    - Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
    - Continue routing cleaning and disinfection. This includes everyday practices that are normally used to maintain a healthy environment.

Supervisors should

- If an employee becomes sick during the day, they should immediately be sent home.
- Contact HR to inform them of the sick employee.
- Close off areas used by the sick employee.

Human Resources

HR will collect information about the worker's contacts among co-workers, up to 2 days prior to symptom onset, to identify other workers who could be considered exposed.

- If an employee is confirmed to have COVID-19, HR will inform co-workers of their possible exposure but, maintain confidentiality as required by the Americans with Disabilities Act.
    - HR will contact by phone all the employees who may have been in close contact with the infected employee as soon as possible without revealing the employee's identity.
    - All employees identified as being exposed to the infected employee will be scheduled an appointment with the Occupational Medical Provider to test for COVID-19.
    - Employees will be instructed to follow the CDC Public Health Recommendations for Community-Related Exposure.

Risk Management

- Call Facility Manager and schedule janitorial services to do a "deep clean" of the office.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Finance Officer 

Date: June 11, 2020

Subject: *Agenda Item 5f:* COVID-19 Travel Policy – **INFO ITEM**

In response guidelines issued by the Center of Disease Control (CDC), CAPK developed a Readiness Task Force and Steering Committee to develop robust safety policies and procedures. The Task Force and Steering Committee created the attached COVID-19 Travel Policy. The policy identifies limited professional travel as well as conditions for personal travel during the COVID-19 crisis.

We believe these standards align properly with the expectations of the CDC and guidelines from the State of California and the Kern County Department of Health. We are committed to keeping employees and the community safe.

Travel Policy related to COVID-19

To help minimize the transmission of COVID-19, please note the following travel restrictions below. The CDC recommends that travelers avoid all nonessential travel to all global destinations. Widespread transmission of COVID-19 has been reported globally.

The following guidelines will apply to all CAPK employees affected by this policy.

Work-related travel

- All business travel for CAPK employees has been postponed until further notice.
    - This includes all conferences, locally, domestically or internationally.

Personal travel

- As an additional precaution to ensure the health of employees, CAPK strongly encourages all employees to evaluate and reconsider both international and domestic travel during this time.
- The CDC has placed the following countries under a Level 3 Travel Health Notice: **Brazil, China, Iran, Most European Countries and the United Kingdom and Ireland.** Everyone is responsible for checking the CDC website to see if their travel destination has been added to this list: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
    - Employees need to notify management of their travel if they recently returned from travel to the United States. Communication with CAPK management during and upon return from personal travel is critical.
    - If the employee decides to travel to or through a restricted country, they must notify their manager and Human Resources of their specific travel plans, they will be required to self-quarantine for 14 days upon their return to the US or get tested for COVID-19.
    - Employees can contact 211 or the Human Resources Department to obtain a list of COVID-19 testing sites.
    - In any case, employees must be cleared by the Human Resources department before returning to work after the quarantine period or after they receive negative test results.
    - Employees will be allowed to use sick time if available throughout the quarantine period or while they wait for test results.

Travelers returning from Cruise Ship and River Cruise Voyages

Employees are recommended to defer travel on cruise ships, including river cruises. The CDC has issued a Level 3 Travel Health Notice for cruise ship travel. The risk of COVID-19 on cruise ships is high. Employees who return from a cruise ship or river cruise voyage must follow the guidelines below:

- Stay at home and quarantine for 14 days, monitor their health, and practice social distancing. If the employee does not want to self-quarantine for 14 days, they will be required to get tested for COVID-19.
- In the event that an employee travels to an area that is currently not on the restricted travel countries list, but is added during the course of travel, the employee must self- quarantine for 14 days or get tested before returning to work and must be cleared by the Human Resources department prior to returning to work.

All employees must exercise prudent judgment when making travel plans. These decisions regarding travel restrictions may change as the situation evolves. Travel increases the chances of getting and spreading COVID-19. Before employees travel, they are encouraged to learn if COVID-19 is spreading in their local area or any of the places they will be traveling to by visiting the CDC link below https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html.

For additional questions, please contact the Human Resources department.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Program Design and Management Administrator

Date: June 11, 2020

Subject: *Agenda Item 5g:* Head Start and State Child Development Revised Job Descriptions – **Action Item**

In May of this year, the Board of Directors approved a new organizational structure for the Head Start and State Child Development division. Since that time staff have worked with HR to revise job descriptions to reflect the approved changes within the new structure. Included with this memo are seven job descriptions that have been reviewed by Human Resources and are presented for Board Approval. Below you will find a table showing the changes made to the position. Changes include: title changes, new reports (direct or supervisor) and grade changes determined appropriate by HR for positions with increased responsibilities.

Position	Reason for Change	Grade Change
Quality Assurance Administrator (Former: Quality Assurance Manager)	Title Change/New Reports	From 10 to 12
Program Design and Management Administrator	New Reports/New Supervisor	N/A
Professional Development Manager (Former: Professional Development Coordinator)	Title Change/New Reports	From 8 to 10
CDE Attendance Coordinator (Former: Fiscal Attendance Coordinator)	Title Change/Exempt to Non-Exempt	N/A
CACFP Attendance Coordinator (Former: Attendance Coordinator)	Title Change/New Reports	N/A
Enrollment Coordinator	Exempt to Non-Exempt	N/A
Content Area Specialist ~ Inclusion (Former: Content Area Specialist ~ Disabilities)	Title Change	N/A

Recommendation

Staff recommends the Personnel Committee approve the seven revised Job Descriptions for the Head Start and State Child Development division.

Attachments:

Quality Assurance Administrator JD
Program Design and Management Administrator JD
Professional Development Manager JD
CDE Attendance Coordinator JD
CACFP Attendance Coordinator JD
Enrollment Coordinator JD
Content Area Specialist ~ Inclusion JD

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Head Start and State Child Development
Quality Assurance 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 general direction of the Director of Head Start and State Child Development, the Quality Assurance Administrator is responsible for maintaining a robust program monitoring system for all Head Start and State Child Development programs which includes facilitating the annual audits and self-assessments. The ongoing monitoring system for compliance must maintain compliance of all Head Start Performance Standards, Office of Head Start monitoring protocols, and State Contract Monitoring Review, Community Care Licensing and USDA regulations. 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 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 Head Start and State Child Development

SUPERVISION EXERCISED:

Directly supervises Quality Assurance Specialists (4), Quality Assurance Technicians (2) and the Data Analysts (2).

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, implements, and maintains effective monitoring systems to include appropriate monitoring processes, reports, checklists, and monitoring schedules (e.g. State/ Federal Reviews).
2. Responsible for the design of a comprehensive system for on-going monitoring, audit, data analysis and evaluation for all program service areas in consultation with management staff.
3. Provides staff training, development, and supervision, which includes, coaching, mentoring and evaluation of staff.
4. Responsible for the annual Self-Assessment for the Head Start and State Child Development, EHS Child Care Partnership and EHS San Joaquin programs and process for program and management improvement plans are conducted in conjunction with the Policy Council and Board of Directors
5. Conducts and/or coordinates annual audits, funding source regulatory audits and monitoring visits.
6. Participates in the development and preparation of the grant refunding applications and any supplemental applications required by regulations.

7. Participates in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
8. Responsible for developing on-going monitoring schedules and coordinates technical assistance as needed.
9. Responsible for the Office of Head Start Program Information Report for all Head Start and Early Head Start programs.
10.
11. Develops, monitors, implements, and evaluates assigned program's policies and procedures and assists with developing short-range and long-range goals and objectives.
12. Point of contact for Department of Social Services Community Care Licensing. Prepares required documentation for obtaining licenses for new child development centers, and changes to existing licenses.
13. 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 negotiated service contracts with subscribing educational systems, partnerships and consultants.
14. 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.
15. 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. Other Job Specific Duties:

1. Conducts and attends meetings, trainings, and professional growth activities, as required.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start/State Child Development 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:

Agencies policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Current problems of socially and economically challenged families
Modern office practices, methods, procedures, and equipment including computers
Word processing, spreadsheet, database, and other related software applications.

Ability to:

Find solutions to 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 Public Administration, Education Administration, Business Administration or related field from an accredited college or university
- Minimum four (4) years of progressive more responsible experience in administrative/management with emphasis in social services, public administration, child development, or other related field
- Two years of direct experience in managing government funded programs desirable.
- Knowledge of principles and practices of administration, budgeting, fiscal oversight, and project management. Must have strong supervisory skills, effective communication skills, and ability to work independently while managing competing demands; Federal, State, and local programs, laws and regulations pertaining to the operation of the Program.

OTHER REQUIRMENTS:

- 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.
- 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 Quality Assurance 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			x		

Head Start and State Child Development
Program Design and Management 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 Director of Head Start and State Child Development, the Program, Design and Management (PDM) Administrator has the responsibility for planning, organizing, directing and controlling the Program, Design and Management areas of Enrollment and Attendance and Professional Development, and Translation Services in compliance with state and federal regulations. The PDM Administrator will provide additional support as the Head Start and State programs liaison to the Central Kitchen and Information Systems departments.

SUPERVISION RECEIVED:
Receives supervision from Assistant Director of Head Start ~ Administration

SUPERVISION EXERCISED:
Enrollment and Attendance Manager, Professional Development Manager, and Translator / Program Assistant

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 the integration of Program, Design and Management (PDM) systems and program services such as: development and implementation of communication systems, record-keeping/reporting systems and quality control and budgetary systems for Enrollment and Attendance, Professional Development, and Translation Services.
2. Responsible for the areas of Enrollment and Attendance Professional Development to ensure compliance with State and Federal regulations and auditing requirements.
3. Participates in the development of State and Federal refunding applications, budgets, program area plans.
4. Provides staff training, development and supervision, which includes coaching, mentoring and evaluation of staff.
5. Works collaboratively with the Director of Operations to ensure compliance of Information Systems and technology for the Head Start Division.
6. Prepares reports to make recommendations for improving program operations and ongoing program development maintaining communications of Program Options.
7. Oversees the development of the Training and technical Assistance Plans.
8. Responsible for program effort to recruit families and maintain full enrollment.
9. Performs any other like duties as assigned.

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 Public Administration, Business Administration, Human Resources, Early Childhood Education, Child Development, Health Services, or Social Services.
- Any combination of education and/or experience may be acceptable on a year for year basis.
- 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.
- Direct experience in managing government-funded program is highly desirable.
- 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 Design and Management 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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Head Start and State Child Development
Professional Development 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 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the direction of the Program Design and Management Administrator, the Professional Development Coordinator is responsible to develop and maintain the Head Start and State Child Development Division's comprehensive professional development systems and leading the Professional Development team with monitoring staff development data. Will support Head Start Leadership with data driven evaluations of the professional growth needs of the program. Ensuring compliance with the implementation of Head Start/Early Head Start Performance Standards, Federal and State regulations, Community Care Licensing regulations, funding source requirements, and policies/procedures as it relates to staff ratios, staff qualifications, professional development, staff turnover and on-boarding.

SUPERVISION RECEIVED:

Receives supervision from Program Design and Management Administrator

SUPERVISION EXERCISED:

Directly supervises Professional Development Technicians (2).

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, implements, and monitors a data driven Professional Development system to meet expectations of all funding sources.
2. Is responsible for an effective communication system to inform staff of college course work, continuing education, certifications, and other professional growth opportunities.
3. Will manage public relations acting as a liaison for Head Start/State Child Development with community partnerships to facilitate professional development activities (i.e. colleges, universities, and other educational providers) and interface with local schools/businesses to design and implement a range of interactions to attract Early Childhood Education careers while building public awareness of Head Start in the communities served.
4. Will collaborate with CAPK Human Resources to support onboarding needs for Head Start/State Child Development staff.
5. Will manage the Head Start / State Child Development New Hire Orientation and training plans to ensure fully qualified staff are prepared to provide quality services.
6. Responsible for communication with administrative staff regarding employee relations: new hires, promotions, transfer, resignations and terminations.
7. Will establish and maintain a record keeping and data assessment system in collaboration with support services and Mentor Coaches to drive decision making for training activities.
8. Develops and monitors Training and Technical Assistance Budgets and Budget Narratives,

as per HS Performance Standard expectations, for all five HS/EHS grants.
9. Demonstrates an advanced understanding and ability to use a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information on prospective, past, and current.
10. Manages special program/agency events through effective project planning while assuming responsibility for budgetary aspects. Attends trainings and meetings as required.
11. Works alternative hours as required, including nights and weekends.
12. Maintain safe and functional work environment.
13. Performs any other like duties as assigned.

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.
Principles and techniques of training, program development and operation.
Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.

Ability to:
Deal with conceptual matters.
Plan, organize, allocate, and control substantial resources.
Communicate effectively.
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) 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 from an accredited college in Business Administration, Human Resources Development, Education Administration or closely related field.
- Minimum 2 years prior training in administration or related human resources experience.
- 3 years progressive administrative experience and community outreach in public or non-profit programs.

- Minimum of 2 years supervisory experience.

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 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 Professional Development Coordinator			
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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Head Start and State Child Development
CDE Attendance Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:

Under supervision of the Enrollment and Attendance Manager, the CDE Attendance Coordinator supervises and performs duties related to preparing, processing, maintaining and reviewing attendance, statistical or fiscal documents and records as related to California Department of Education (CDE) reimbursement regulations. Work is carried out under the general supervision of the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from Enrollment and Attendance Manager

SUPERVISION EXERCISED:

Direct supervision of assigned Attendance 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. Provides direct supervision, training and technical assistance, mentoring and support to assigned Attendance Technicians to include evaluations of performance.
2. Maintains a strong understanding of California Department of Education, Head Start Program Performance Standards (HSPPS), California Code of Regulations Title 5 (CDE) and Title 22 (Community Care Licensing).
3. Oversees, compiles, reviews, monitors, and maintains monthly CDE attendance data entry, documentation, reporting and CDE claim data.
4. Prepares and submits monthly and periodic CDE reports to the CAPK Finance Division.
5. Maintains records of family fees; prepares and distributes family fee statements; receives family fee payments by mail or in person; prepares bank deposits; develops payment plans for delinquent fees.
6. Notifies the Enrollment Team of any delinquent fees requiring a Notice of Action.
7. Collaborates with Enrollment, Program Staff, Support Service Staff, Finance, Central Kitchen, and other departments and community members as appropriate.
8. Provide leadership and training to admin/program staff on CDE and HSPPS regulations as required.
9. Provide technical and procedural assistance and training to admin/program staff on ChildPlus.net and NoHo.
10. Supports the preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors and Policy Council, Head Start Regional Office, and CDE.
11. Assists with audits and funding source reviews.
12. Monitors for compliance with internal controls.

13. Assists with developing, maintaining, and updating CDE written policies and procedures as needed.
14. Performs Attendance Technician duties as needed.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as assigned, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CAPK 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.
Understanding of socially and economically challenged families.
Modern office procedures and equipment including computers, copiers, desk-top scanner, etc.
Word processing, spreadsheet, database and other related software applications.
Knowledge of proper grammar in written communication.

Ability to:
Deal with conceptual matters.
Plan, organize, and allocate resources.
Work independently.
Communicate effectively both verbally and in writing.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and explain policies and procedures.
Analyze problems and identify alternative solutions.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective 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 from accredited college or university with a major in one of the following disciplines: Finance, Social Services, Early Childhood Development, Human Services, Behavioral Science, Public or Business Administration is preferred
- 3 years working in administrative field with emphasis on finance, social services, case management, public administration, child development, or related field.
- 2 years of supervisory experience (if applicable, may be concurrent with work experience).

- Comprehensive knowledge of regulations governing the fiscal requirements of Head Start, California Department of Education, and Child and Adult Care Food Program.
- Bilingual language fluency (Spanish/English) desirable.

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, Community Care Licensing.
- 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 Fiscal/Attendance Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONAL UP TO 4 HOURS**	**FREQUENT 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)			
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING	**CARRYING**

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

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Head Start and State Child Development
CACFP Attendance Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under supervision of the Enrollment and Attendance Manager, the CACFP Attendance Coordinator supervises and performs duties related to preparing, processing, maintaining, and reviewing attendance, Child and Adult Care Food Program (CACFP) statistical or fiscal documents and records; performs related work as required. Work is carried out under the general supervision of the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:
Receives supervision from Enrollment and Attendance Manager

SUPERVISION EXERCISED:
Direct supervision of assigned Attendance 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. Provides direct supervision, training, and technical assistance, mentoring and support to assigned Attendance Technicians to include evaluations of performance.
2. Maintains a strong understanding of Child and Adult Care Food Program (CACFP), Head Start Program Performance Standards (HSPPS), California Code of Regulations Title 5 (CDE) and Title 22 (Community Care Licensing).
3. Maintain computerized database management systems for Head Start, Early Head Start and State programs which includes but is not limited to completing, entering, updating and auditing Sign-in and Sign-out sheets.
4. Is responsible for aggregating attendance data to complete monthly CACFP claims.
5. Track and Monitor all areas of CACFP attendance data for both the Federal and State programs to ensure an error-free Audit and USDA tri-annual review.
6. Reviews various fiscal documents, reports, and payments for accuracy and completeness.
7. Compiles periodic, monthly, and quarterly attendance and CACFP statistical reports.
8. Supports the preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors and Policy Council, Head Start Regional Office, and CACFP.
9. Assists with audits and federal/state reviews.
10. Monitors for compliance with internal controls.
11. Is responsible for developing, maintaining, and updating written CACFP policies and procedures as needed.
12. Provides technical support to staff in related attendance, CACFP, and administrative areas.
13. Performs Attendance Technician duties as needed.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Agency 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.
Understanding of socially and economically challenged families.
Modern office procedures and equipment including computers, copiers, desk-top scanner, etc.
Word processing, spreadsheet, database, and other related software applications.
Proper grammar in written communication.

Ability to:

Deal with conceptual matters.
Plan, organize, and allocate resources.
Work independently.
Communicate effectively, verbally and in writing.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and explain policies and procedures.
Analyze problems and identify alternative solutions.
Work with accuracy and attention to detail.
Effectively organize and prioritize assigned work.
Establish and maintain effective 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 from accredited college or university with a major in one of the following disciplines: Finance, Social Services, Early Childhood Development, Human Services, Behavioral Science, Public or Business Administration is preferred
- 3 years working in administrative field with emphasis on finance, social services, case management, public administration, child development, or related field.
- 2 years of supervisory experience (if applicable, may be concurrent with work experience).
- Comprehensive knowledge of regulations governing the administration of Head Start or related federal or state programs desirable.
- Bilingual language fluency (Spanish/English) desirable.

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, Community Care Licensing.
- 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 ATTENDANCE COORDINATOR			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONAL UP TO 4 HOURS**	**FREQUENT 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)			
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			**CARRYING**		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x

11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Head Start and State Child Development
Enrollment Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:

Under the supervision of the Enrollment and Attendance Manager, the Enrollment Coordinator is responsible for the oversight and management of the Eligibility, Recruitment, Selection, and Enrollment of the Head Start and State Child Develop Division. The Enrollment Coordinator provides management and oversight of the Head Start and California Department of Education state contracts enrollment requirements through an auditing and monitoring processes completed by the enrollment department to mitigate fraud risks. Work is carried out under the general supervision from the Enrollment and Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the Enrollment and Attendance Manager

SUPERVISION EXERCISED:

Direct supervision of Enrollment Specialists and Enrollment 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. Ensures full enrollment is maintained at all times.
2. Provides guidance and ensues compliance on procedures and overall department production related to eligibility, selection, recruitment and enrollment.
3. Conducts department performance evaluations through a scheduled monitoring reporting/audit process that is data driven.
4. Develops staff training from data outcomes that is delivered through on-site consultation, coaching/mentoring to staff, and group trainings that includes measurable criteria leading to quality outcomes.
5. Identifies and implements strategies to ensure consistency in process and compliance to departmental procedures.
6. Ensures eligibility criteria and selection processes are implemented, as per regulations and funding requirements.
7. Ensure documentation for eligibility and certification is accurate and in compliance, as per funding sources, prior to enrollment.
8. Collaborates with Attendance, Program Staff, Support Service Staff, and other departments and community members as appropriate.
9. Supervises recruitment including planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with community

partners, and other recruitment to ensure compliance for the program.
10. Provide technical and procedural assistance and training to admin/program staff on ChildPlus.net and NoHo.
11. Assists with audits and funding source reviews.
12. Monitors for compliance with internal controls.
13. Assists with developing, maintaining, and updating written policies and procedures as needed.
14. Performs Attendance Specialist and Attendance Technician duties as needed.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Works alternative hours as assigned, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CAPK 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.
Understanding of socially and economically challenged families.
Modern office practices, methods, procedures and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Knowledge of proper grammar in written communication.

Ability to:
Deal with conceptual matters.
Plan, organize, and allocate resources.
Work independently.
Communicate effectively both verbally and in writing.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and explain policies and procedures.
Analyze problems and identify alternative solutions.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective 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 from accredited college or university with a major in one of the following disciplines: Finance, Social Services, Early Childhood Development, Human Services, Behavioral Science, Public or Business Administration is preferred
- Three (3) years working in administrative field with emphasis on Finance, Social services, Case management, Public administration, Child development, or other related field.
- Two (2) years of supervisory experience. If applicable; may be concurrent with work experience.
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties will be considered.
- Bilingual language fluency (Spanish/English) fluency desirable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted, 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 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 Enrollment Coordinator			
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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Head Start and State Child Development
Content Area Specialist – Inclusion

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 08 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:
Implements and supervises the operation of the Head Start Program Service Area for Children with Disabilities. Ensures that delivery of services complies all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements inclusion services for all Head Start participants. Oversees and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

SUPERVISION RECEIVED:
Receives supervision from Family Engagement and Inclusion Manager

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. Maintains confidentiality of all records and information for all Head Start families.
2. Oversees the disability assessments of Head Start participants and weekly collection of data necessary for the assessments.
3. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Conduct ongoing site monitoring and observation visits to ensure the goals for children with disabilities are being met.
5. Ensure weekly data monitoring, tracking, follow-up, and analysis of inclusion services.
6. Ensure coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
7. As a member of a multi-disciplinary team, assess and implement each child's Individual Education Program (IEP) or Individual Family Service Plan (IFSP) for all service areas.
8. Coordinates referrals and follows-up with appropriate medical providers and/or Local Education Agency) LEA's when a child is found to need treatment or diagnosis of possible disability.
9. Responsible for the timely implementation and coordination of services for incoming children with disabilities to ensure environments are accessible and inclusive for the child.
10. Ongoing research of disabilities trends to provide the latest strategies and techniques to appropriate staff.

11. Responsible for creating, implementing, and monthly review of plans of actions for all participants with disabilities.
12. Attends IEP/IFSP meetings with various school districts throughout the county as required.
13. Responsible for acquiring Memorandums of Understanding for inclusion services with LEA's and other community agencies.
14. Update inclusion policies, procedures, forms, and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
15. Responsible for the Inclusion Services Advisory Committee; collaborates with outside agencies to advocate for services for Head Start families.
16. Collaborate with Site Supervisors, Home Base Supervisors, and Program Managers to provide monitoring, training, and/or intervention.
17. Performs any other like duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences.
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start 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:

- Current problems of socially and economically challenged families.
- Modern office procedures and equipment including computers.
- Word processing and other related software applications.

Ability to:

- Plan, organize, and allocate resources.
- Work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

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 in child development or disabilities related field.
- Minimum 2 years of experience in any disabilities or child development related field.
- Experience working with young children and their families highly desirable.
- Bilingual (English/Spanish) capabilities are desirable

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- 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.

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 varies.
- 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 Content Area Specialist – Disabilities			
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
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: 867-540 140#
Join Microsoft Teams Meeting
June 17, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee member Pastor Jonathan Mullings called the meeting to order at 12:04 pm via tele-conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton, Jonathan Mullings, Guadalupe Perez, Ana Vigil (joined at 12:09 pm)

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Pritika Ram, Director of Administration; Carmen Segovia; Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda for June 17, 2020. Carried by unanimous vote. (Benton/Perez).

4. **Public Forum**

No one addressed the Committee.

5. **Special Presentation**

Tracy Webster explained that staff did not prepare a special presentation for the first regular meeting following the challenges presented from the COVID-19 crisis. Tracy asked if the Committee would like to continue the special presentations at the next meeting and the Committee agreed that staff should keep the item on the agenda but hold off on the presentations until the COVID-19 related issues resolve further.

6. New Business

a. Head Start & Early Head Start Budget to Actual Reports – ***Info Item***
    1. Kern Head Start Budget to Actual for the Period Ended May 31, 2020.
    2. Kern Early Head Start Budget to Actual for the Period Ended May 31, 2020.
    3. San Joaquin Early Head Start Budget to Actual for the Period Ended May 31, 2020.
    4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended May 31, 2020.

    Tracy Webster provided the Head Start Kern Budget to Actual Report for the Period Ended May 31, 2020. Three months (25%) of the twelve-month budget period have elapsed and overall Base Fund expenditures are at 19% of budget. Training & Technical Assistance Funds (T&TA) are at 9% of budget and Non-Federal Share is at 7% of budget. The Non-Federal share has not been calculated for the current fiscal year due to classroom closures.

    Tracy Webster provided the Early Head Start Kern Budget to Actual Report for the Period Ended May 31, 2020. Three months (33.33%) of the twelve-month budget period have elapsed and overall Base Funds are at 31% of budget, T&TA expenditures are at 11% of budget. The Non-Federal Share is at 3% of budget.

    Tracy Webster provided the San Joaquin Early Head Start Budget to Actual report for the Period Ended May 31, 2020. Four months (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.

    Tracy Webster provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended May 31, 2020. Three months (25%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 13% of budget, T&TA funds are incurred as needed and are currently at 6% of budget. The Non-Federal Share is at 2% of budget. The Non-Federal Share has not been calculated for the current fiscal year due to classroom closures.

b. Request to Approve 2020-2021 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) – Jerry Meade, PDM Administrator – ***Action Item***

    Jerry Meade reported that the 2020-2021 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) have been awarded to CAPK. Staff has reviewed the standard contracts and requests approval to authorize the Chief Executive Officer to execute the contracts and all subsequent amendments within the contract year, with Resolution.

Motion was made and seconded to approve, with Resolution, the authorization for the Chief Executive Officer to execute the California Department of Education program standard contracts and all subsequent amendments for the Fiscal Year 2020-2021. Carried by unanimous vote (Benton/Mullings).

c. Head Start / Early Head Start Kern and Early Head Start Child Care Partnership Carry Over Requests with Resolution – Jerry Meade, PDM Administrator – ***Action Item***

Jerry Meade reminded the Committee that the Board approved Budget Revisions for both HS/EHS Kern and EHS Child Care Partnership grants for the 2019-20 budget period at the January 2020 meeting. The Office of Head Start has released Notice of Award approving the budget revision; however, the approved projects included in the revisions were not completed in the 2019-20 fiscal year and will be carried over to the 2020-21 funding year, which requires Board Approval to submit the carry over request. For HS/EHS Kern, the projects to be carried over consist of construction projects at four child development centers totaling $5,053,383. For EHS Child Care Partnership, the projects to be carried over consist of new partner start-up projects and staff development resources to reach full enrollment for the Child Care Partner slots totaling $1,498,210.

Motion was made and seconded to approve, with Resolution, the submission of the Carry Over requests for the Head Start / Early Head Start Kern and Early Head Start Child Care Partnership grants. Carried by unanimous vote (Benton/Mullings).

d. Resolution to Approve the Submission of the 2020 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #20C-6008 – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that the Department of Energy Weatherization Assistance Program (DOE WAP) contract #20C-6008 in the amount of $250,000 was received for the period from July 1, 2020 – June 30, 2021 and requests approval, with Resolution, to authorize the Chief Executive Officer to execute the contract and all subsequent amendments during the contract period.

Motion was made and seconded to authorize, with Resolution, the Chief Executive Officer, to execute the DOE WAP Contract #20C-6008 and all subsequent amendments during the contract period. Carried by unanimous vote (Benton/Vigil).

e. Funding Request: Kern Economic Development Foundation for So Cal Gas Operation Feed Our Seniors Program – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram presented a funding profile from Kern Economic Development Foundation (KEDF) for the So Cal Gas Operation Feed Our Seniors project, which is designed to be used to buy

meals from local restaurants and made available to target audiences of seniors, students and farmworkers. This will help to stimulate local businesses and help employees back to work, while also feeding those in need. Meals will be individually packaged and cost less than $15 each. The requested $95,000 will provide about 6,000 meals during a 13 week period and the program will be administered through the CAPK 2-1-1 program to run eligibility and work with local restaurants to arrange for meal service.

Motion was made and seconded to approve the funding profile for the Kern Economic Development Foundation for So Cal Gas Operation Feed Our Seniors Program. Carried by unanimous vote (Mullings/Benton).

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

Tracy Webster reported the recently approved federal budget includes funding for a 2% Cost of Living Adjustment (COLA) for the Head Start group of contracts, which provides a 2.0% wage adjustment for all employees in the Head Start family of programs, which covers approximately 600 employees of the 900 CAPK employees. The Division Directors and Program Managers plan and budget for possible COLA and all program budgets included a wage COLA in their operational budgets for the 2020-2021 budget year. Staff recommends approval to implement the Head Start COLA of 2% and approval of a 2% COLA for all remaining CAPK employees not covered by Head Start, excluding the Chief Executive Officer.

Motion was made and seconded to approve, with Resolution, the Head Start COLA of 2% COLA and the 2% COLA for all remaining CAPK employees, excluding the Chief Executive Officer, and applied per the effective dates subject to each individual contract requirements and funding levels. Carried by unanimous vote (Benton/Mullings).

g. Financial Statements, May 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that it was not necessary to draw from the line of credit during the month of May. The Central Kitchen expenditures were at 15.7% at the end of May and the USDA revenue was at 10.9%. Expenditures are below target of 25% (3 of 12 months). Due to COVID-19, the Kitchen was unable to serve meals for a 3-week period until a waiver was secured from the USDA. A significant decline is expected in USDA revenue as a result and the gap will need to be picked up by Head Start funds.

CMAP is on target to fully earn the contract and subsidized childcare payments are currently at 87.62% with a target for the period of 83.3%. It is likely that we may over-spend this contract as many families are not migrating in the summer. Staff is in regular contact with the CDE and will be granted a Voluntary Temporary Transfer to the contract. Center based state programs (CSPP, CMIG and CCTR) reflect very low enrollment numbers for the months of July through February.

The Finance Division has one vacancy, which will be filled in July. Staff has adapted to the partial telework conditions and have successfully processed payroll, claims have been paid timely and cash flow has been maintained.

The agency expenditures are currently at 17% for the year, which is less than the 25% budgeted. The Indirect Fund budget to actual report for February month end showed that revenue exceeded expenditures by $887,876 which is 170.1% of the budgeted indirect surplus. Overall expenditures are 93.8% of the budget and is less than 100% at month 12 of the 12-month budget period. The Indirect Fund budget to actual report for May month end showed that revenue exceeded expenditures by $283,745 which is 52.7% of the budgeted indirect surplus. Overall expenditures ate at 15% of the budget and less than the 25% budgeted at month 3 of the 12-month budget period.

Tracy reported that due to COVID-19, there is a dramatic decrease in travel expenses; however, there is an increase in supply expenses to purchase PPE, sanitizers, etc.

Motion was made and seconded to approve the Financial Statements for May 2020. Carried by unanimous vote (Mullings/Vigil).

7. Consent

a. Application Status Reports for May 2020
b. Funding Request: Sierra Health Foundation for Asthma Preventive Services
c. Funding Request: Internal Revenue Service for ITTA Reapplication for 2020/2021
d. Consent Funding Requests Under $50,000

Motion was made and seconded to approve consent items 7a-7d. Carried by unanimous vote (Benton/Mullings).

8. Committee Member Comments

- Janea Benton thanked the staff for the great work during COVID-19. Janea also asked Tracy about the status of the open HR open positions. Tracy responded that they are working to fill the open positions in HR as well as other open positions within the agency. Tracy commended Barbara Imdorf and said she has done an outstanding job with building and leading the team during this trying time and improving CAPK policies. HR has also been impacted with employee COVID testing, responding to employee inquiries and concerns, etc. and staff has done a great job.

- Ana Vigil said thanks to the staff for the great work during difficult times and noted that she is following the programs on the various social media pages.

- Pastor Mullings said tremendous work by all.

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, August 12, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting was adjourned at 12:34 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Heather McCarley, Finance Manager

Subject: Head Start - Kern
Budget to Actual Report for the Period Ended May 31, 2020 – **Info Item**

Date: June 17, 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 second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2020 through May 31, 2020. Three months (25.0%) of the twelve-month budget period have elapsed.

Base Funds
Overall expenditures are at 19% 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 9% of the budget.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 7% of the budget. Non-federal share has not been calculated for the current fiscal year due classroom closures.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - May 31, 2020
Month 3 of 12 (25.0%)

Prepared 6/11/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,617,742	1,732,864	6,884,878	20%	80%
FRINGE BENEFITS	3,145,745	468,857	2,676,888	15%	85%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	592,203	50,893	541,310	9%	91%
CONTRACTUAL	112,749	57,486	55,263	51%	49%
CONSTRUCTION	191,358	0	191,358		
OTHER	2,935,604	697,766	2,237,838	24%	76%
INDIRECT	1,497,959	300,787	1,197,172	20%	80%
TOTAL BASE FUNDING	**17,093,360**	**3,308,652**	**13,784,708**	**19%**	**81%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	0	45,136	0%	100%
SUPPLIES	23,986	221	23,765	1%	99%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	14,924	67,391	18%	82%
INDIRECT	16,144	1,514	14,630	9%	91%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**16,659**	**160,927**	**9%**	**91%**

GRAND TOTAL HS FEDERAL FUNDS	**17,270,946**	**3,335,622**	**13,935,324**	**19%**	**81%**

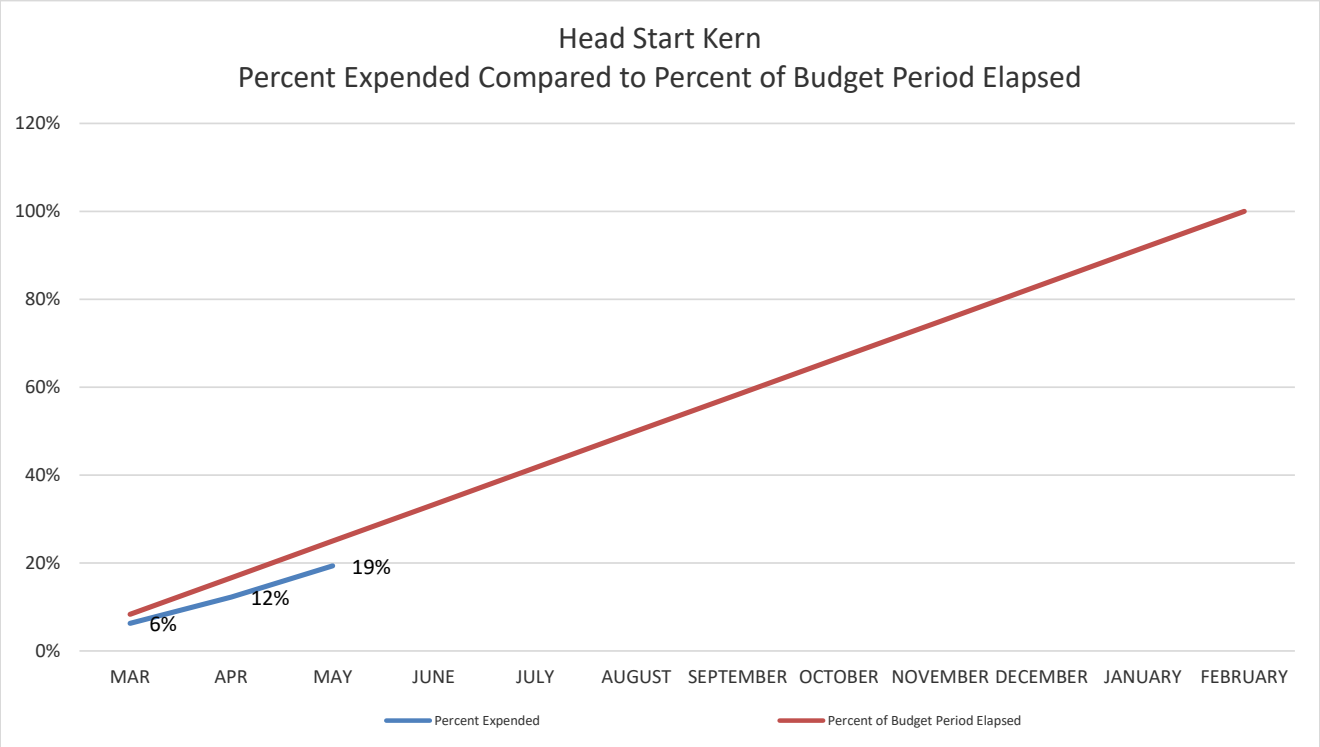
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

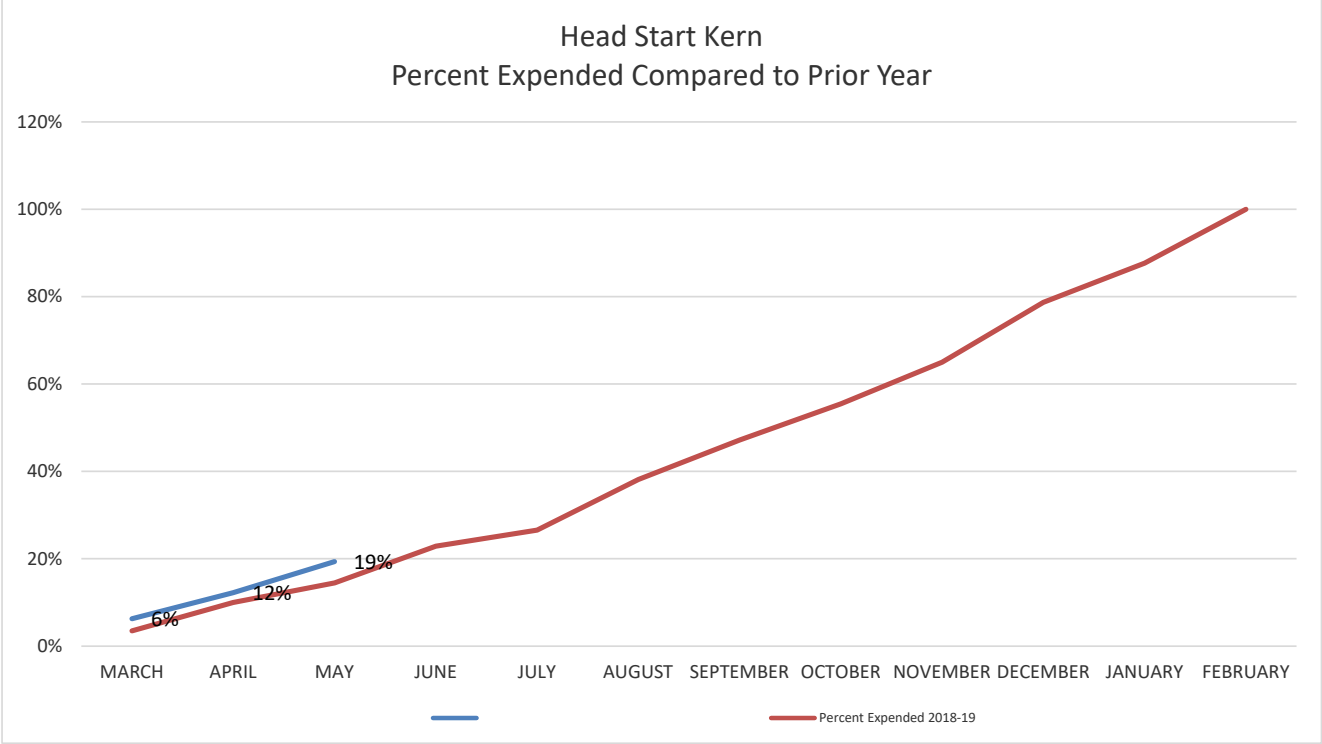
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	20,720	1,546,918	1%	99%
CALIF DEPT OF ED	5,130,608	427,631	4,702,977	8%	92%
TOTAL NON-FEDERAL	**6,698,246**	**448,351**	**6,249,895**	**7%**	**93%**

Budget reflects Notice of Award #09CH011132-02-00
Actual expenditures include posted expenditures and estimated adjustments through 5/31/2020
Administrative Cost for HS and EHS Kern **9.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	11,196				**11,196**	6/3/2020
Lowe's	1,127				**1,127**	5/25/2020
Smart & Final	0				**0**	4/10/2020
Save Mart	53				**53**	6/2/2020
Chevron & Texaco Business Card	4,304				**4,304**	6/5/2020
Home Depot	6,118				**6,118**	6/5/2020
	22,798	**0**	**0**	**0**	**22,798**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
6%
12%
19%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
6%
12%
19%
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Heather McCarley, Finance Manager

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended May 31, 2020 – **Info Item**

Date: June 17, 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 second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2020 through May 31, 2020. Three months (25.0%) of the twelve-month budget period have elapsed.

Base Funds
Overall expenditures are at 16% of the budget, which is on trend with expenditures at this point in the prior budget period.

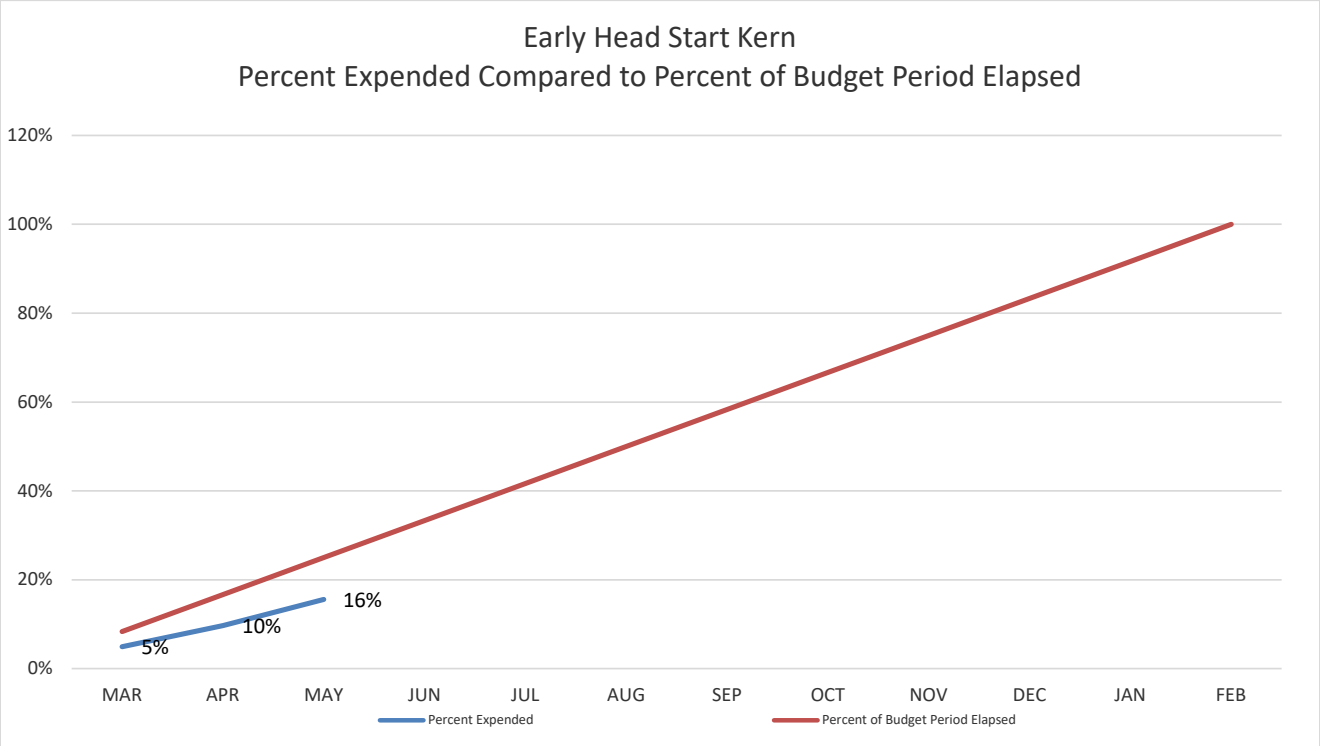
Training & Technical Assistance Funds
Overall expenditures are at 14% of the budget.

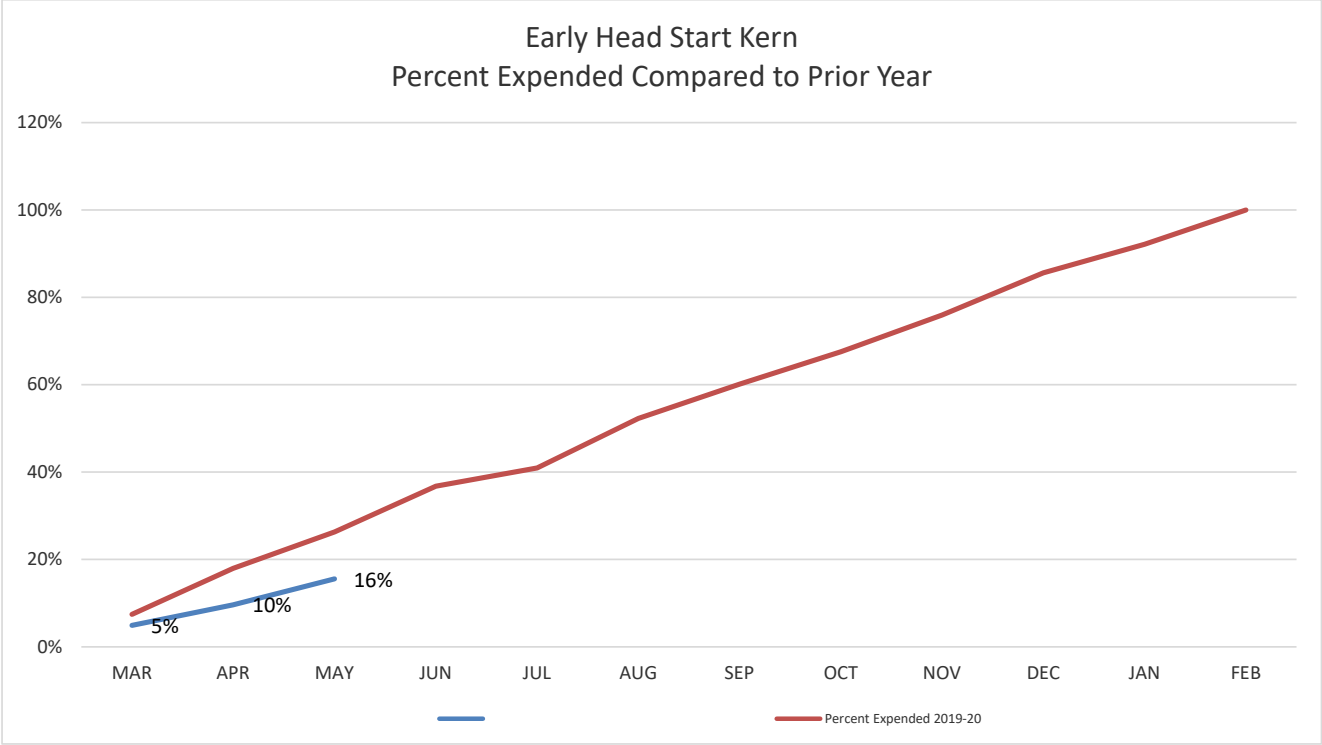
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - May 31, 2020
Month 3 of 12 (25.0%)

Prepared 6/11/20

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,346,346	740,576	3,605,770	17%	83%
FRINGE BENEFITS	1,551,385	208,692	1,342,693	13%	87%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	433,822	63,504	370,318	15%	85%
CONTRACTUAL	64,349	13,405	50,944	21%	79%
CONSTRUCTION	610,874	0	610,874		
OTHER	802,984	187,815	615,169	23%	77%
INDIRECT	768,738	121,399	647,339	16%	84%
TOTAL BASE FUNDING	**8,578,498**	**1,335,391**	**7,243,107**	**16%**	**84%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	165	35,975	0%	100%
SUPPLIES	6,807	104	6,703	2%	98%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	16,998	86,146	16%	84%
INDIRECT	15,326	2,181	13,145	14%	86%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**23,990**	**144,596**	**14%**	**86%**
GRAND TOTAL EHS FEDERAL FUNDS	**8,747,084**	**1,359,382**	**7,387,702**	**16%**	**84%**

Budget reflects Notice of Award #09CH011132-02-00
Actual expenditures include posted expenditures and estimated adjustments through 5/31/2020


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
Percent Expended 2019-20

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2020 through February 28, 2021
Report for period ending **May 31, 2020** (Month 3 of 12)

Percent of budget period elapsed: 25%

LOCATION	Enroll-ment	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	243	0	0	243	70,588	0%
Alicante	20	617	0	0	617	17,647	3%
Broadway	40	0	0	0	0	35,294	0%
California City	34	3,233	0	0	3,233	30,000	11%
Cleo Foran	23	0	0	0	0	20,294	0%
Delano	76	0	0	0	0	67,058	0%
East California	56	0	0	0	0	49,411	0%
Fairfax	40	0	0	0	0	35,294	0%
Fairview	40	291	0	0	291	35,294	1%
Harvey L. Hall	156	5,021	0	0	5,021	137,646	4%
Heritage	40	0	0	0	0	35,294	0%
Home Base	124	0	0	0	0	54,706	0%
Jewett	0	0	0	0	0	0	#DIV/0!
Lamont	40	103	0	0	103	35,294	0%
Martha J. Morgan	44	0	0	0	0	38,823	0%
McFarland	20	120	0	0	120	17,647	1%
Mojave	20	0	0	0	0	17,647	0%
Oasis	57	0	0	0	0	50,294	0%
Pete H. Parra	128	0	0	0	0	112,940	0%
Planz	20	1,840	0	0	1,840	17,647	10%
Primeros Pasos	80	0	0	0	0	70,588	0%
Rosamond	80	0	0	0	0	70,588	0%
San Diego Street	40	0	0	0	0	35,294	0%
Seibert	40	0	0	0	0	35,294	0%
Shafter	20	0	0	0	0	17,647	0%
Shafter HS/EHS	26	0	0	0	0	22,941	0%
Sterling	124	4,419	0	0	4,419	109,411	4%
Sunrise Villa	20	86	0	0	86	17,647	0%
Taft	66	3,038	0	0	3,038	58,235	5%
Tehachapi	34	309	0	0	309	30,000	1%
Vineland	20	1,193	0	0	1,193	17,647	7%
Virginia	40	0	0	0	0	35,294	0%
Wesley	60	0	0	0	0	52,941	0%
Willow	55	0	0	0	0	48,529	0%
Administrative Services		0	0	0	0	0	NA
Program Services		206	0	0	206	66,765	0%
SUBTOTAL IN-KIND	**1,763**	**20,720**	**0**	**0**	**20,720**	**1,567,638**	**1%**
State General Child Care*		0	0	0	0	1,871,571	0%
State Preschool*		0	0	0	0	3,074,165	0%
State Migrant Child Care*		0	0	0	0	184,872	0%
SUBTOTAL CA DEPT of ED		**0**	**0**	**0**	**0**	**5,130,608**	**0%**
GRAND TOTAL		**20,720**	**0**	**0**	**20,720**	**6,698,246**	**0%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended May 31, 2020 – **Info Item**

Date: June 17, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2020 through May 31, 2020. Four months (33.33%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 31% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 11% of the budget. The combined personnel and fringe benefits expenses are at 29% 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 - May 31, 2020

Month 4 of 12 (33.33%)

Prepared 6/11/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,237,521	1,020,424	2,217,097	32%	68%
FRINGE BENEFITS	916,396	277,073	639,323	30%	70%
TRAVEL	18,360	0	18,360	0%	100%
SUPPLIES	105,820	48,535	57,285	46%	54%
CONTRACTUAL	10,600	7,091	3,509	67%	33%
OTHER	521,927	155,311	366,616	30%	70%
INDIRECT	458,529	142,776	315,753	31%	69%
TOTAL	**5,269,153**	**1,651,210**	**3,617,943**	**31%**	**69%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	21,912	7,532	14,380	34%	66%
FRINGE BENEFITS	13,758	3,210	10,548	23%	77%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	47	6,768	1%	99%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	948	42,837	2%	98%
INDIRECT	10,834	1,174	9,660	11%	89%
TOTAL	**119,175**	**12,911**	**106,264**	**11%**	**89%**

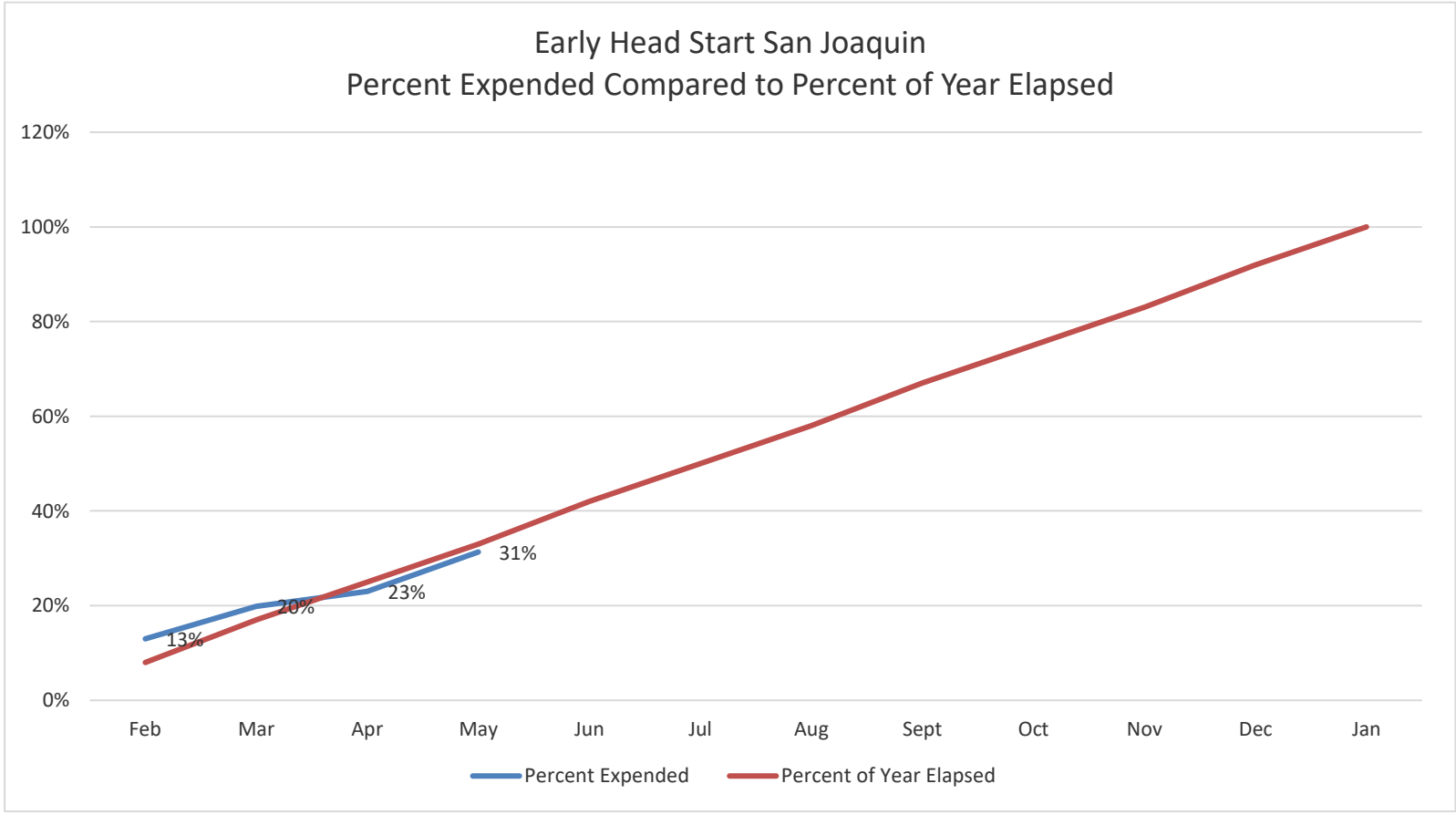
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**1,664,121**	**3,724,207**	**31%**	**69%**

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	8.4%
Program Administrative Cost	4.2%
Total Administrative Cost	**12.7%**

Budget reflects Notice of Award #09CH011406-01-00

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Feb
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Sept
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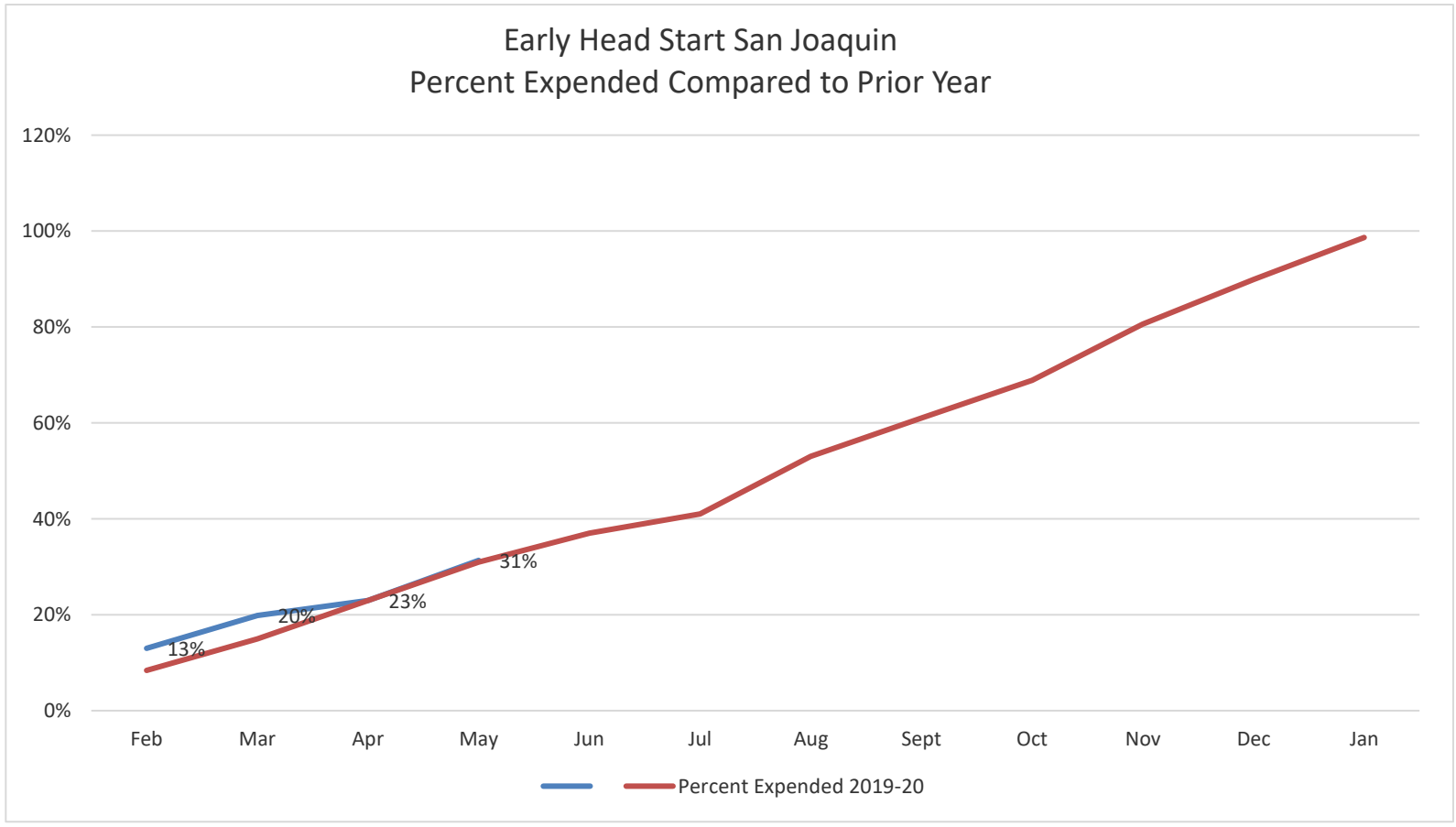
Nov
Dec
Jan
13%
20%
23%
31%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
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Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
13%
20%
23%
31%
Percent Expended 2019-20

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 **May 31, 2020** (Month 4 of 12)

Percent of budget period elapsed: 33%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,944	0	0	0	2,944	124,545	2%
Chrisman	30	0	0	0	0	0	155,682	0%
Kennedy	16	5,932	0	0	0	5,932	83,030	7%
Lodi Home Base	35	8,368	0	0	0	8,368	90,814	9%
Lodi UCC	30	14,151	0	0	0	14,151	155,682	9%
Manteca Home Base	12	6,414	0	0	0	6,414	31,136	21%
Marci Massei	24	2,398	0	0	0	2,398	124,545	2%
St. Mary's	16	6,802	0	0	0	6,802	83,030	8%
Stockton Home Base	90	22,470	0	0	0	22,470	233,523	10%
Tracy Home Base	12	1,898	0	0	0	1,898	31,136	6%
Walnut	24	3,209	0	0	0	3,209	124,545	3%
Administrative Services		0	0	0	0	0	0	
Program Services		0	0	0	0	0	108,412	0%
Policy Council		0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	**313**	**74,586**	**0**	**0**	**0**	**74,586**	**1,347,082**	**6%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Heather McCarley, Finance Manager

Subject: Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report for the Period Ended May 31, 2020 – **Info Item**

Date: June 17, 2020

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2020 through May 31, 2020. Three months (25.00%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 13% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 6% of the budget.

Non-Federal Share
Non-Federal share is at 2% of the budget. Non-federal share has not been calculated for the current fiscal year due classroom closures.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2020 - February 29, 2021
Report Period: March 1, 2020 - May 31, 2020
Month 3 of 12 (25.0%)

Prepared 6/11/2020

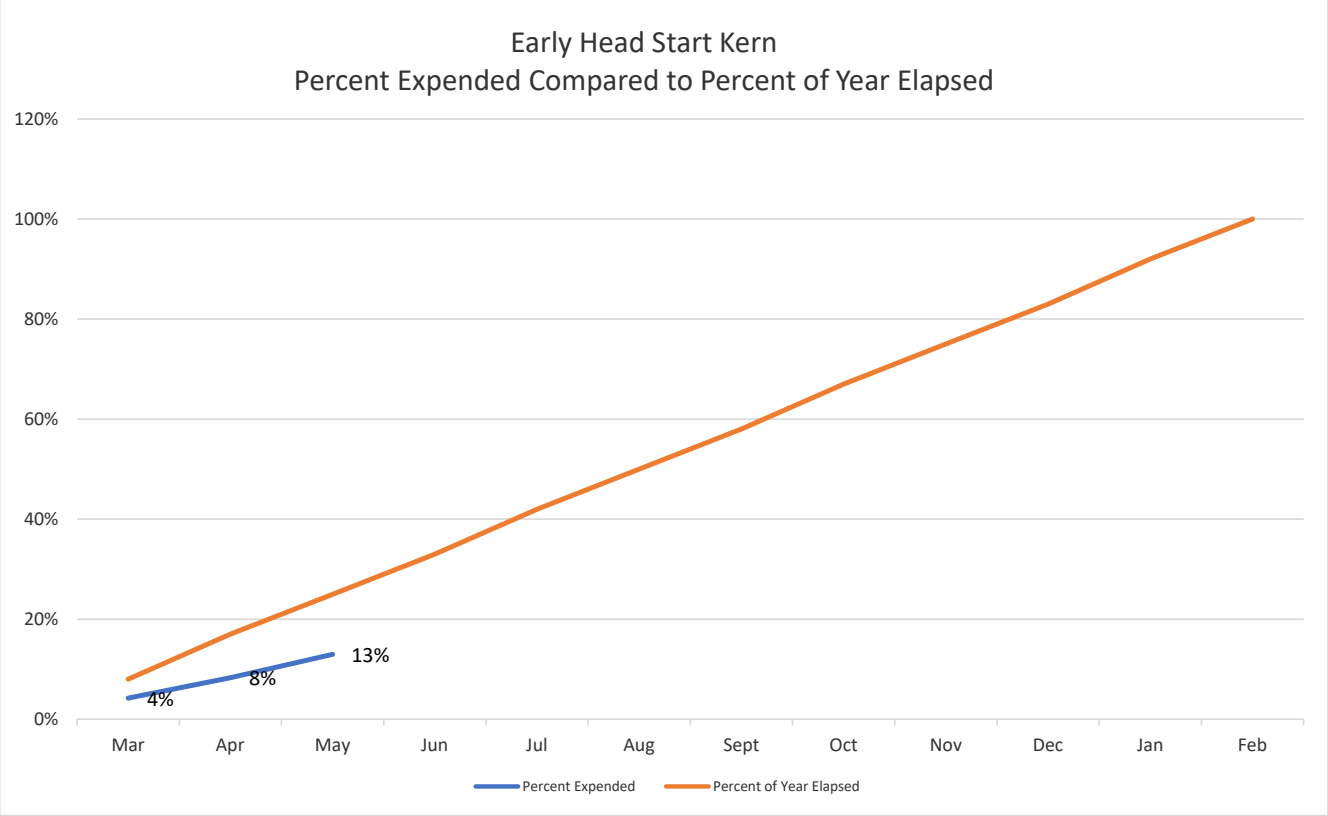
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	82,485	621,731	12%	88%
FRINGE BENEFITS	208,046	16,821	191,225	8%	92%
SUPPLIES	28,175	1,785	26,390	6%	94%
CONTRACTUAL	1,009,556	127,993	881,563	13%	87%
OTHER	143,707	42,484	101,223	30%	70%
INDIRECT	203,138	26,280	176,858	13%	87%
TOTAL BASE FUNDING	**2,296,838**	**297,848**	**1,998,990**	**13%**	**87%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	215	29,179	1%	99%
INDIRECT	5,107	302	4,805	6%	94%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**3,325**	**52,860**	**6%**	**94%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,353,023**	**312,839**	**2,040,184**	**13%**	**87%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	10,038	578,218	2%	98%
TOTAL NON-FEDERAL	**588,256**	**10,038**	**578,218**	**2%**	**98%**

Budget reflects Notice of Award **#09HP000163-02-00**

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2020


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
4%
8%
13%
Percent Expended
Percent of Year Elapsed

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, PDM Administrator

Date: June 17, 2020

Subject: *Agenda Item 6b:* Request to Approve 2020-2021 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) – **Action Item**

In November of 2019, the Board of Directors authorized the submission of the 2020-2021 California Department of Education (CDE) refunding application. The application included continued funding for the Migrant Alternative Payment program, State Preschool, Migrant Child Care, Migrant Specialized Services, and General Child Care, with the following awarded funding:

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

As a result of this application, the 2020-21 CDE contracts were prepared and are ready to be executed. Staff have reviewed these standard state contracts and are requesting the Chief Executive Officer be granted authority to execute these contracts.

Recommendation

Staff recommends the Budget & Finance Committee authorize with resolution the Chief Executive Officer to execute the funding contracts for the Fiscal Year 2020-2021 for California Department of Education programs.

Attachments:
Resolution #2020-09
California Department of Education Contracts

RESOLUTION # 2020-09

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Execution of the 2020-2021 California Department of Education Contracts

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on June 24, 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, program is requesting authorization to execute the California Department of Education contracts for State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR), Migrant Specialized Services (CMSS) and Migrant Alternative Payment (CMAP) from July 1, 2020 through June 30, 2021; and

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

NOW, THEREFORE, be it resolved that the CAPK Board of Directors of hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and Migrant Alternative Payment (CMAP) contracts and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 24th day of June 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 20 - 21

DATE: July 01, 2020

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CMAP-0000
PROGRAM TYPE: MIGRANT ALTERNATVE PAYMENT
PROJECT NUMBER: 15-0Y320-00-0

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 20-21, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT ALTERNATIVE PAYMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

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

The period of performance for this Agreement is July 01, 2020 through June 30, 2021. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, for the Maximum Reimbursable Amount (MRA) of $9,584,682.00.

Service Requirements

Minimum Days of Operation (MDO) Requirement 248

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2020.asp

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 9,584,682	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE): See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE: $ 9,584,682	ITEM: See Attached	CHAPTER	STATUTE	FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER: See Attached			DATE		

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CMAP-0000

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 5,411,000	Child Development Programs			Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656	FC# 93.575	PC# 000324	
$ 0	13968-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.004	CHAPTER	STATUTE	FISCAL YEAR
$ 5,411,000	6100-194-0890	B/A	2020	2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-0000 Rev-0000			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 4,173,682	Child Development Programs			General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656			
$ 0	23036-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.004	CHAPTER	STATUTE	FISCAL YEAR
$ 4,173,682	6100-194-0001	B/A	2020	2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-6065 Rev-8530			

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

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 20 - 21

DATE: July 01, 2020

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CSPP-0126
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 15-0Y320-00-0

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 20-21, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the STATE PRESCHOOL PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

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

The period of performance for this Agreement is July 01, 2020 through June 30, 2021. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed $49.85 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of $4,367,697.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 87,617.0
Minimum Days of Operation (MDO) Requirement 245

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2020.asp

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 4,367,697	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE: General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE) 0656 25451-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 4,367,697	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2020	FISCAL YEAR 2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706 SACS: Res-0000 Rev-0000			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER	DATE	T.B.A. NO.	B.R. NO.

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 20 - 21

DATE: July 01, 2020

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CMIG-0004
PROGRAM TYPE: MIGRANT CHILD CARE
PROJECT NUMBER: 15-0Y320-00-0

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 20-21, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

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

The period of performance for this Agreement is July 01, 2020 through June 30, 2021. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed $49.54 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of $262,661.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 5,302.0
Minimum Days of Operation (MDO) Requirement 245

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2020.asp

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 262,661	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE: General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE) 0656 23036-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 262,661	ITEM 30.10.020.004 6100-194-0001	CHAPTER B/A	STATUTE 2020	FISCAL YEAR 2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706 SACS: Res-6065 Rev-8530			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER			DATE	

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 20 - 21

DATE: July 01, 2020

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CMSS-0004
PROGRAM TYPE: MIGRANT SPECIALIZED SERVICES
PROJECT NUMBER: 15-0Y320-00-0

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 20-21, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

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

The period of performance for this Agreement is July 01, 2020 through June 30, 2021. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Specific Items of Reimbursable Costs section of the FT&C for a Maximum Reimbursable Amount (MRA) of $39,399.00 for migrant specialized services.

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2020.asp

STATE OF CALIFORNIA	**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 39,399	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE: General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE) 0656 23360-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 39,399	ITEM 30.10.020.004 6100-194-0001	CHAPTER B/A	STATUTE 2020	FISCAL YEAR 2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706 SACS: Res-6070 Rev-8530			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER			DATE	

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 20 - 21

DATE: July 01, 2020

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CCTR-0052
PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS
PROJECT NUMBER: 15-0Y320-00-0

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC 04/2017)*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; and the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

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

The period of performance for this Agreement is July 01, 2020 through June 30, 2021. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $49.54 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $3,535,022.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement	71,357.0
Minimum Days of Operation (MDO) Requirement	245

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2020.asp

STATE OF CALIFORNIA	**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 3,535,022	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE): See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 3,535,022	ITEM: See Attached	CHAPTER	STATUTE	FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER: See Attached			DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CCTR-0052

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 600,085	Child Development Programs			Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656	FC# 93.596	PC# 000321	
$ 0	13609-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 600,085	6100-194-0890	B/A	2020	2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-5025 Rev-8290			

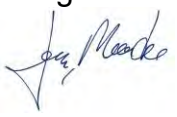
AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 275,855	Child Development Programs			Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656	FC# 93.575	PC# 000324	
$ 0	15136-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 275,855	6100-194-0890	B/A	2020	2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 2,659,082	Child Development Programs			General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656			
$ 0	23254-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 2,659,082	6100-194-0001	B/A	2020	2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-6105 Rev-8590			

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

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget and Finance Committee



From: Jerry Meade, PDM Administrator

Date: June 17, 2020

Subject: *Agenda Item 6c:* HS/EHS Kern and EHS Child Care Partnership Carry Over Requests – **Action Item**

In January 2020, CAPK's BOD approved Budget Revisions request for both the HS/EHS Kern and EHS Child Care Partnership grants for the 2019-20 Budget Period. The Office of Head Start Regional Office released the Notice of Award approving our budget revision. The approved projects included in these budget revisions were not completed in the 2019-2020 fiscal year will now be carried over to the 2020-21 funding year. This process requires approval from the BOD.

Head Start/Early Head Start Kern
The projects approved to be carried over consist of Construction projects at four child development centers. $5,053,383 will be requested to be moved to the 2020-21 funding year. Staff plan to complete these projects in the Fall 2020.

Head Start Base and Start-up = $1,875,182
Early Head Start Base and Start-up = $3,178,201

Early Head Start Child Care Partnership
The projects approved to be carried over consist of new partner start-up projects and staff development resources to reach full enrollment for our Child Care Partners slots. $1,498,210 will be requested to be moved to the 2020-21 funding year.

Early Head Start Base = $1,332,080
Early Head Start Start-up = $166,130

Staff are requesting approval from the Budget and Finance Committee to submit the Cary Over Requests to the Office of Head Start.

Recommendation
Staff recommends the Budget and Finance Committee approve, with Resolution, the submission of the Carry Over requests for the Head Start/Early Head Start Kern and Early Head Start Child Care Partnership grants.

Attachment:
Resolution #2020-10

RESOLUTION # 2020-10

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Head Start Early Head Start Carry Over Requests

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on June 24, 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, program is requesting authorization to Carry Over Requests for Head Start and Early Head Start (HS/EHS) Kern (09CH011132); and Early Head Start Child Care Partnership (EHS/CCP) (09HP000163) grants; and

WHEREAS, $5,053,383 will be Carried Over for HS/EHS Kern and $1,498,210 will be Carried Over for EHS/CCP: and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Carry Over requests: and

NOW, THEREFORE, be it resolved that the 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 Carry Over requests.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 24th day of June 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Emilio Wagner, Director of Operations

Date: June 17, 2020

Subject: *Agenda Item 6d:* Resolution to Approve the Submission of the 2020 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #20C-6008 – **Action Item**

Community Action Partnership of Kern (CAPK) has received the 2020 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #20C-6008 from the Department of Community Services and Development (CSD). The program will help with providing weatherization assistance services for eligible participants. The Contract term is from July 1, 2020 through June 30, 2021 for the funding amount of $250,000. Staff has reviewed the contract and found it to be acceptable.

Recommendation:

Staff recommends the Executive Committee approve Resolution #2020-11 for the 2020 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #20C-6008, which authorizes Jeremy T. Tobias, Chief Executive Officer, to execute the contract.

Attachments:

Resolution #2020-11
DOE WAP Contract #20C-6008

RESOLUTION # 2020-11

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Department of Energy Weatherization Assistance Program Contract

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

WHEREAS, the 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 State of California Department of Community Services and Development has made available DOE WAP funds for 2020; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2020 contract; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2020 DOE WAP contract; 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 the Partnership's representative signatory with regard to the 2020 Department of Energy Weatherization Assistance Program Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 24th day of June 2020.

_____ _____

Curtis E Floyd, Chair Date
CAPK Board of Directors

DocuSign Envelope ID: C4C03B20-66C1-41A7-B1E6-8CBE52474016

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **20C-6008**	PURCHASING AUTHORITY NUMBER (if applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is: July 1, 2020 through June 30, 2021

3. The maximum amount of this Agreement is: Total $250,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble
Article 1 - Scope of Work*
Article 2 - Contract Administration and Procedure*
Article 3 - Contract Changes*
Article 4 - Administrative Policies and Procedures*
Article 5 - Administrative and Program Expenditures Requirements*
Article 6 - Reporting Policies and Procedures*
Article 7 - Program Policies and Procedures*
Article 8 - Program Implementation*
Article 9 - Training, Licensing and Certifications*
Article 10 - Compliance Policies and Procedures*
Article 11 - Federal and State Policy Provisions*
Article 12 - General Terms and Conditions*
Definitions*; Table of Forms and Documents Incorporated by Reference* ; Addendum A*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO

CONTRACTOR				**California Department of General Services Approval (or exemption, if applicable)**
CONTRACTOR NAME *(If other than an individual, state whether a corporation, partnership, etc.)* **Community Action Partnership of Kern**				
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 5005 Business Park North, Bakersfield, CA 93309				
PRINTED NAME OF PERSON SIGNING		TITLE		
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGNED		
STATE OF CALIFORNIA				
CONTRACTING AGENCY NAME **Department of Community Services and Development**				
CONTRACTING AGENCY ADDRESS **2389 Gateway Oaks Drive, Suite 100**	CITY **Sacramento**	STATE **CA**	ZIP **95833**	
PRINTED NAME OF PERSON SIGNING **Chris Vail**	TITLE **Chief Financial Officer**			
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED		

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	211
Funding Agency	Kern Economic Development Foundation (KEDF)	**Project Name**	SoCalGas Operation Feed Our Seniors
CFDA		**Target Population**	seniors, students and farmworkers
New Funder or Reapplication	New	**Number to be served**	2,500 to 3,000
Estimated Request	$95,000	**Division Director**	Pritika Ram
Award Period	13 weeks, beginning July 2020	**Program Manager**	Irene Fonseca

Project Goal (One sentence goal statement)

- Provide stimulus to local restaurants
- Get meals to those in need

Project Description (Brief one paragraph description)

Northern Regional Public Affairs (NRPA) will partner with Kern Economic Development Foundation (KEDF), and KEDF will grant funding to CAPK to operate the program. The program is designed to be used to buy meals from local restaurants to be made available to the target audiences of seniors, students and farmworkers. This will help stimulate local business and help get employees back to work, while also feeding those in need. Meals will be individually-packaged and cost less than $15 each, which would provide about 6,000 meals during a 13 week period. This program will be administered through the CAPK 211 program to run eligibility and work with local restaurants to arrange for meal service to the target population in a specified service area, which is all areas of Kern County served by SoCalGas.

Estimated Budget Summary

$100,000 is the total grant amount from NRPA to KEDF. CAPK will receive approximately $95,000 of the funding. We are currently in the planning phase and will report out how the funds will be allocated at the upcoming meeting.

Approvals:

1. Division Director — Date
Pritika Ram — Digitally signed by Pritika Ram Date: 2020.06.12 08:35:17 -07'00' — 06/12/2020

2. Director of Community Development — Date

3. Chief Financial Officer — Date
Tracy Webster — Digitally signed by Tracy Webster Date: 2020.06.12 09:24:20 -07'00' — 06/12/2020

4. Chief Executive Officer — Date
Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.06.12 09:33:18 -07'00' — 06/12/2020

Date Presented/Approved

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

Revised 3/31/2020

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: June 17, 2020

RE: *Agenda Item 6f:* Cost of Living Adjustment (COLA) for All Employee Wages – **Action Item**

The recently approved federal budget includes funding for a 2.0% Cost-of-Living Adjustment (COLA) for our Head Start group of contracts. This will provide for a 2.0% wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, comprising Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County includes approximately 600 employees of the CAPK total 900 employees.

The Board of Directors previously approved the applications to receive the 2.0% COLA for Kern Head Start and San Joaquin Early Head Start. Both of these applications have been received and approved by the Office of Head Start.

Historically, we have not been able to offer a regular schedule of COLA increases to our employees. We are bound by federal and state budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread a COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 1.77% increase effective March 2019 and a 2.6% increase effective in March 2018.

The Division Directors and Program Managers routinely work at planning and budgeting for a possible COLA. All program budgets included a wage COLA in their operational budgets for the 2020-21 budget year. The effective date of the COLA for each program or contract may vary, depending on each contract's requirements and funding levels.

Recommendation:

Staff recommends approval to implement the Head Start COLA of 2.0% and approval of a 2.0% COLA for all remaining CAPK employees not covered by Head Start. This increase would not apply to the Chief Executive Officer. Staff recommends that the COLA be applied with the attached effective dates subject to each individual contract requirements and funding levels.

Attachments:

Resolution No. 2020-12
Attachment A
2020-21 CAPK Compensation Schedule

RESOLUTION # 2020-12

A Resolution of the Board of Directors
of Community Action Partnership of Kern
Approving a Cost-of-Living Adjustment (COLA)
For CAPK Head Start Staff and
Staff Not Covered with the Head Start / Early Head Start COLA

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on June 24, 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 / Early Head Start programs will submit a 2.0 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start Kern (09CH011132); Early Head Start Child Care Partnership and Expansion (09HP000163); and the Early Head Start San Joaquin (09CH010071); and

WHEREAS, the Division Directors identified all employees are not covered by the Head Start / Early Head Start COLA, and recommends a similar COLA as detailed in Attachment "A".

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to initiate a wage COLA for CAPK staff covered by the Head Start funding and staff not covered by the Head Start / Early Head Start COLA, and as detailed in Attachment "A".

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 24th day of June 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Agenda Item VI (e): Cost of Living Adjustment (COLA) for all employee wages: Resolution No. 2020-XX Attachment A

COMMUNITY ACTION PARTNERSHIP OF KERN
Cost of Living Adjustment (COLA)
FISCAL YEAR 2020/21

	% COLA		RETRO	
Fund Description	**Effective Date**	**Pay Date**	**Effective Day**	**Pay Date**
Migrant Childcare Alternative Payment	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
WIC Family	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
East Kern Family	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
Senior Food Program	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
Youth Centers Family	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
Energy Family	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
211 Family	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
CSBG Funds *(Includes the Food Bank, Friendship House, VITA, Shafter Youth Center, and 211)*	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
Indirect Fund	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
Employee Cost Pool	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll
Head Start & State Child Care Family	6/24/2020	TBD by Payroll	3/1/2020	TBD by Payroll

NOTES:
1.) EFFECTIVE DATE: In order to be elibigle for the COLA and the retroactive payment(s), employees must be employed on the effective date. Those that are not an active employee on the effective date will not receive the COLA or any retroactive payment(s).
2.) TBD BY PAYROLL: Payroll will determine the pay date for the retro-active payments, and will begin applying the COLA approved rates by program as identified in this document on the effective date.
3.) All effective and retro-active dates and increase are contingent upon the approval of the Head Start program COLA increase.
4.) All effective and retro-active COLA increases are subject to the individual contract provisions of each program. Some program contracts may not permit COLA salary increases and/or retro-active payments.

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
PROPOSED 2020-21
Effective March 1, 2020

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	8	X
Accountant - Finance	9	
Accountant II - Finance	10	
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - VITA	1	
Administrative Clerk - Food Bank - Health Nutrition	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Agency Relations Coordinator - Food Bank	8	
Assessor - Energy	7	
Assistant Director of Head Start/ State Child Development	12	X
Assistant Teacher - Head Start	2	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director	8	
Assistant to the Director Head Start / State Child Development	8	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	6	
Breastfeeding Education Coordinator - WIC	10	
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X
Business Technician - Operations	8	
Cal Fresh Health Living Health Educator	8	
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Cal Fresh Health Living Program Manager	12	X
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	16	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
PROPOSED 2020-21
Effective March 1, 2020

Job Classification/Position Title	Salary Grade	Exempt Status
Child Care Partnership Program Manager	11	X
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Controller	14	X
Cook - Central Kitchen - Health & Nutrition	2	
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFRC - Health & Nutrition	6	
Early Head Start Teacher AA Degree - Head Start	5	
Early Head Start Teacher BA Degree - Head Start	7	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	6	
Eligibility Technician - Energy	3	
Enrollment and Attendance Manager	10	X
Enrollment Coordinator	9	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	1	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
PROPOSED 2020-21
Effective March 1, 2020

Job Classification/Position Title	Salary Grade	Exempt Status
Facilities Specialist - Operations	8	
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	5	
Family Service Worker I - Head Start	5	
Family Service Worker II - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Manager	11	X
Fingerprint Clerk	5	
Fiscal Administrator - Head Start	12	X
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	
Food Production Supervisor	7	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	10	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	
Food Sourcer - Food Bank - Health & Nutrition	7	
Health & Nutrition Supervisor - Head Start	9	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Food Prep Assistant	2	
Homeless Food Prep Lead	2	
Homeless Navigator	4	
Homeless Operations Supervisor	8	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
PROPOSED 2020-21
Effective March 1, 2020

Job Classification/Position Title	Salary Grade	Exempt Status
Homeless Program Coordinator	6	
Homeless Program Manager	11	X
Homeless Program Specialist	6	
Homeless Program Supervisor	8	X
Homeless Shelter Worker	2	
Homeless Volunteer Coordinator	6	
HR Specialist - HR San Joaquin	9	
Human Resource Technician - HR	6	
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Human Resources Administrator - HR	12	X
Information & Referral Specialist -211/Operations	3	
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	
Nutrition Education Coordinator - WIC	11	X
Office Assistant - EKFRC - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	5	
Outreach & Public Relations Coordinator - WIC	7	
Outreach and Advocacy Coordinator	10	X
Outreach and Grant Administrator - Community Development	12	X
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll/HRIS Administrator - Finance	12	X
Professional Development Coordinator	8	X
Professional Development Technician	4	
Program Administrator - Energy	12	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
PROPOSED 2020-21
Effective March 1, 2020

Job Classification/Position Title	Salary Grade	Exempt Status
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	8	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Governance Coordinator - Head Start	8	
Program Manager - 211	9	X
Program Manager - Americorps	10	X
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - MCAP	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X
Program Manager Food Bank	10	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Receptionist - Administration	3	
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Resource & Outreach Coordinator - Community Development	8	
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist	9	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Coordinator - WIC	10	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
PROPOSED 2020-21
Effective March 1, 2020

Job Classification/Position Title	Salary Grade	Exempt Status
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	5	
Teacher - AADegree - Head Start	5	
Teacher - BA Degree - Head Start	7	
Teacher Floater - AA Degree - Head Start	5	
Teacher Floater - BA Degree - Head Start	7	
Technology Services Manager - Operations	11	X
Utility Assistance & Outreach Manager - Energy	10	X
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	3	
Weatherization Inspector - Energy	9	
Weatherization Installer - Energy	6	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	3	
WIC Administrative Coordinator	10	
WIC Clerk - WIC	1	
WIC Degreed Nutritionist - WIC	9	
WIC Nutrition Assistant - WIC	2	
WIC Nutrition Assistant II - WIC	2	
WIC Nutrition Assistant III - WIC	3	
WIC Nutrition Assistant IV - WIC	4	
WNA/Peer Counselor - WIC	2	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	2	

2.00%

Community Action Partnership of Kern
2020-21 - PROPOSED 2.0% COLA

Board Approved: TBD

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
17	$139,921.60	$174,886.40	$209,872.00		$67.27	$84.08	$100.90
16	$121,680.00	$152,068.80	$182,499.20		$58.50	$73.11	$87.74
15	$105,809.60	$132,246.40	$158,704.00		$50.87	$63.58	$76.30
14	$91,998.40	$114,982.40	$138,008.00		$44.23	$55.28	$66.35
13	$79,996.80	$99,985.60	$119,995.20		$38.46	$48.07	$57.69
12	$69,576.00	$86,944.00	$104,353.60		$33.45	$41.80	$50.17
11	$60,507.20	$75,628.80	$90,771.20		$29.09	$36.36	$43.64
10	$52,624.00	$65,748.80	$78,915.20		$25.30	$31.61	$37.94
9	$45,718.40	$57,200.00	$68,640.00		$21.98	$27.50	$33.00
8	$39,811.20	$49,712.00	$59,675.20		$19.14	$23.90	$28.69
7	$36,753.60	$43,222.40	$49,712.00		$17.67	$20.78	$23.90
6	$34,174.40	$40,227.20	$46,259.20		$16.43	$19.34	$22.24
5	$31,782.40	$37,419.20	$43,014.40		$15.28	$17.99	$20.68
4	$29,577.60	$34,840.00	$40,040.00		$14.22	$16.75	$19.25
3	$27,518.40	$32,385.60	$37,252.80		$13.23	$15.57	$17.91
2	$25,584.00	$30,097.60	$34,632.00		$12.30	$14.47	$16.65
1	$23,816.00	$28,017.60	$32,198.40		$11.45	$13.47	$15.48

* Based on 2,080 annual hours

Updated: 6/8/2020

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

JUNE 17, 2020

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION	2,353,023	93.600	09HP000163-02	03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	26,018,030	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - **START UP FUNDS**	0	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09-CH011406-01	02/01/20 - 01/31/21	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)	1,520,187	93.569	20F - 3015	01/01/20 - 12/31/20	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
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)	9,615,849 4,415,991		19B - 5012 20B - 2012	10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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	93.575	CCTR - 9050	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	93.596	CCTR - 9050	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	93.575	CMAP - 9000	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	93.575	CSPP - 9121	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	93.596	CSPP - 9121	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
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	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)	373,833	10.568/.569	15 - MOU - 00118	10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	623,392			03/27/20 - 09/30/20	105-094	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

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
TRADE MITIGATION BONUS OFFERING	$1,992.62 PER TRUCK LOAD			10/01/19 - 09/30/20	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	332,408	10.565	16 - 6017	10/01/19 - 09/30/20	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	10/01/19 - 09/30/20	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/19 - 09/30/20	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR SSI	60,476 43,513	10.561		10/01/19 - 09/30/20 10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/19 - 06/30/20	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	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAP - 9000	07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 9050	07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369		CSPP - 9121	07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 9004	07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 9004	07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	174,000		19T - 9011	10/01/19 - 06/30/20	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	1,877,011		N/A	07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000 70,000		509-2019	07/01/19 - 06/30/20 07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 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
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)	13,758		15 MOU - 00118	07/01/19 - 06/30/20	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,439		N/A	07/01/19 - 06/30/20	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	21,334		N/A	07/01/19 - 06/30/20	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/19 - 06/30/20	280	COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	105,697		2015.2.5	07/01/19 - 06/30/20	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	135,637		2015.2.6	07/01/19 - 06/30/20	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELP ME GROW	169,641		2017.2.01	07/01/19 - 06/30/20	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/19 - 06/30/20	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/19 - 06/30/20	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SIERRA FOUNDATION - 2020 CENSUS	40,000		GRANT CANCELLED	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
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
UNITED WAY - COVID-19 211 COMMUNITY RESPONSE AND RELIEF	45,000		N/A	04/01/20 - 06/30/20	431	UNITED WAY WORLDWIDE
NO KID HUNGRY (FOOD BANK)	150,000		N/A	05/28/20 - 09/30/20	465	NO KID HUNGRY - SHARE OUR STRENGTH
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
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
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	66,000 70,019		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	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

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	66,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

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				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
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			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
245	LIWP Single Family			X			
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		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Census						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	Homeless Services						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	2-1-1						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
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		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2020/21

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/29/20	n/a				
03/31/20	n/a				
04/30/20	n/a				
05/31/20	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of March 23, 2020 for $4 million and will terminate on March 22, 2021. A $2 million increase
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 March 2020.

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
12/31/19 - 3/30/20	90 days	$ 1,253.47	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MAY 31, 2020	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(121,639.09)
HEAD START/EARLY HEAD START	1,213,976.40
SUBTOTAL	**1,092,337.31**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
GENERAL CHILD CARE	(110,605.40)
MIGRANT A/P	1,334,895.13
MIGRANT CHILD CARE	(41,313.33)
MIGRANT SPECIALIZED SERVICES	(30,837.14)
STATE PRESCHOOL	(1,077,439.83)
SUBTOTAL	**74,699.13**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(59,896.75)
EF&S	0.00
EFAP	(38,925.51)
FOOD BANK	462,537.04
FOOD BANK CAPACITY PROGRAM	(4,026.84)
FOOD BANK - STATE	9,842.69
SOCAL GAS	578.66
TRADE MITIGATION	(38,271.54)
WONDERFUL FOUNDATION	54,984.79
SUBTOTAL	**386,822.54**
ENERGY	(239,828.39)
DOE WAP	(56,964.40)
LIHEAP	(145,904.54)
PG&E	(20,720.99)
DAP (Disgorgement Assistance Program)	(4,910.21)
TRANSFER NEGATIVE BALANCE	468,328.53
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	188,071.95
AMERICORPS - CALIFORNIA VOLUNTEERS	(215,044.70)
BANK OF THE WEST	12,571.06
CAL FRESH	(27,182.39)
CALEITC	(26,099.20)
COST POOLS	30,594.04
COUNTY OF KERN 2020 CENSUS	(5,616.72)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	122,994.58
CSBG	269,324.80
CSBG DISCRETIONARY	(10,790.52)
DIFFERENTIAL RESPONSE	(26,001.77)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,638,823.80
ECONOMIC EMPOWERMENT	(17,145.01)
FIRST 5 KERN 211	(47,313.31)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(35,996.37)
FIRST 5 HELP ME GROW	(19,734.90)
FRIENDSHIP HOUSE	7,230.43
FUNDRAISING	286,620.42
GANG PREVENTION	0.00
GAPP FUND	0.00
GENERAL FUND	170,257.62
Goodwill Ind-CA State 211 COVID-19 Call Cntr Response	(10,808.60)
HOME VISIT INITIATIVE (CO OF KERN)	(88,481.63)
HUD-COORDINATED ENTRY SYSTEM	(26,635.33)
INDIRECT FUND	1,032,386.54
IRS - VITA	(48,851.65)
INFORMATION & EDUCATION	0.00
NALEO - 2020 Census	13,470.24
NEOPB CAL FRESH HEALTHY LIVING	(293,579.57)
POSITIVE YOUTH DEV SVC	(8,380.99)
POSITIVE YOUTH M	(1,665.11)
READYKERN	0.00
SHAFTER YOUTH CENTER	(5,034.46)
Sierra Foundation - 2020 Census	0.00
SO CA EDISON - 211 CUSTOMER RELATIONS	35,000.00
UNITED WAY 211	820.87
UNITED WAY CESH	38,198.87
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	31,415.56
WELLS FARGO FOUNDATION	47,939.20
WIC	(552,815.77)
LESS: ENERGY NEGATIVE BALANCE	(468,328.53)
ADD: LINE OF CREDIT	
SUBTOTAL	**1,994,891.17**
TOTAL OPERATING CASH	3,550,750.15

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
May 31, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 05/31/20		4,056,720.08
LESS: OUTSTANDING CHECKS	533,932.14	
ADJUSTED BANK BALANCE AT 05/31/20		3,522,787.94
GENERAL LEDGER BALANCE AT 04/30/20		3,329,445.96
ADD: DEPOSITS	2,387,270.22	
US TREAS DRAWDOWNS	2,224,714.83	
FUNDS FROM OTHER GRANTS	162,465.72	
ADP /HEALTH EQUITY REFUND	26,086.28	
LINE OF CREDIT LOAN	-	
ONLINE DONATION	99,543.96	
REIMBURSEMENT OF ALTERED PAYEE	1,228.00	
LESS: CHECKS	1,658,787.12	
ADP PAYROLL 5/8/20	1,314,017.44	
ADP PAYROLL 5/22/20	1,335,358.78	
EFTS FOR HRA/HSA/ STD/403B	183,167.94	
REC LOAN PRINCIPAL/INT EXPENSES	31,403.82	
CREDIT CARD	10,759.04	
BANK FEES	1,248.39	
ACH VOUCHERS	173,224.50	
	-	
GENERAL LEDGER BALANCE AT 05/31/20		3,522,787.94
	DIFFERENCE:	-

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/09/2020

APPROVED BY: TITLE: Chief Financial Officer DATE: 06/09/2020

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**05/31/20**		**656,288.80**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/20**		**656,288.80**
BALANCE PER G/L	**04/30/20**		**656,207.04**
ADD: DEPOSITS		0.00	
INTEREST		81.76	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/20**		**656,288.80**
		DIFFERENCE:	0.00

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

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/05/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 06/05/20

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2020

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**05/31/20**		**86,686.81**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/20**		**86,686.81**
BALANCE PER G/L	**04/30/20**		**86,676.01**
ADD: DEPOSITS		0.00	
INTEREST		10.80	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/20**		**86,686.81**

** 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: Naomi Ibarra TITLE: Accountant DATE: 06/04/20

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 06/04/20

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**05/31/20**		**15,872.37**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**05/31/20**		**15,872.37**
BALANCE PER GENERAL LEDGER	**04/30/20**		**33,610.15**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		13,407.26	
PAYPAL DEPOSIT		0.00	
INTEREST		2.02	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		12.45	
BANKCARD FEES		1,003.20	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		30,131.41	
		0.00	
BALANCE PER GENERAL LEDGER:	**05/31/20**		**15,872.37**

** 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: Naomi Ibarra TITLE: Accountant DATE: 06/08/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 06/08/20

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**05/31/20**		**2.11**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/20**		**2.11**
BALANCE PER G/L	**04/30/20**		**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	**05/31/20**		**2.11**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/05/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 06/05/20

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED May 1, 2020 - May 31, 2020

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	425.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,784.38
Donna Holland	Fiscal Administrator	-
Pritika Ram	Director of Administration	1,938.43
Carmen Segovia	Director of Health & Nutrition Services	872.16
Jeremy Tobias	Chief Executive Officer	-
Emilio Wagner	Director of Operations	499.54
Tracy Webster	Chief Financial Officer	631.06
	Total	$ 11,150.57

WELLS FARGO

Statement Expenses

06/03/2020 09:54 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**AP, CAPK**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**05/31/2020**
Status:	**Open**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**0.00 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**0.00 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

06/03/2020 09:55 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**05/31/2020**
Status:	**Open**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**425.00 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**425.00 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/12/2020	05/14/2020	Central Sanitary Supply - 209-5233002,CA		CAPK Pcard(CAPL Pcard)	No	425.00 USD / 425.00

Total Charges: 425.00 USD

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WELLS FARGO

Statement Expenses

06/03/2020 09:59 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**05/31/2020**
Status:	**Open**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**6,784.38 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**6,784.38 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	05/01/2020	05/04/2020	Tlf White Oaks Florist Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	70.36 USD / 70.36
2.	05/06/2020	05/07/2020	Generation Wellness Httpswww.gene,WA		CAPK Pcard(CAPL Pcard)	No	3,606.89 USD / 3,606.89
3.	05/06/2020	05/07/2020	Generation Wellness Httpswww.gene,WA		CAPK Pcard(CAPL Pcard)	No	234.47 USD / 234.47
4.	05/07/2020	05/11/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	147.59 USD / 147.59
5.	05/11/2020	05/12/2020	Generation Wellness 4252958811,WA		CAPK Pcard(CAPL Pcard)	No	(234.47) USD / (234.47)
6.	05/11/2020	05/13/2020	Generation Wellness 4252958811,WA		CAPK Pcard(CAPL Pcard)	No	(274.89) USD / (274.89)
7.	05/13/2020	05/14/2020	Generation Wellness Httpswww.gene,WA		CAPK Pcard(CAPL Pcard)	No	1,225.00 USD / 1,225.00
8.	05/12/2020	05/15/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	(37.88) USD / (37.88)
9.	05/19/2020	05/20/2020	Zoom.us 888-799-9666,CA		CAPK Pcard(CAPL Pcard)	No	1,999.00 USD / 1,999.00

10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/21/2020	05/25/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	48.31 USD / 48.31

Total Charges: 6,784.38 USD

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WELLS FARGO

Statement Expenses

06/03/2020 10:00 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**HOLLAND, DONNA**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7033**	End Date:	**05/31/2020**
Status:	**Open**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**0.00 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**0.00 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

06/03/2020 10:00 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**RAM, PRITIKA**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**05/31/2020**
Status:	**Cardholder Reviewed**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**1,938.43 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**1,938.43 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	04/30/2020	05/01/2020	Ssp Softerware, Inc. 215-6280883,PA		CAPK Pcard(CAPL Pcard)	No	588.00 USD / 588.00
	Description	Donor Perfect Upgrade Charge to Online Forms Plus					
2.	05/06/2020	05/07/2020	Smk Surveymonkey.com 971-2445555,CA		CAPK Pcard(CAPL Pcard)	No	900.00 USD / 900.00
	Description	Survey Monkey Team Advantage Plan Plus 2 Additional Team Seats					
3.	05/08/2020	05/11/2020	Hoo Hootsuite Inc 778-5889767,CA		CAPK Pcard(CAPL Pcard)	No	114.00 USD / 114.00
	Description	Hootsuite software renewal for posting on social media platforms					
4.	05/11/2020	05/12/2020	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard(CAPL Pcard)	No	199.00 USD / 199.00
	Description	Seminar for J. Guerra How to Read Understand Financial Statements					
5.	05/12/2020	05/13/2020	Conroys Flowers F-73 661-3258565,CA		CAPK Pcard(CAPL Pcard)	No	83.33 USD / 83.33
	Description	Sympathy Flowers for Kristen Rubio					
6.	05/15/2020	05/18/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	54.10 USD / 54.10
	Description	Envelopes for Mailing Donated Chevron Gas Cards					

Total Charges: 1,938.43 USD

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---End of Report---

WELLS FARGO

Statement Expenses

06/03/2020 10:01 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**05/31/2020**
Status:	**Open**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**872.16 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**872.16 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	04/30/2020	05/01/2020	Sq Gbest Group (se Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00
2.	04/30/2020	05/01/2020	Facebk Shmnzqs432 Fb.me/ads,CA		CAPK Pcard(CAPL Pcard)	No	3.18 USD / 3.18
3.	05/05/2020	05/05/2020	Amzn Mktp Us Tp0lh0x73 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	251.46 USD / 251.46
4.	05/05/2020	05/06/2020	Amzn Mktp Us Jf8dd51v3 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	513.64 USD / 513.64
5.	05/14/2020	05/15/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	35.00 USD / 35.00
6.	05/14/2020	05/15/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	42.45 USD / 42.45
7.	05/13/2020	05/15/2020	Nissan Of Bakersfield Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	409.88 USD / 409.88
8.	05/20/2020	05/20/2020	Ada_cdr Website 312-899-4886,IL		CAPK Pcard(CAPL Pcard)	No	234.00 USD / 234.00
9.	05/21/2020	05/22/2020	National Wic Assoc Www.nwica.org,DC		CAPK Pcard(CAPL Pcard)	No	740.00 USD / 740.00
10.	Transaction	Posting	Merchant	General Ledger	Unit	Receipt	Amount / Original

	Date	Date		Code		Submitted ‡	Currency
	05/21/2020	05/22/2020	Walmart.com Walmart.com,AR		CAPK Pcard(CAPL Pcard)	No	(42.45) USD / (42.45)

11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/22/2020	05/22/2020	Wpy California Wic Associ 855-469-3729,CA		CAPK Pcard(CAPL Pcard)	No	(1,494.00) USD / (1,494.00)

12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/26/2020	05/27/2020	National Wic Assoc Www.nwica.org,DC		CAPK Pcard(CAPL Pcard)	No	100.00 USD / 100.00

Total Charges: 872.16 USD

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WELLS FARGO

Statement Expenses

06/03/2020 10:02 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**05/31/2020**
Status:	**Cardholder Reviewed**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**0.00 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**0.00 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

06/03/2020 10:03 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**05/31/2020**
Status:	**Open**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**499.54 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**499.54 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/07/2020	05/08/2020	Vzwrlss Prpay Autopay 888-294-6804,FL		CAPK Pcard(CAPL Pcard)	No	54.14 USD / 54.14

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/20/2020	05/21/2020	Mindbody, Inc 805-4762700,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40

Total Charges: 499.54 USD

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WELLS FARGO

Statement Expenses

06/03/2020 10:04 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**05/01/2020**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**05/31/2020**
Status:	**Open**	Reminder Period:	**06/02/2020** through **06/04/2020**
Charges:	**631.06 USD**	Grace Period:	**06/05/2020** through **06/07/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**06/08/2020** through **06/11/2020**
Total Amount:	**631.06 USD**	Download Period:	**06/12/2020** through **06/29/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	05/04/2020	05/05/2020	Sq Gbest Group (security Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	94.00 USD / 94.00
2.	05/06/2020	05/07/2020	Usps Po 0504700579 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	22.00 USD / 22.00
3.	05/06/2020	05/08/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	55.00 USD / 55.00
4.	05/15/2020	05/18/2020	J & E Restaurant Supply Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	460.06 USD / 460.06

Total Charges: 631.06 USD

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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (3 OF 12 MONTHS OR 25.00**%)**

Line Item	2020/21 Budget	3/1/20 - 05/31/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,944,268	212,848	10.9%	1,731,420
Head Start Subsidy	444,776	221,631	49.8%	223,145
Total Revenue	2,389,044	434,479	18.2%	1,954,565
Expenditures (Note B)				
Salaries	682,557	143,104	21.0%	539,453
Benefits	225,244	44,811	19.9%	180,433
Vehicle Gasoline, Repair/Maintenance	70,000	3,262	4.7%	66,738
Space Costs	101,200	25,607	25.3%	75,593
Supplies - Office & Food Service	120,000	18,159	15.1%	101,841
Equipment Repair/Maintenance & Lease	20,000	2,911	14.6%	17,089
Communication	13,000	2,873	22.1%	10,127
Risk Insurance	12,700	3,312	26.1%	9,388
Printing	1,700	381	22.4%	1,319
Hiring & Employee Costs	1,800	-	0.0%	1,800
First Aid	2,600	-	0.0%	2,600
Other Misc	-	22	-	-
Raw Food/Vended Meals	1,149,490	161,123	14.0%	988,367
Sub Total	2,400,291	405,564	16.9%	1,994,727
Adult Meals Prepared	188,000	9,570	5.1%	178,430
Indirect	176,753	19,345	10.9%	157,408
Total Expenditures	2,765,044	434,479	15.7%	2,330,565

	Prior Period	May 2020	Cumulative
Total Meals Prepared and Vended (Note C)	102,067	44,607	146,674
Total Meals Claimed	60,332	39,498	99,830
Difference	30,726	5,109	46,844

Percentage Claimed to Prepared/Vended		88.5%	68.1%

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 (10 OF 12 MONTHS = 83.33%)

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	$ 681,430	$ 718,756	$ 713,266	$ 696,583	$ -	$ -	$ 6,818,998		
Add: Family Fees	7,020	9,948	10,275	10,730	11,617	11,450	12,216	12,203	12,000	12,000	-	-	$ 109,460		
Net Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,637	$ 737,907	$ 693,646	$ 730,959	$ 725,266	$ 708,583	$ -	$ -	$ 6,928,458	81.84%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**87.62%**
Administration & Support Services Revenue															
Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,637	$ 737,907	$ 693,646	$ 730,959	$ 725,266	$ 708,583	$ -	$ -	$ 6,928,458		
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	$ 147,137	$ 155,052	$ 153,844	$ 150,305	$ -	$ -	$ 1,469,671		
Program Administration/Support Services Costs	44,434	95,469	122,501	77,848	69,931	332,349	78,677	116,786	53,702	71,463	-	-	1,063,161	12.56%	
Indirect (10% x MTDC) Costs	50,675	72,283	78,548	80,994	82,553	83,066	76,465	84,007	74,486	76,037	-	-	759,114	5.60%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	(231,767)	-	-	-	-	-	-	(285,043)		
Total Operating Costs	$ 95,110	$ 167,752	$ 147,773	$ 158,842	$ 152,484	$ 183,648	$ 155,142	$ 200,793	$ 128,188	$ 147,500	$ -	-	1,537,231	18.16%	
Revenue Earned Over/(Under) Costs	$ 4,692	$ (32,999)	$ 5,788	$ (1,921)	$ 9,287	$ (27,123)	$ (8,005)	$ (45,741)	$ 25,656	$ 2,805	$ -	-	(67,560)		
TOTAL COSTS - NET OF FAMILY FEES	$ 565,604	$ 803,016	$ 871,703	$ 898,613	$ 915,121	$ 921,555	$ 848,788	$ 931,752	$ 853,454	$ 856,083	$ -	$ -	8,465,689	100.00%	

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

Provider payments	6,928,458
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,469,671

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 (11 OF 12 MONTHS = 91.66%)

	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	4,284	4,437	4,439	5,590	4,629	4,031	6,243	5,433	4,016	6,642	6,034		55,776	
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	$ 212,213	$ 219,803	$ 219,911	$ 276,925	$ 229,327	$ 199,674	$ 309,255	$ 269,150	$ 198,940	$ 329,028	$ 298,924	$ -	$ 2,763,150	**78.17%**
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%	98.13%					**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-9121)														
Adjusted Days of Enrollment - Certified	1,904	1,992	3,219	7,217	7,189	7,470	9,722	8,683	5,975	10,613	9,648		73,631	
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	$ 94,897	$ 99,297	$ 160,457	$ 359,757	$ 358,372	$ 372,375	$ 484,657	$ 432,832	$ 297,834	$ 529,057	$ 480,953	$ -	$ 3,670,487	**84.04%**
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%	99.05%					**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%					100.00%
MIGRANT CHILD CARE (CMIG-9004)														
Adjusted Days of Enrollment - Certified	298	257	228	143	55	74	82	465	335	568	516		3,022	
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	$ 16,614	$ 28,158	$ 25,563	$ -	$ 149,701	**58.85%**
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%	100.00%					**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	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:** May-2020

Program/Work Unit: Not Applicable **Director of Finance:** Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	May-2020		Year to Date 03/1/20 -05/31/20	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	12	2,387,270	42	6,948,120
Wire Deposits	12	289,324	30	1,151,105
Head Start/IRS Drawdowns	4	2,224,715	17	8,652,680
Vendor Checks Issued	515	1,842,771	2,484	8,067,314
Payroll Disbursed		2,649,376		7,928,107
Grant Reports Prepared	22		78	
Americorp Fed				
Americorp State				
Cal EITC Outreach				
Cal Fresh Outreach				
CalFresh Healthy Living				
Cal Food				
CESH				
Census 2020				
CSBG				
DAP				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – Help Me Grow				
Home Visit Initiative				
HUD – Coordinated Entry System				
LBHC - Startup				
LBHC - Operational				
LIHEAP				
Positive Youth				
Positive Youth - Medi-Cal				
WIC				

Total Division Staffing 22 positions 1 vacancy (Accountant)

CFO	Accounting Technician (5)
Director of Finance	Administrative Assistant to CFO
Finance Manager	Benefits Specialist
Payroll Manager	Benefits Technician
Accounting Manager	Fiscal Technician (2)
Accountant (3)	Payroll Specialists (2)
Accounting Specialist	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 29, 2020

ASSETS	
Cash in Bank	3,642,887
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	1,858,684
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,350,335
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	8,778,811
Total Assets	18,375,412
LIABILITES AND NET ASSETS	
Accounts Payable	2,795,971
Accrued Expenses	892,046
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	(2,435,341)
Total Liabilites	4,157,264
Total Net Assets	14,218,148
Total Liabilities and Net Assets	18,375,412

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020

REVENUE	
Grant Revenue	66,424,313
Donations	191,712
Other Revenue	1,750,764
In-Kind	10,760,242
Total Revenue	79,127,031
EXPENDITURES	
Salaries	28,545,273
Benefits	8,373,962
Travel	666,442
Space Costs	5,684,927
Supplies	2,551,784
Consultant/Contract Services	2,538,409
Other Costs	2,384,090
Program Costs	10,098,467
Capital Expenditures	(52,918)
Indirect	5,840,868
In-Kind	10,760,242
Total Expenditures	77,391,546
Net Change in Assets	1,735,485
Net Assets, beginning	12,482,663
Net Assets, ending	14,218,148

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF MAY 31, 2020

ASSETS	
Cash in Bank	3,652,361
Cash - Vacation Reserve	656,289
Petty Cash	500
Accounts Receivable	30,846,450
Travel Advance	8,317
Prepaid Expense	655,004
Inventory	1,368,053
Net Fixed Assets - Unrestricted	1,578,734
Net Fixed Assets - Restricted	8,550,890
Total Assets	47,316,598
LIABILITES AND NET ASSETS	
Accounts Payable	1,182,092
Accrued Expenses	145,100
Accrued Vacation	656,049
Line of Credit	-
Note Payable	1,774,864
Advance Payable	(15,137)
Deferred Revenue	29,299,599
Total Liabilites	33,042,566
Total Net Assets	14,274,031
Total Liabilities and Net Assets	47,316,598

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2020 TO MAY 31, 2020

REVENUE	
Grant Revenue	13,499,707
Donations	201,799
Other Revenue	1,357,072
In-Kind	483,540
Total Revenue	15,542,118
EXPENDITURES	
Salaries	7,008,561
Benefits	2,026,927
Travel	38,500
Space Costs	1,261,152
Supplies	419,821
Consultant/Contract Services	692,736
Other Costs	483,254
Program Costs	1,805,731
Capital Expenditures	48,506
Indirect	1,217,506
In-Kind	483,540
Total Expenditures	15,486,235
Net Change in Assets	55,883
Net Assets, beginning	14,218,148
Net Assets, ending	14,274,031

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 05-31-20 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	33,899,419	6,640,620	27,258,799	20%
BENEFITS	10,717,727	1,906,187	8,811,540	18%
TRAVEL	810,935	31,566	779,369	4%
SPACE COST	11,119,500	978,855	10,140,645	9%
SUPPLIES	2,080,726	392,718	1,688,008	19%
EQUIPMENT	92,760	43,236	49,524	47%
CONSULTANT/CONTRACT SERVICES	4,153,742	544,953	3,608,789	13%
OTHER COSTS	2,824,098	469,117	2,354,981	17%
PROGRAM COSTS	11,302,823	1,772,593	9,530,230	16%
INDIRECT	6,922,747	1,219,674	5,703,073	18%
TOTAL	83,924,477	13,999,519	69,924,958	17%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 05-31-20 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,284,641	5,103,140	20,181,501	20%
BENEFITS	8,333,569	1,482,697	6,850,872	18%
TRAVEL	421,078	11,950	409,128	3%
SPACE COST	9,896,853	732,230	9,164,623	7%
SUPPLIES	1,555,024	171,556	1,383,468	11%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,319,386	217,510	1,101,876	16%
OTHER COSTS	1,194,260	208,924	985,336	17%
PROGRAM COSTS	8,019,281	1,437,235	6,582,046	18%
INDIRECT	4,706,398	925,736	3,780,662	20%
TOTAL	60,730,490	10,290,979	50,439,511	17%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 05-31-20 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,883,096	726,411	3,156,685	19%
BENEFITS	1,149,013	206,241	942,772	18%
TRAVEL	173,890	14,671	159,219	8%
SPACE COST	596,640	149,654	446,986	25%
SUPPLIES	256,622	83,774	172,848	33%
EQUIPMENT	87,760	43,236	44,524	49%
CONSULTANT/CONTRACT SERVICES	561,751	62,046	499,705	11%
OTHER COSTS	409,191	97,153	312,038	24%
PROGRAM COSTS	1,755,159	303,407	1,451,752	17%
INDIRECT	754,762	135,060	619,702	18%
TOTAL	9,627,884	1,821,654	7,806,230	19%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 05-31-20 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,872,858	280,724	1,592,134	15%
BENEFITS	487,438	81,217	406,221	17%
TRAVEL	136,389	2,814	133,575	2%
SPACE COST	283,566	42,404	241,162	15%
SUPPLIES	95,488	6,418	89,070	7%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,714,880	137,743	1,577,137	8%
OTHER COSTS	835,065	91,213	743,852	11%
PROGRAM COSTS	817,251	28,076	789,175	3%
INDIRECT	624,293	64,686	559,607	10%
TOTAL	6,867,228	735,295	6,131,933	11%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 05-31-20 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,869,380	359,376	1,510,004	19%
BENEFITS	476,632	76,820	399,812	16%
TRAVEL	64,888	1,702	63,186	3%
SPACE COST	219,141	33,805	185,336	15%
SUPPLIES	148,196	104,962	43,234	71%
EQUIPMENT	5,000	-	5,000	0%
CONSULTANT/CONTRACT SERVICES	505,975	63,147	442,828	12%
OTHER COSTS	334,442	44,383	290,059	13%
PROGRAM COSTS	708,132	3,874	704,258	1%
INDIRECT	383,805	59,375	324,430	15%
TOTAL	4,715,591	747,443	3,968,148	16%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 05-31-20 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	714,748	127,428	587,320	18%
BENEFITS	197,428	46,026	151,402	23%
TRAVEL	14,690	429	14,261	3%
SPACE COST	121,100	20,761	100,339	17%
SUPPLIES	19,296	19,513	(217)	101%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,750	20,031	(18,281)	1145%
OTHER COSTS	37,330	6,521	30,809	17%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	410,845	24,043	386,802	6%
TOTAL	1,520,187	264,752	1,255,435	17%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 05-31-20 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	43,542	231,154	16%
BENEFITS	73,647	13,186	60,461	18%
TRAVEL	-	-	-	0%
SPACE COST	2,200	-	2,200	0%
SUPPLIES	6,100	6,495	(395)	106%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	44,475	5,525	89%
OTHER COSTS	13,810	20,924	(7,114)	152%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	10,774	31,870	25%
TOTAL	463,097	139,396	323,701	30%

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**	**$ 5,838,282**	**100.7%**	**$ (38,438)**
Expenditures				
Salaries	3,070,550	2,838,451	92.4%	232,099
Benefits @ 24.11% actual	756,241	660,735	87.4%	95,506
Total Personnel Costs	3,826,791	3,499,186	91.4%	327,605
Operating Costs				
Travel	93,650	93,031	99.3%	619
Space Costs	186,800	195,160	104.5%	(8,360)
Supplies	166,500	173,287	104.1%	(6,787)
Consultant/Contract	659,100	632,684	96.0%	26,416
Other Operating Costs	345,050	357,059	103.5%	(12,009)
Total Operating Costs	1,451,100	1,451,220	100.0%	(120)
Total Expenditures	**$ 5,277,891**	**$ 4,950,406**	**93.8%**	**$ 327,485**
Excess Indirect Revenue	**$ 521,953**	**$ 887,876**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,034,632	$ 858,669	83.0%	$ 175,963
Operations	1,361,350	1,373,810	100.9%	(12,460)
Executive	612,204	535,423	87.5%	76,781
Community Development	705,930	604,356	85.6%	101,574
Finance	1,563,775	1,578,249	100.9%	(14,474)
	$ 5,277,891	$ 4,950,506	93.8%	$ 327,385

Prepared Date: 06/09/2020

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 5/31/20 (3 OF 12 MONTHS = 25.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 6,768,370**	**$ 1,219,674**	**18.0%**	**$ 5,548,696**
Expenditures				
Salaries	3,549,957	531,666	15.0%	3,018,291
Benefits @ 24.2% actual	859,588	129,274	15.0%	730,314
Total Personnel Costs	4,409,545	660,939	15.0%	3,748,606
Operating Costs				
Travel	92,300	829	0.9%	91,471
Space Costs	193,300	42,511	22.0%	150,789
Supplies	122,700	30,677	25.0%	92,023
Consultant/Contract	1,123,000	185,099	16.5%	937,901
Other Operating Costs	285,000	15,873	5.6%	269,127
Total Operating Costs	1,816,300	274,989	15.1%	1,541,311
Total Expenditures	**$ 6,225,845**	**$ 935,929**	**15.0%**	**$ 5,289,916**
Excess Indirect Revenue	**$ 542,525**	**$ 283,745**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 917,844	$ 121,328	13.2%	$ 796,516
Operations	1,986,752	326,680	16.4%	1,660,072
Executive	821,364	40,271	4.9%	781,093
Community Development	742,266	102,828	13.9%	639,438
Finance	1,757,619	344,821	19.6%	1,412,798
	$ 6,225,845	$ 935,929	15.0%	$ 5,289,916

Prepared Date: 06/09/2020

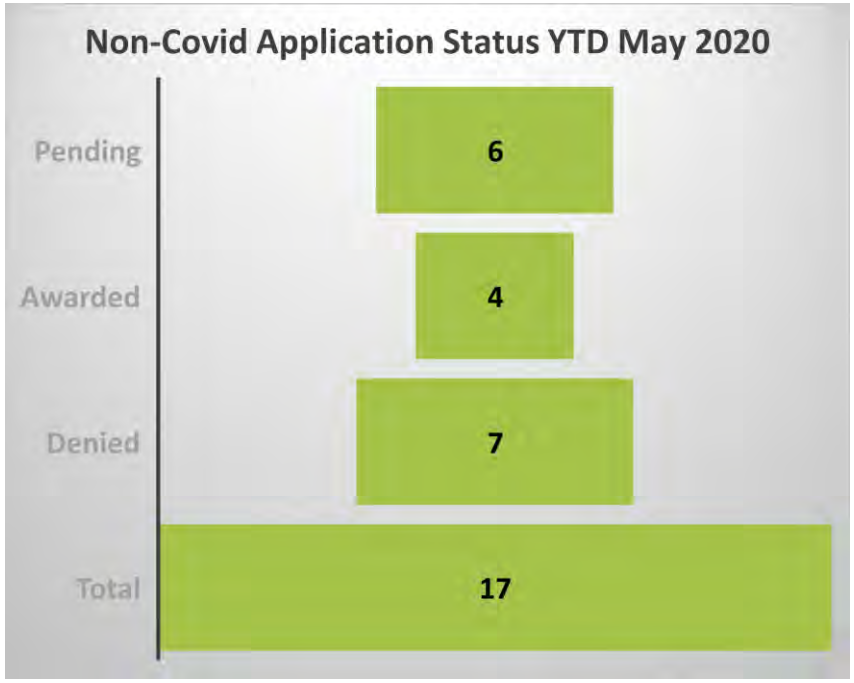
Community Development Division
Application Status Report May 2020

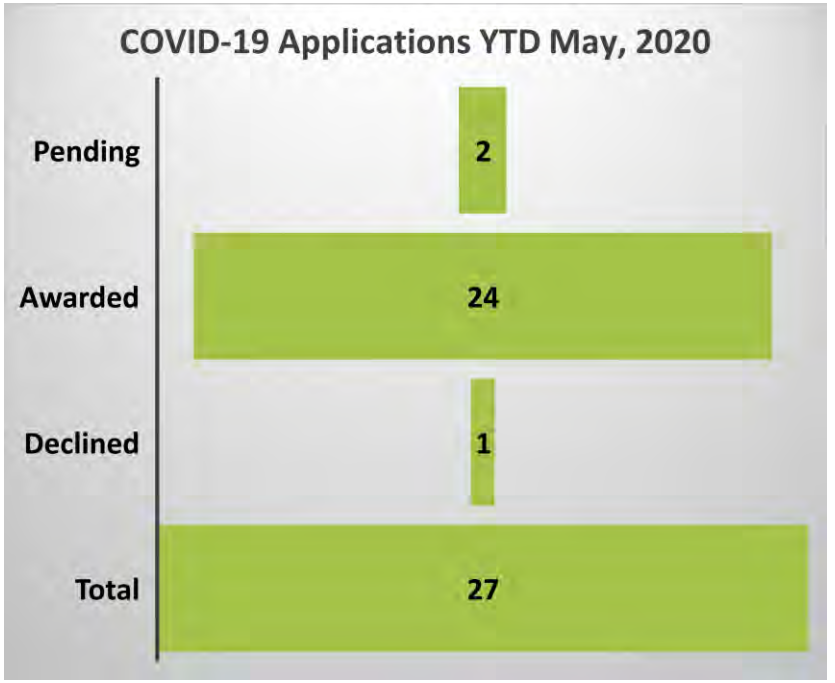
Non-COVID Applications YTD May, 2020

Status	Dollars	Count
Pending	$5,922,000	6
Awarded	$997,591	4
Denied	$4,037,891	7
Total	**$10,957,482**	**17**
	Win Percentage	**36%**

COVID-19 Application Status, YTD May, 2020

Status	Dollars	Count
Pending	$2,050,000	2
Awarded	$3,341,881	24
Denied	$63,000	1
Total	**$5,454,881**	**27**
	Win Percentage	**96%**





Community Development Division
Application Status Report May 2020
Applications (Non-COVID) Submission Detail January 1, 2020 to May 31,2020

Funder	Name	Program	Amount Requested	Amount Awarded	Date Submitted	Decision Date	Status
Kern County	**CAPK Food Bank Expansion Project-CDBG**	**Food Bank**	**$458,293**	**$916,586**	**5/19/2020**	**12/6/2019**	**Awarded**
Community Resource Project	**Time of Use Energy Reduction**	**211 Kern**	**$10,000**			**5/15/2020**	**Pending**
United Way of Kern County (UWKC)	**Phase 37**	**Food Bank**	**$175,000**	**$58,005**	**5/28/2020**	**5/18/2020**	**Awarded**
Kern Community Foundation	**Kern County COVID-19 Relief Fund - Round 2**	**Food Bank**	**$30,000**	**$15,000**	**5/4/2020**		**Awarded**
Sierra Health Foundation	Asthma Prevention Services	211 Kern	$500,000		4/28/2020		Pending
California Coastal Commission	Kids Adopt a Beach	FHCC/SYC	$8,000	$8,000	10/24/2019	1/3/2020	Awarded
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	$15,000	$15,000	1/13/2020	2/5/2020	Awarded
City of Bakersfield	CAPK Food Bank Expansion Project-CDBG	Food Bank	$458,295	$0	5/13/2020	11/22/2019	Denied
City of Bakersfield	CAPK Affordable Housing Project-PSV	CDD	$587,000	$0	11/22/2019	3/9/2020	Denied
City of Bakersfield	City of Bakersfield Homeless Navigation Center	CDD	$2,940,236	$0	3/13/2020	4/8/2020	Denied
National Head Start Association	Jewett Community garden	Head Start	$5,000	$0	10/11/2019	1/3/2020	Denied
Kaiser Permanente	Nutrition for Healthy Living	CAPK Healthy Living	$30,000	$0	10/21/2019	1/6/2020	Denied
California Coastal Commission	Whale Tail Grants Program	FHCC/SYC	$15,000	$0	11/9/2019	1/31/2020	Denied
kidsgardening.org	Youth Garden Grant 2020	SYC	$2,360	$0	12/13/2019	2/11/2020	Denied
Kern Family Health Care	FHCC STEM	FHCC	$2,000	$0	3/2/2020		Pending

Community Development Division
Application Status Report May 2020

COVID-19 Application Submission Detail March 1, 2020 to May 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
Fidelity Charitable	**CAPK Food Bank Emergency Response**	**Food Bank**	**$0**	**$1,000**	**5/28/2020**		**Awarded**
United Way of Kern County (UWKC)	**CARES Act**	**Food Bank**	**$175,000**	**$82,698**	**5/28/2020**	**5/18/2020**	**Awarded**
No Kid Hungry	**CAPK Food Bank Emergency Response**	**Food Bank**	**$180,410**	**$150,000**	**5/26/2020**		**Awarded**
California Department of Social Services (CDSS)	**CDSS TEFAP and CARES Allocation**	**Food Bank**	**$0**	**$623,392**	**5/20/2020**		**Awarded**
Nutrien	**CAPK Food Bank Emergency Response**	**Food Bank**	**$500**	**$500**	**5/19/2020**	**4/23/2020**	**Awarded**
California Family Resource Association (CFRA)	**CA COVID-19 Family Resource Center Relief Funds**	**EKFRC**	**$18,600**	**$10,000**	**5/14/2020**	**5/4/2020**	**Awarded**
Ferrovial-California Rail Board	**CAPK Food Bank Emergency Response**	**Food Bank**	**$1**	**$67,544**	**5/7/2020**		**Awarded**
Kern Community Foundation	**Kern County COVID-19 Relief Fund - Round 2**	**Food Bank**	**$30,000**	**$15,000**	**5/4/2020**		**Awarded**
CA Department of Community Services and Development (CSD)	CARES Act One-Time Emergency Relief	Food Bank	$2,000,000	$2,054,530	4/28/2020		Awarded
RIO Tinto	RIO Tinto Email Donation Request	Food Bank	$10,000	$10,000	4/28/2020		Awarded
California Fire Foundation	Emergency Response	Food Bank	$0	$9,000	4/27/2020		Awarded
Calpine	CAPK Food Bank Emergency Response	Food Bank	$5,000	$5,000	4/22/2020		Awarded
Westamerica Bank	CAPK Food Bank Emergency Response	Food Bank	$5,000	$2,500	4/15/2020		Awarded

Community Development Division
Application Status Report May 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
Wells Fargo	CAPK Food Bank Emergency Response	Food Bank	$180,415	$42,500	4/13/2020	4/1/2020	Awarded
Valley Strong	Valley Strong COVID-19 Relief Fund	Food Bank	$5,000	$2,500	4/8/2020	3/27/2020	Awarded
United Way Worldwide	211 COVID-19 Community Relief Fund	211 Kern	$45,000	$45,000	4/7/2020		Awarded
Ca Public Health/Community Link Capital Region	Emergency Funding	2-1-1 Kern	$90,681	$90,681	4/6/2020		Awarded
Kern Community Foundation	Kern County COVID-19 Relief Fund	Food Bank	$30,000	$15,000	4/6/2020		Awarded
Rotary International District 5204	Rotary Foundation Emergency	Food Bank	$9,036	$9,036	4/3/2020		Awarded
S.A. Camp	Emergency Response	Food Bank	$2,000	$2,000	4/2/2020		Awarded
Farm Credit West	Emergency Response-Donation	Food Bank	$4,000	$4,000	3/30/2020		Awarded
Fred and Margaret Sandberg Foundation Inc	Emergency Response	Food Bank	$0	$40,000	3/30/2020		Awarded
Stater Bros. Charities	Emergency Response-Donation	Food Bank	$10,000	$10,000	3/27/2020		Awarded
So Cal Gas Co	SoCal Gas COVID-19 Food Bank Emergency Funds	Food Bank	$50,000	$50,000	3/23/2020	3/23/2020	Awarded
No Kid Hungry	NoKidHungry-Grab N Go Meals	LBNC	$63,000	$0		3/23/2020	Declined
County of Kern	CARES Funding	Food Bank	$2,000,000	$0		5/18/2020	Pending
Kaiser Permanente	Kaiser Permanente and the National Healthcare for the Homeless Council	LBNC	$50,000	$0		3/30/2020	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Foundation	**CAPK Program**	211
Funding Agency	Sierra Health Foundation	**Project Name**	Asthma Preventive Services Application
CFDA		**Target Population**	high-risk individuals for asthma- low income
New Funder or Reapplication	Reapplication	**Number to be served**	50-60 clients referred by KFHC
Estimated Request	$500,000	**Division Director**	Pritika Ram
Award Period	08/01/2020 to 05/15/2023	**Program Manager**	Irene Fonseca

Project Goal (One sentence goal statement)

CAPK will partner with Kern Family Health Care (KFHC), the largest Managed Care Organization (MCO) in Kern County, and Central California Asthma Collaborative (CCAC), a regional non-profit that currently operates an asthma home visitor program in Kern County.

Project Description (Brief one paragraph description)

KFHC and CCAC have partnered over the past year to enroll KFHC high-risk asthma patients (50) from low-income and communities of colors in CCAC's Asthma Impact Model (AIM) program, a project funded for one year by a non-renewable, Supplemental Environmental Program grant from the California Air Resources Board. The SHF APSP program funding will allow KFHC to refer additional high-risk children and adults from low income communities of color to CCAC's asthma home visitor program. CAPK will actively collaborate with CCAC to ensure these patients and families are provided access to the vast array of community benefit programs we provide through our 2-1-1 program and additional applicable programs.

Estimated Budget Summary

CAPK will hire a 1.0 FTE 211 Program Specialist for this project. As part of the partnership, KFHC will provide portions of staff through the Director of Health Education, Cultural and Linguistic Services and Senior Member Health Educator, estimating 24% to personnel. Seventy-three percent is allocated to the CCAC contract to implement program requirements, with the remaining portion allocated to administrative costs.

Approvals:

1. Division Director — Date
Pritika Ram — Digitally signed by Pritika Ram Date: 2020.06.02 11:46:29 -07'00' — 06/02/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.06.03 08:17:06 -07'00' — 06/03/2020

3. Chief Financial Officer — Date
Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.06.03 08:34:26 -07'00' — 06/03/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	CAPK VITA
Funding Agency	US Internal Revenue Service	**Project Name**	VITA 2020/2021
CFDA	21.009	**Target Population**	Low-to-Moderate Income Tax Payers
New Funder or Reapplication	Reapplication	**Number to be served**	7,500
Estimated Request	$166,842	**Division Director**	Pritika Ram
Award Period	Oct. 1, 2020-Sep. 30, 2021	**Program Manager**	Jacquelyn Guerra

Project Goal (One sentence goal statement)

The CAPK VITA program will provide no-cost tax preparation and financial education for Kern County low-to-moderate income tax payers.

Project Description (Brief one paragraph description)

For the upcoming tax year, CAPK will continue the partnership with UWKC to provide VITA services throughout Kern County. The Partnership allows VITA to expand services to rural and undeserved areas through Mobile Vita, Tax Prep Fairs and events, and partner sites. The program will also hire a Volunteer Coordinator to develop and implement an aggressive volunteer recruitment, training, and retention strategy. New to this contract is the ability to use funds for financial empowerment services. The VITA program will develop and implement Financial Empowerment Workshops using the Your Money, Your Goals Tool Kit.

Estimated Budget Summary

The funds will be used for salaries and benefits for five temporary staff and .50 FTE for the Volunteer Coordinator @ $108,206; UWKC sub award of $40,800; staff mileage @ $2,185; general supplies @ $1,000; volunteer incentives @ $500; and mobile hot spots @ $500. This grant also includes a match based on the value of volunteer time and number of proposed tax returns $22.53 hr x 7,500 tax returns = $168,795. NOTE: This application was submitted on 06/01/2020, without final Finance Department budget approval. If awarded, the budget

Approvals:

1. Division Director — Date
Pritika Ram — Digitally signed by Pritika Ram Date: 2020.06.02 11:46:29 -07'00' — 06/02/2020

2. Director of Community Development — Date

3. Chief Financial Officer — Date
Tracy Webster — Digitally signed by Tracy Webster Date: 2020.06.03 16:12:02 -07'00' — 06/03/2020

4. Chief Executive Officer — Date
Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.06.04 06:58:54 -07'00' — 06/04/2020

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Multiple Funding Requests

May 2020

Funding Information			
Funding Type	Corporate	**CAPK Program**	2-1-1
Funding Agency	Pacific Gas & Electric	**Project Name**	Planned Safety Power Shutoff (PSPS)
CFDA	N/A	**Target Population**	Kern residents effected by PSPS
Request	up to $10,000	**Division Director**	Pritika Ram
Award Period	07/1/2020 to 06/30/2021	**Program Manager**	Irene Fonseca
Description	CAPK will partner with PG&E through the 2-1-1 Kern Call Center program to disseminate important messaging during PSPS and related emergency events.		

Funding Information			
Funding Type	Non-Profit Foundation	**CAPK Program**	2-1-1
Funding Agency	Community Resource Project, Inc.	**Project Name**	Time of Use
CFDA	N/A	**Target Population**	Energy Customers
Estimated Request	Up to $10,000	**Division Director**	Pritika Ram
Award Period	07/13/2020 to 12/31/2021	**Program Manager**	Irene Fonseca
Description	CAPK's 211 program is a sub grantee and will disseminate materials and information to callers during peak energy times. o dissuade customers from using energy at peak usage times while encouraging them to take advantage of California's renewable resources when they are most available.		

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

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

Date Presented/Approved

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: June 24, 2020

Subject: *Agenda Item VIII(a)*: May Policy Council Report – **Action Item**

The May 19, 2020 scheduled Policy Council Meeting was conducted via teleconference per California Governor Executive Order N-25-20. This was also conducted as an Executive Committee Meeting in accordance with Policy Council Bylaws, Article VI, Section 1 item(c) and Article VII, Section 1 item(e); quorum was established.

In keeping Policy Council members abreast on the Summer Bridge program, various informational updates were shared with the committee. These updates included, but were not limited to, exact funding amounts, the intent of the program and the structure of such, as well as the target population to whom services would be offered.

Additionally, budgetary, and financial documents across all Head Start/State Child Development grants were presented for review, discussion, and consent. Upon conclusion of such, all items received unanimous approval from the Executive Committee.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL EXECUTIVE COMMITTEE MEETING MINUTES
May 19, 2020
Teleconference ID: 690 273 525#
Per Governor's Executive Order N-25-20

1. Call to Order
   Chairperson Nila Hogan called the meeting to order at 5:30 p.m.
   a. Moment of Silence
   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
   Chairperson, Nila Hogan conducted roll call; quorum was established.
   Executive Committee Members Present: Nila Hogan, Chairperson; Destiny Thompson Butler, Vice Chairperson; Hernan Lozano, Treasurer

3. Approval of Agenda *ACTION
   a. A motion was made by Destiny Thompson Butler to approve the agenda dated May 19, 2020; seconded by Hernan Lozano. Motion carried unanimously.

4. Approval of Minutes Chairperson *ACTION
   a. A motion was made by Destiny Thompson Butler to approve the minutes of April 28, 2020; seconded by Hernan Lozano. Motion carried unanimously.

5. Presentation of Guests /Public Forum
   The following guests were in attendance: Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Rosita Curry; Partnership & Home Base Manager; Heather McCarley, Fiscal Manager; Lisa Price, Program Governance Coordinator
   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 that 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
   a. School Readiness Committee
      The School Readiness Committee has not met since the Governor's Order took effect. However, staff continue to connect with families through Learning Genie, newsletters, phone calls, emails, and social media. Kindergarten Readiness and Pre-K summer learning packets were dispersed to center staff for distribution to families. These packets will help transitioning children to continue working on kindergarten readiness skills. They will also provide children enrolled in the part-year program creative learning activities for use over summer break. The next Policy Council School Readiness Meeting will be scheduled at a later date.
   b. Planning Committee
      Though the Planning Committee did not meet this month, the program has been reaching out to parents regarding enrollment opportunities for their children. Food distribution is still taking place for families. Discussion and planning continue with regard to a Summer Bridge program. Employment opportunities are also available; job listings can be found on the CAPK website. No date has yet been set for the next Planning Committee meeting.

c. Budget & Finance Committee
The Budget & Finance Committee did not meet this month. however, budget to actual financial documents across all grants as well as Parent Activity Funds are included in the Policy Council packet. We will vote on these items during this Executive Committee Meeting. At this time, the PC Budget & Finance Committee will not meet next month.

d. Bylaws Committee
The Bylaws Committee has not met since the initial meeting which was held in February. The goal remains the same; before the next meeting, committee members will receive a draft version of the bylaws for additional review and subsequent discussion. It is unknown at this time when the subcommittee will meet.

7. Presentations
a. None

8. New Business *ACTION
a. Head Start Summer Bridge Program Funding ~ Jerry Meade, Program Design & Management Administrator – Informational Item
Jerry Meade shared with the committee that though his presentation is an informational item, the Coronavirus Aid, Relief and Economic Security (CARES) Act 2020 funding requires that Policy Council is kept informed with regard to any updates on this subject matter. Jerry stated on April 28, 2020, information regarding the CARES Act 2020 was shared with the Executive Committee including how this funding would be used in the Head Start programs. Since that time additional information has been made available. The Office of Head Start has now determined funding amounts for grantees and has made these funds available. This is a one-time funding opportunity with funds earmarked to support the program through the COVID-19 pandemic. Jerry stated that four separate allocations were granted, one for each of our programs for a total allocation of $646,120. These funds are expected to be received by the program within the next few weeks. The second component to the CARES Act was the Summer Bridge Program. Staff has completed the development of this program to support families of Head Start Pre-K children who will be transitioning to kindergarten in the fall, as well as children with an Individualized Educational Plan (IEP) for a total of 566 children potentially receiving services. Jerry further shared this program would consist of a six week highly focused kindergarten readiness program to address any lost learning opportunities that may have been experienced due to mid-March center closures. Services would begin the second week of July and conclude mid-August. Based upon CDC guidance, as well as that of our local health department, we are required to maintain group sizes of no more than 10 children per classroom. Twenty-four additional centers consisting of 46 classrooms will reopen so that we may meet this need. The Summer Bridge Program option will provide two days in the classroom and three days of work at home with parents/family. This option will allow us to serve the maximum number of program eligible children and support group size guidance to prevent the spread of COVID-19. The application for this program option has been submitted. The program is awaiting approval and does not anticipate any challenges in awarding the funding. However, there is uncertainty as to how many families would be willing to take advantage of this opportunity. Because of this, once the funding has been awarded, surveys will be developed to send to parents to see if they would be interested. Jerry stated that typically we would have asked for Policy Council approval to submit the Summer Bridge application; however, due to timing and the recommendations from the Office of Head Start, they are only requiring that Policy Council be kept abreast of what is taking place.

b. Budget & Finance Reports ~ Heather McCarley, Finance Manager
   i. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through April 30, 2020
   ii. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through April 30, 2020
   iii. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through April 30, 2020

iv. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through April 30, 2020
v. Parent Local Travel & Child Care through April 30, 2020
vi. Parent Activity Funds through April 30, 2020
vii. Kern Head Start and early Head Start Non-Federal and In-Kind Report, March 1, 2020 through April 30, 2020
viii. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through April 30, 2020

Heather McCarley shared budgetary information across all grants. Content shared for each report included but was not limited to base funds, training & technical assistance funds as well as parent activity funds including local travel and reimbursement. Additional information regarding nonfederal share in-kind reports for both Kern and San Joaquin programs was also shared with the committee. Upon conclusion of such, a motion was made by Destiny Thompson Butler to approve all budget and finance reports as presented; seconded by Hernan Lozano. Motion carried unanimously.

9. Communications
   a. Help Us Stay Calm
   b. Water Safety
   c. CAPK Program Information
   d. Mobile Immunization Clinic ~ May 2020 (English/Spanish)
   e. Policy Council Meeting Dates

   Motion was made by Destiny Thompson Butler to receive and file items (a) through (e).

10. Program Governance Report/Training ~ Lisa Price

Lisa Price thanked everyone for their attendance and spoke about a few items contained in the Policy Council packet. She shared that this can be a difficult time for many, including parents as they may be working outside the home or perhaps are unable to work at this time. In addition, they are not only tending to their children with their day to day needs but also with the educational component as well. All of these things have the potential to add stress and cause frustration not only in adults but in children as well. Children may manifest these feelings by exhibiting challenging behaviors. Lisa shared that before engaging with your child if they are in the midst of a challenging behavior it is important for parents/adults to stay calm so they can better address the situation. She referenced the handout/flyer which providing calming tips, questions for reflection and meaningful ways to re-connect after all parties are in a calm state. Given the warmer weather and with summer fast approaching, information was also shared with regard to water accident statistics and safety tips to help prevent water related accidents and fatalities. Also pointed out was the Community Action Partnership of Kern (CAPK) resource guide outlining the resources the agency provides to the community. While it was noted many of the services may not be operating at full scale, they are available in varying capacities to assist the community with any need they may have. In concluding her report, Lisa shared that Destiny recently completed this semester at Bakersfield College with straight A's! She congratulated Destiny on her achievement as did the entire group. Lisa again thanked the Policy Council Executive Committee, for meeting tonight, adding that their monthly attendance allows for necessary business to continue to be conducted. Staff was thanked as well, for their support, time, and commitment.

11. Director's Report (HS/State Child Development) ~ Yolanda Gonzales

Jerry Meade reported on behalf of Yolanda Gonzales. He stated though Yolanda was unable to attend, she sends her best to all, and her appreciation to the Council for their attendance. Jerry spoke with regard to the food distribution program. He shared that seven weeks ago, children enrolled in our program began receiving a weekly box meal which included breakfast, lunch, and a snack for five days, a total of fifteen meals per week. There were 6 distribution sites established throughout the county. Staff coordinated with the Central Kitchen to ensure boxes were available for any family who was able to pick one up on their distribution day. Staff has gone above and beyond to support families that have had a lack of transportation. They have taken boxes to homes

to ensure children received what they needed in the way of their nutrition for the week. The end of the traditional school year is approaching therefore the distribution program will conclude for families of children enrolled in the part-year program. Full-day, full-year program food delivery will continue a little differently as we approach our goal of reopening full-day, full-year classrooms on June 1, 2020. Jerry stated this is a tentative date that has yet to be confirmed as we will not reopen if we do not have everything in place that is necessary for us to operate in a safe and effective manner. Staff has prepared a COVID-19 protocol which will give directions and consistency to processes for all of our sites to follow to ensure we provide a safe environment for our staff and children. There will be the limitation of 10 children per classroom; our current pre-k class size is 20. Children will have to be accommodated in a varied schedule process. We will stagger their schedule process serving them either 2 days or 3 days per week dependent upon parent need. This week, staff has begun reaching out to parents asking a series of questions regarding need, i.e. are they working, not working, what their childcare needs are etc. Staff is also asking parents, if they do have a need, are they willing to bring their child back to the center with all of the precautionary measures that are being put in place. Once all of that information has been gathered the program will have a better opportunity to develop schedules based on the needs of our families. The goal is to support all of the children currently enrolled in a full-day, full-year program regardless whether or not they return to the center. There is no expectation that they must come to the center, the opportunity for them to do so, is to support parents who have a need because they are working. Within our new protocol there will be revisions with the sign in and sign out process of children. There will be intervals of time for children to report, they will not all be arriving at the same time. The health check screenings will include temperature taking with a touchless infrared thermometer. Staff will also undergo screening before they can begin their workday. The health check process will be conducted outside of the classroom. The classroom will only be allowed for children and teaching staff assigned to that classroom. There will be no parents or other visitors allowed, in order to maintain the safety, integrity, and sanitation of the classroom. All staff will be wearing masks when not in their assigned classroom i.e. break, lunch, etc. with a lot of handwashing occurring. In between each group there will be a thorough classroom and play yard sanitation before the next group arrives. This will be a very thorough sanitation process with a high level of expectation to ensure safety. Training will begin next week for staff to ensure they understand these new expectations. Once family data has been received, staff will begin working on schedules for June 1 and thereafter. Early Head Start already has group sizes of under 10. The topic of naptime was also spoken to, noting children will either be head to foot or 6 feet apart or in some instances picked up prior to naptime. Jerry shared that there are of course a lot of different things that are possible and may come up, but we will learn as we go. He added that staff is confident in this new protocol developed which has met CDC requirements, that of our funding sources as well as our Human Resources Department which is committed to ensuring the health and safety of children and our staff.

12. Policy Council Chairperson/Announcements ~ Nila Hogan
    Nila Hogan was thankful to Head Start knowing the program has had to change a lot to keep our children safe. She added that she greatly appreciates this and hopes that other parents see all of the efforts and are appreciative as well. In closing Nila stated that she knows things will get better and is glad that we are all adapting well.

13. Executive Committee Closing Comments
    Hernan stated that he has enjoyed the (in person full council) participation up until March, adding that it has "been a ride."

14. Adjournment ~ Chairperson
    The meeting was adjourned at 6:10 p.m. The next Policy Council Meeting is scheduled for June 23, 2020.