DATE	May 26, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 797 848 678#

Board of Directors Meeting Agenda

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

The Promise of Community Action

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

I. Call to Order

a. Roll Call

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

II. Public Comments

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

III. Special Presentation

IV. Consent Agenda

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

a. **Minutes from the April 28, 2021 Board of Directors Meeting *(p. 4-7)***
b. **Minutes from the May 10, 2021 Executive Committee Meeting *(p. 8-9)***
c. Head Start American Rescue Plan Funding Increase of $2,665,802 and Temporary Extension of Part-Year Program to a Full-Year Program ***(p. 10-14)***
d. **Minutes from the May 12, 2021 Program Review & Evaluation Meeting *(p. 15-17)***
e. April 2021 Program Reports ***(p. 18-49)***
f. Application Status Reports & Funding Requests ***(p. 50-53)***
g. April 2021 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 54-55)***
h. Kern & San Joaquin Program Self-Evaluation ***(p. 56-71)***

i. 2016 Strategic Plan Progress Report: Goal 4 ***(p. 72-74)***
j. CRM Cloud-Based Platform Community Services Block Grant (CSBG) Customer Insight ***(p. 75-91)***
k. **Minutes from the May 19, 2021 Budget & Finance Committee Meeting *(p. 92-95)***
l. Head Start / Early Head Start Budget to Actual Reports ***(p. 96-118)***
m. PG&E Public Safety Power Shut-Off Contract ***(p. 119-154)***
n. Early Head Start San Joaquin County Carryover Request 2021***(p. 155-157)***
o. Head Start and Early Head Start Kern Supplemental Funds Request for Oasis 2021 ***(p. 158-160)***
p. Central California Asthma Corporation Contract Revision ***(p. 161-170)***
q. Budget Revision #2 for 2021 ***(p. 171-184)***
r. April 2021 Financial Statements ***(p. 185-234)***
s. Proposed Reorganization of the Human Resources Division ***(p. 235-256)***
t. New Family Services Specialist II Position in MCAP Program ***(p. 257-261)***
u. WIC Program Revised Job Descriptions ***(p. 262-285)***
v. Information Technology & Information Systems Job Descriptions ***(p. 286-295)***
w. 211 Program Manager Title Change ***(p. 296-300)***

V. Regular Business

a. 2022-2023 Community Action Partnership of Kern Community Action Plan – ***Action Item (p. 301-335)*** — Kathline Moessner, Senior Development Specialist

b. North Kern Low-Income Board Representative Election Results – ***Action Item (p. 336)*** — Jeremy Tobias, Chief Executive Officer

c. Facilities Ad-Hoc Committee Report – ***Action Item (p. 337-350)*** — Jeremy Tobias, Chief Executive Officer

d. American Rescue Plan Funding for a Summer Program – ***Info Item (p. 351-352)*** — Yolanda Gonzales, Director of Head Start / State Child Development

e. American Rescue Plan Part-Year Summer Stipend Policy – ***Action Item (p. 353-355)*** — Tracy Webster, Chief Financial Officer

f. 2021 MCAP Program Self-Evaluation (PSE) – ***Info Item (p. 356-357)*** — Susana Magana, MCAP Program Administrator

VI. CAPK Foundation Report

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

1. May 2021 CAPK Foundation Report ***(p. 358)***
2. Minutes from the March 23, 2021 Meeting ***(p. 359-360)***

VII. Advisory Board Reports

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

1. May 2021 Policy Council Report ***(p. 361)***
2. April 27, 2021 Policy Council Minutes ***(p. 362-366)***

VIII. Chief Executive Officer Report

a. CEO Report for May 2021 – ***Info Item*** Jeremy Tobias, Chief Executive Officer
   1. COVID-19 Update ***(Verbal Report)***

IX. Board Member Comments

X. Closed Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, June 30, 2021
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

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, May 21, 2021. Paula Daoutis, Administrative Coordinator.

DATE	April 28, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 709 126 235#

Board of Directors Meeting Minutes

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

I. Call to Order

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

a. Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Joe Garcia, Nila Hogan (joined at 12:03 pm), Michelle Jara-Rangel, Maritza Jimenez, Jonathan Mullings, Marian Panos, Guadalupe Perez, Fred Plane, and Ana Vigil

Absent: Craig Henderson, Mike Maggard, Yolanda Ochoa

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

II. Public Comments

No one addressed the Board.

III. Special Presentation

a. There was no presentation.

IV. Consent Agenda

Board Chair Curtis Floyd asked the members of the Board and Public if they would like to remove any items from the Consent Agenda for further discussion / action. Michelle Jara-Rangel asked item IV(w) to be removed.

Motion was made and seconded to approval all items on the Consent Agenda, as amended to remove item IV(w). Carried by unanimous vote (Plane/Panos).

V. New Business

w. Head Start / Early Head Start Budget to Actual Reports – ***Action Item***

Michelle Jara-Rangel asked for clarification on the COVID CARES funds, and questioned if CAPK applied for the maximum amount when the funds were released? Jerry Meade responded that the funding amounts were

assigned and CAPK accepted the total amount offered. Michelle stated that it appears that $1.95 million was received and $1.2 million is remaining and questioned what the remaining funds will be used for. Jerry Meade replied that a variety of options are being discussed, including how to support virtual services with technology and acquiring technology given the lag time in receiving items that are not readily available, providing additional length of services for the children in the part-year program, and a possible summer bridge program, and Jerry stated that it is expected that the funds will be spent down in the current year. Michelle asked if the funds would need to be returned if not fully expended. Jerry clarified that there is an option to carryover the funds and that request will be presented at an upcoming Budget & Finance Committee meeting. The Office of Head Start has been very gracious with allowing CAPK to use the funding for a variety of different purposes, knowing that the funding may not be sufficient and stated that it is very likely additional funds are forthcoming.

Curtis Floyd asked if some of the carryover funds can be distributed to the Discretionary Account. Tracy Webster stated that the COVID CARES funds are restricted for the use of Head Start & Early Head Start. The CARES funds must support a COVID response and those particular programs.

Michelle Jara-Rangel also questioned the 195% spent for supplies, as referenced on page 721 of the agenda packet and asked to know what those supplies consisted of, noting that the enrollment for the Partnerships has not been achieved. Jerry Meade responded that the supplies include classroom supplies, new furniture, and outdoor equipment and gave an example of the furnishings in the new classroom in Taft. A lot of the purchases were made in 2020. Because of the pandemic, additional supplies are outside of normal practices such as sending supplies and materials home with the children to support virtual learning. Computers and supplies were purchased at a higher rate due to the pandemic and many of the computers were under the $5,000 threshold and considered supplies, rather than equipment. Lastly, Michelle asked if funds are required to be moved from other line items to cover the overage for supplies. Jerry responded that it is not necessary unless the $250,000 threshold is surpassed, in which case, a budget revision is required.

Motion was made and seconded to approve the Head Start / Early Head Start Budget to Actual Reports. Carried by unanimous vote (Jara-Rangel/Hogan)

a. Insurance Broker Contract – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner presented the above action item for approval and stated that CAPK is currently engaged with USI Insurance Services as the Broker for health, property & casualty, and workers compensation. The current contract ends on February 28, 2022 with an option to renew for an additional two years. Staff has elected to issue a Request for Proposals (RFP) to determine if there are other viable opportunities in the market. With the Board's approval, staff will initiate the RFP at the end of May and bring back the selection of a potential new broker at the August 25th Board Meeting.

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

b. CAPK Facility Options – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner provided a presentation to outline options for selling the existing CAPK administrative building and either purchasing an existing office building or utilizing CAPK owned property to construct an office building to house administrative staff and some of the program staff. Jeremy Tobias reported the current administration building no longer meets the needs of the agency due to the growth rate over the past few years. Jeremy further stated that this item was presented to the Budget & Finance Committee to request their feedback before addressing the full Board and the Committee recommended that an Ad-Hoc Committee be formed to work with staff to further vet the options. Board Chair Curtis Floyd asked members of the Board to notify staff if they were

interested in participating on the Ad-Hoc Committee. Staff will schedule the first meeting soon after the Ad-Hoc Committee has been appointed. Curtis also asked the committee and staff to explore opportunities to increase the Discretionary Fund when considering the options.

VI. CAPK Foundation Report

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

1. March 2021 CAPK Foundation Report
2. Minutes from the February 26, 2021 Meeting

Kayla Wofford-Nelson provided an update on activities of the CAPK Foundation Board and reported that all items presented at the February 26, 2021 Foundation Board Meeting were approved.

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

VII. Advisory Board Reports

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

1. April 2021 Policy Council Report
2. March 23, 2021 Policy Council Minutes

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

Motion was made and seconded to approve the April 2021 Policy Council report and all items. Carried by unanimous vote (Benton/Mullings).

VIII. Chief Executive Officer Report

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

1. COVID-19 Update
2. North Kern Low-Income Sector Election
3. Update on M Street Navigation Center
4. Board Survey Results & Return to In-Person Meetings

Jeremy Tobias provided the COVID-19 update to the Board and stated that the number of new positive cases have continued to trend downward. Management continues to promote the vaccine to employees and reported to date, 323 employees have taken advantage of the incentive provided. Senior staff is working on a return-to-work plan, with most remote employees targeted to return after Labor Day. The final plan will be presented to the Board within the next month or two.

Jeremy advised the Board that the election for the North Kern Low-Income Representative will take place on Monday, May 10, 2021. Two candidates have qualified, Ana Vigil and Dora Hernandez-Jara. Five polling locations have been determined to provide good coverage throughout the district. The polling locations are in Bakersfield, Shafter, Wasco, McFarland, and Delano, along with a mail-in option. The Ad-Hoc Committee and staff will count the ballots and bring

the results to the Board on May 26th to certify and approve the votes and seat the elected candidate for a term of five years.

The M Street Navigation Center will be celebrating the one-year anniversary in May. During the peak of the pandemic, the County and Department of Public Health capped the level of residents at 50. Over time, the capacity has risen to 75. Staff is working with the County and Department of Public Health to systematically increase the capacity to the original goal of 150. Additional beds will be set up and it is expected that 15-25 residents will be added per week with the expectation that full capacity will be achieved by the end of June. Jeremy reported that pets are now being accepted and staff is doing a great job getting residents into permanent housing. Many of the residents are participating in educational opportunities to increase employment options.

Jeremy also reported that at the direction of the Board Chair at the March 31, 2021 meeting, a poll of the Board members was conducted to determine the interest in returning to in-person meetings. Twelve responses were received, and it appears the majority are interested in returning to in-person meetings with a hybrid option in August, however, a larger room is likely needed to ensure adequate social distancing. Staff will bring forward additional information and plans to the Board soon.

IX. Board Member Comments

- Janea Benton thanked staff for following up on her request from the Budget & Finance Committee meeting.
- Maritza Jimenez thanked staff for the great work and timely meetings.
- Marian Panos said to keep up the good work.
- Fred Plane thanked Paula Daoutis for assembling the large meeting agenda.
- Ana Vigil thanked staff for the good work and reminded all to remain safe.

X. Closed Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, May 26, 2021
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 1:03 pm.

DATE	May 10, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 517 407 148#

Executive Committee Minutes

1. **Call to Order**

   Committee Vice Chair Fred Plane 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: Curtis Floyd (joined at 12:05 pm), Nila Hogan, Jonathan Mullings, Guadalupe Perez, Fred Plane

   Absent: Janea Benton

   Others present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Officer; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start American Rescue Plan funding Increase of $2,665,802 and Temporary Extension of Part-Year Program to a Full-Year Program – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

      Jeremy Tobias provided a brief introduction and said staff received notification last week from the Office of Head Start (OHS) regarding the allocation of funds for the American Rescue Plan Funding for Head Start, and CAPK will receive an allotment of $2.6 million. Included in the notice, OHS is strongly encouraging grantees to extend their part-year programs through the summer in attempt to mitigate some of the impact for parents and children who did not receive full schooling over the last year, and to ensure that the children are prepared to enter kindergarten in the fall. The part-year staff is normally off for the summer starting at the end of May so there is an urgency to address this matter.

      Yolanda Gonzales said that she has met with her team to determine the impact on the program and staffing and stated that due to the COVID pandemic and reduced program hours for the children, there has been a direct impact on the children and their school readiness and emotional development. The additional funding provides an opportunity to provide support for the children and families. A comprehensive curriculum can be developed to meet the needs and the goals outlined by the OHS. Asking staff to work

over their summer break is a lot to ask and it may be challenging for them to work around their personal plans or care for their own children. Some incentives will be offered to staff, and Jerry Meade provided greater detail about the preliminary work being done in conjunction with HR and the Senior Leadership Team to prepare the budget and the incentive plan.

Fred Plane inquired about staff wellness programs and incentives to encourage staff to be vaccinated. Yolanda Gonzales responded that there are programs and incentives in place that address his concerns.

Curtis Floyd asked if the staff has been advised of this opportunity to determine their willingness or interest in working over the summer, and what incentives they would like that might entice them to participate in the summer program. Yolanda Gonzales said that SEIU must be informed and following approval to submit the application, discussions with the staff will commence. Yolanda said a poll to determine preferred staff incentives will be sent out soon, but it is likely that there will not be 100% participation, and it will be necessary to hire substitute staff. A full report, the final budget, and a status update will be presented to the Board at the May 26th meeting.

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

5. Committee Member Comments

- No Comments

6. Closed Session

7. Closed Session Report

8. Next Scheduled Meeting

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

9. Adjournment

The meeting was adjourned at 12:23 pm.

MEMORANDUM

To: Executive Committee

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

Date: May 10, 2021

Subject: *Agenda Item 5a*: Head Start American Rescue Plan funding & Temporary Extension of Part Year Services – **Action Item**

On May 4, 2021, The Office of Head Start (OHS) released a program instruction regarding the 2021 American Rescue Plan Act. The instruction informed Head Start grantees how the $1 Billion dollars allocated to OHS from this act will be dispersed and how it must be spent. CAPK will receive $2,665,802 in one-time funding to support our three HS/EHS grants. The guidance from OHS strongly encourages grantees to prioritize additional weeks of Head Start programming with this funding, through the summer of 2021 as an extension of the program year. OHS shared that one-third fewer children are being served than before the pandemic began. The Head Start and State Child Development division is prepared to embrace this opportunity as it will the reach eligible children and families who did not enroll last year, or who did not engage in a full program year. By extending all Head Start center-based services through the Summer of 2021, the participating children will be provided with enrichment activities to support school readiness.

This change in the scope of operations will require all Head Start staff to continue providing quality services without interruption through the summer, while creating significant additional administrative support from CAPK support divisions. We understand that this call of duty is a big ask for our staff with the limited notice provided. CAPK is working to develop the action steps leading to staff communication, child recruitment, and vended services. A variety of program options and delivery service models have been drafted to support meeting this expectation allowing for a variety of contingencies.

The children and families that will benefit from this opportunity drive our program's commitment to developing an effective implementation plan. With the support of the Board of Directors, the program will proceed with an abundance of sensitivity to the needs of our staff while serving our most vulnerable members of the communities.

Recommendations:

Staff recommend that the Executive Committee approve the submission of the American Rescue Plan Act funding application for Head Start including an extension of the part year services.

Attachment: ACF-PI-HS-21-03

FY 2021 American Rescue Plan Funding Increase for Head Start Programs

eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-03
View the Latest Coronavirus Disease 2019 (COVID-19) Updates from the Office of Head Start »

FY 2021 American Rescue Plan Funding Increase for Head Start Programs
ACF-PI-HS-21-03

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. Log Number: ACF-PI-HS-21-03
2. Issuance Date: 05/04/2021
3. Originating Office: Office of Head Start
4. Key Words: American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2021; COVID-19

Program Instruction

To: Head Start and Early Head Start Grantees and Delegate Agencies

Subject: FY 2021 American Rescue Plan Funding Increase for Head Start Programs

Instruction:

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The $1.9 trillion American Rescue Plan includes $1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the $750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the $250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of $2 billion in additional funding to support staff, children, and families during this unprecedented time.

This Program Instruction (PI) provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning

opportunities for children. This PI also describes the application requirements for these funds.

Use of Funding

The Office of Head Start (OHS) strongly encourages grantees to prioritize additional weeks of Head Start and Early Head Start programming with this funding, through summer programs or as extensions of the program year. At this time, Head Start programs are serving one-third fewer children than before the pandemic began. With ARP funding, programs have an opportunity to reach eligible children and families who did not enroll last year, or who did not engage in a full program year, due to the many uncertainties caused by the pandemic. Grantees are encouraged to prioritize programs for rising kindergartners, children with disabilities, children experiencing food or housing insecurity, children that were not able to receive any in-person services this year, or other areas determined by community needs.

Grantees do have flexibility to determine which one-time investments best support the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grantees should consider how the use of the one-time funds could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Other uses of funding include, but are not limited to, the following:

Reach More Families

- **Enrollment and recruitment.** Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that as a program you able to enroll the eligible children and families in your community.
- **Additional weeks of Head Start or Early Head Start programming.** Extending the program year or offering summer programming to increase the time children and families receive services.
- **Family supports.** Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.
- **Mental health support for children and families.** Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.
- **Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture**,including purchasing kitchen equipment and supplies to support in-person meal service.
- **Transportation.** Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.
- **Partnerships to increase the inclusion of children with disabilities.** Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.
- **Partnerships to increase the enrollment of children experiencing homelessness**. Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.
- **Addressing unique needs within their communities**, such as providing internet access to support extended learning.

Get Facilities Ready for In-person Comprehensive Services

- **Ventilation to reduce risk of indoor transmission and make facilities safer.** Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.
- **Outdoor learning and play.** Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and "loose parts" (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.
- **Cleaning supplies and services.** Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.
- **Renovations or other space modification.** Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.
- **Additional space.** Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.
- **Other locally determined facility, staff, and equipment or partnership actions** that are necessary to safely resume and maintain full in-person program operations.

Support Head Start Employees

- **Planning sessions for staff.** Preparing for a return to in-person comprehensive services starts to ensure everyone has the knowledge, skills, and resources necessary to operate effectively.This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.
- **Staff wellness and mental health support.** Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members. Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunity for self reflection.
- **Additional staff.** Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.
- **Professional learning and development for staff.** Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.
- **Other personnel costs.** Offering fringe benefits and expanding sick leave.
- **Vaccine support.** Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Grantees should carefully plan to engage in activities that are one-time or temporary in nature but have a long-term impact. Additional funding cannot be made available to sustain ongoing, long-term, or permanent expenses. For any ongoing activities, grantees would be responsible for sustaining additional costs either within their existing operations budget or securing outside support to continue activities beyond what is allocated through this opportunity.

Application Requirements

All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive additional funds. Each grantee may apply for a proportionate amount of the $1 billion based on their total funded enrollment. Funds will be made available through a supplemental application in the Head Start Enterprise System (HSES). The funds will be awarded as supplements to the HE, HA, and HN grants currently used

for the $250 million in CRSSA funds. Additional instructions will be forthcoming. Note that grantees will also be asked to report on the ARP funds in HSES, similar to the fall prior data collection.

Waiver of Non-Federal Match

The COVID-19 pandemic is a national emergency seriously affecting economic conditions in communities throughout the U.S. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve requests for waivers of non-federal match for the funds awarded from the ARP. To request a waiver of non-federal match, enter $0 in SF-424A Section C of your application. No additional justification of the waiver is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Information

Additional information and materials related to the pandemic are available on the COVID-19 and the Head Start Community webpage on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage continues to be updated on a regular basis.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start

See PDF Version of Program Instruction:
FY 2021 American Rescue Plan Funding Increase for Head Start Programs [PDF, 57KB]

Historical Document

DATE	May 12, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 836 989 026#

Program Review & Evaluation Committee Minutes

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

1. **Call to Order**

   Committee 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: Joe Garcia, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez (joined at 12 :12 pm), and Marian Panos (joined at 12 :02 pm)

   Absent: None

   Others present: Lorraine Casillas, Director of Finance; Freddy Hernandez, Director of Youth & Community Development; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **Program Presentation**

   a. Food Bank presentation by Jaime Orona, Food Bank Administrator.

      Jaime Orona provided an update on the many Food Bank programs and included information about the response to the COVID pandemic and stated that in 2020, over 2.8 million pounds of food were distributed each month, which was about 1 million more pounds distributed per month.

      Nila Hogan asked how other organizations can become a pantry distribution site. Jaime replied that the Food Bank would like to increase the number of pantry sites, however, stressed that said they have a goal to have as many pantry's as possible, but not in close proximity of each other.

5. **Regular Business**

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

Pritika Ram presented the above program reports for approval and stated that Item 6 Old Business addresses the questions and requests from the prior meeting.

Michelle Jara-Rangel asked Pritika to define some of the acronyms within the CSBG report. Pritika explained the meaning of the acronyms in question and stated that they are performance indicators for CSBG.

Following the report for the M Street Navigation Center, Michelle Jara-Rangel asked for examples of critical incidents. Laurie Hughey, Program Manager, replied that a critical incident is an act of violence, hospitalizations, or trips back and forth to the hospital. Michelle also asked what is done with leftover meals and Laurie said that the volunteers distribute those meals to other homeless individuals on the street within the community. Marian Panos questioned the client zip codes on the report and Laurie stated that the zip codes represent the last known address for the client, some being outside of the county or out of state.

Michelle Jara-Rangel asked if about the RFP for the EHS Mental Health Consultant. Jerry Meade explained the RFP is for San Joaquin County and the new contract is expected to be in place by the end of May. A new RFP was required due to the retirement of the previous consultant. Services to the families in San Joaquin County have been supported through the CAPK Consultant in Kern County.

Michelle Jara-Rangel asked for an explanation of the Draft Opioid Overdose Response under the Risk portion of the Operations report. Pritika stated that since Laurie Sproule was not present at the meeting, staff will follow-up with an explanation.

Michelle Jara-Rangel asked about the Energy & Utility Assistance report and inquired if the 759 clients served includes a duplication of clients. Loretta Andrews stated that there are three active contracts, and the clients can be served under each of the contracts so there are some duplications of clients in the total number.

For the Oasis Family Resource Center, Michelle asked about the recruiting process. Freddy Hernandez said that families are being recruited, through Head Start, WIC and school sites. The Case Managers are in the process of completing the required training, and once completed, services can be offered.

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

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

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

Motion was made and seconded to approve the Application Status Report for April 2021. Carried by unanimous vote (Panos/Jara-Rangel)

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

Ginger Mendez presented the above report for approval. Michelle Jara-Rangel asked if there is a wait list for the Esquelita Partnership. Jerry Meade said for the infant population, they are ready to transition to the center-based program once the facility is completed and there is a pool of children ready to be served once they open. Michelle also asked about enrollment for the other Partnerships and wondered if COVID-19 is playing a role in low enrollment numbers Jerry Meade explained that parents are not participating in college and will not take children to childcare when they are not attending college. Once college classes open again, the childcare needs will be increased and utilized.

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

d. Kern & San Joaquin Program Self-Evaluation – Carolyn Coffey, Education & Support Services Administrator – ***Info Item***

Carolyn Coffee presented the above report and stated that the self-evaluation is required annually and shared the results with the Committee. Staff will also submit the information presented to the state of California for Kern County and to the San Joaquin County Office of Education for San Joaquin

e. 2016 Strategic Plan Progress Report – Goal 4 – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram presented the update for Goal Group 4 from the Strategic plan and reported that based on a request from the Committee in the prior meeting, the percentage of completion is noted in the comments section. Any outstanding items will be addressed and/or carried over to the next plan.

f. CRM Cloud Based Platform Community Services Block Grant (CSBG) Customer Insight – Ryan Dozier, Information Systems Business Analyst and Anirudh Nadkarni, Solutions Manager/BI & Analytics at Wipfli, LLP – ***Info Item***

Ryan Dozier introduced Anirudh Nadkarni who provided the Committee with a presentation / update on the CRM Cloud Based Platform. The presentation was very detailed and gave the Committee a sense of the overall project. Maritza Jimenez asked if the client data collected includes the client's language. Ryan responded that language spoken or preferred is not recorded across all programs. However, it can be reviewed further as the client data information with client demographics develops with Consumer Insights.

6. <u>Old Business</u>

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

7. <u>Committee Member Comments</u>

- No Comments

8. <u>Next Scheduled Meeting</u>

Program Review & Evaluation Committee
12:00 pm
Wednesday, June 16, 2021
5005 Business Park North
Bakersfield, CA 93309

9. <u>Adjournment</u>

The meeting was adjourned at 1:46 pm.

Program Monthly Reports
April 2021
PRE Meeting
May 12,2021

Administration

Grant Development

CAPK Foundation

Outreach & Marketing

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/ Work Unit**	Grant Development, CAPK Foundation, and Outreach
Division/Director	Executive/Pritika Ram	**Program Manager**	N/A
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	15,954	84,526	180,000	106%	47%
Facebook Impressions - number of times users see content	20,119	213,197	900,000	27%	24%
Other Social Media Impressions	10,814	49,708	220,000	59%	23%

Outreach Advocacy	Outreach Special Projects
Senior Food Program marketing plan	Created content for Community Action Month
Coordinated with Congressman Valadao's	Met with MCAP to established online enrollment
office on project funding opportunity	Marketing for Bookmobile Launch in May
Coordinated CalCAPA Legislative Day	Designed VITA Poster
participation by local elected legislators	Designed Foundation Give Big Kern graphics
	Designed Foundation Give Big Kern graphics
	Began distributing Molina Books
	Designed CAPK board election materials

Grants In Progress/Research	Projects
Union Bank-VITA	2016-2021 Strategic Plan Closeout
Feeding America Insights	2021-2024 Strategic Plan Development
CDFI/CDC Study	Operations Process Mapping
Delta Dental	Community Action Plan and Community Needs Assessment
	Volunteer Management CRM Buildout phase
	Universal Referral Management CRM research phase
	Board of Director's North Kern Elections

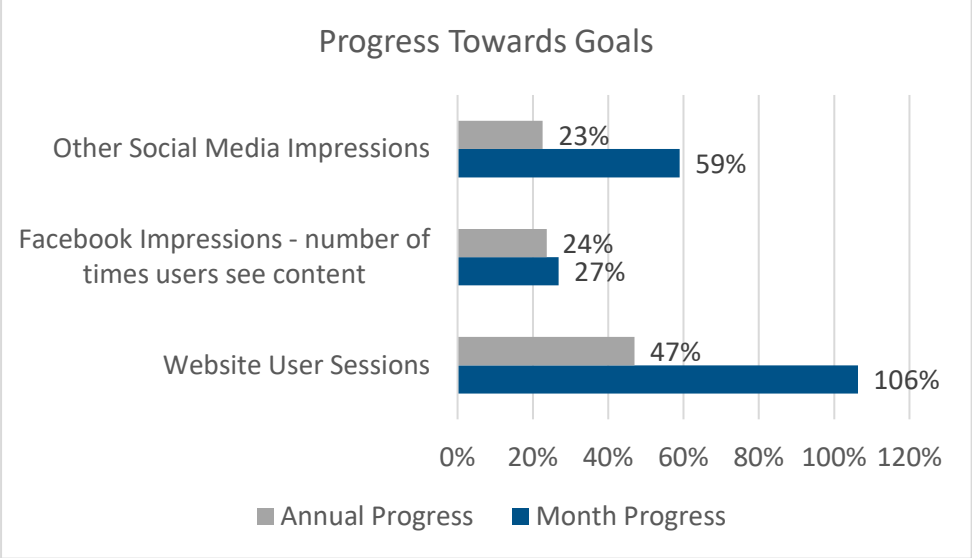
CSBG	ROMA
Wipfli discussion on data collection 2021	
Reporting on 2020 Data	

Foundation	
Legal Review	Donor Perfect Clean Up
Employee Giving Network Development	Master Calendar Development
Food Bank Capital Campaign Expansion	

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/ Work Unit	Grant Development, CAPK Foundation, and Outreach
Explanation (Over/Under Goal Progress)			

Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects, including Volunteer Management and Referral Management	Wipfli UAT is scheduled for May 2021 for Volunteer Management. Referral Management is on hold until contract is executed.
Conduct In depth program specific needs	Data used for grant / fund development.



Community Development

211 Kern

Coordinated Entry Services

M Street Homeless Navigation Center

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	211 Kern
Division/Director	Community Development Traco Matthews, Interim	Program Manager	Irene Fonseca
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org.

Most Requested Services	Homeless Shelter	Food Assistance	Rental Assistance
Top 3 Unmet Needs	Shelter	Meal Delivery	Utility Payment

Information and Referral Services Calls Handled (Referred)	Month	YTD	Annual Goal	Month Progress	Annual Progress (8%)
Kern County (SRV 7c)	6,486	21,615	72,000	108%	30%
Kings County (SRV 7c)	197	1,423	2,400	99%	59%
Tulare County (SRV 7c)	963	10,282	18,000	64%	57%
Stanislaus County (SRV 7c)	1,214	6,214	14,400	101%	43%
Total	**8,860**	**39,534**	**106,800**	**93%**	37%

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
Staff dedicated of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.	19	1.4	**(8.07)**

Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)	33	109	300	132%	36%
Medi-Cal Application (SRV 7b & SRV 7c)	5	41	100	60%	41%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	21	84	300	84%	28%

Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated	18,771	79,607	200,000	113%	40%

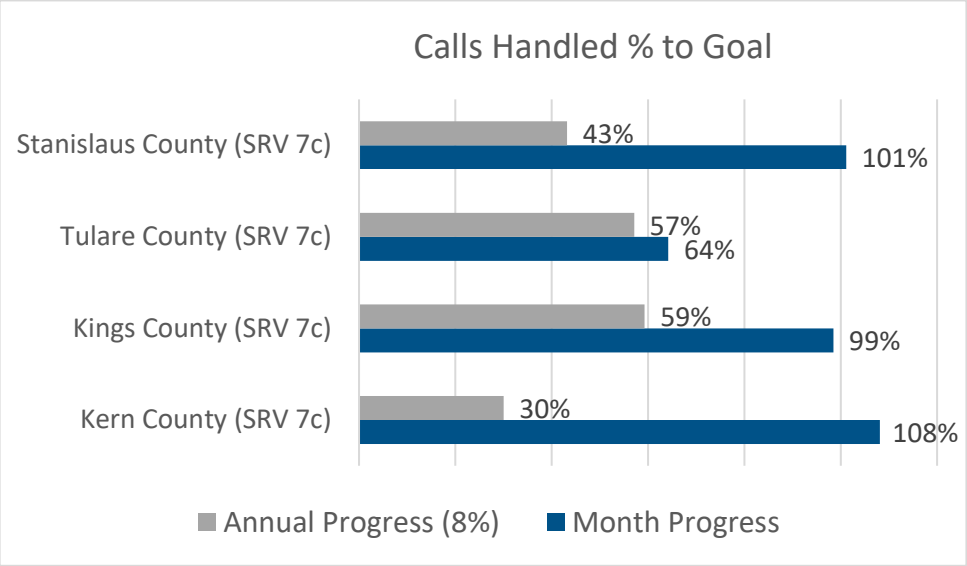
Other Calls	Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)	2,763	13,733	42,000	79%	33%
Mental Health (SRV 7c)	324	1,154	2,400	162%	48%
Health and Human Service Referrals	7,441	36,861	100,000	89%	37%

Explanation (Over/Under Goal Progress)

Call volumes and needs for the communities served by 211 continue to fluctuate. Based on monthly targets, the needs remain high for Health and Human Service Information and Referral services.

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	211 Kern
Program Strategic Goals		**Progress Towards Goal**	
1. Fill Staff Vacancies		Have successfully filled all I&R positions. In the process of filling Development Specialist position.	
2. Retain Staff		Call volumes remain at a steady and manageable rate. This allows for an unburdened work environment.	
3. Contingency Staffing Plan		Addition of I&R positions will allow the program to prepare for unanticipated high call volumes and work on special projects.	



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Community Development / Traco Mathews, Interim	**Program Manager**	Rebecca Moreno
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

Serves as the Kern County point of entry for assessment and referral to homeless services. Coordinated Entry Services (CES) works with all Bakersfield Kern Regional Homeless Collaborative partners to maximize member resources. CES is also the entry point for COVID related rental assistance.

Referrals/Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Homeless Referrals/Assessments (SRV 7c)	927	3,336	6,000	185%	56%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)	144	1,064	2,000	86%	53%
Total Calls	**1,071**	**4,400**	**8,000**	**161%**	55%

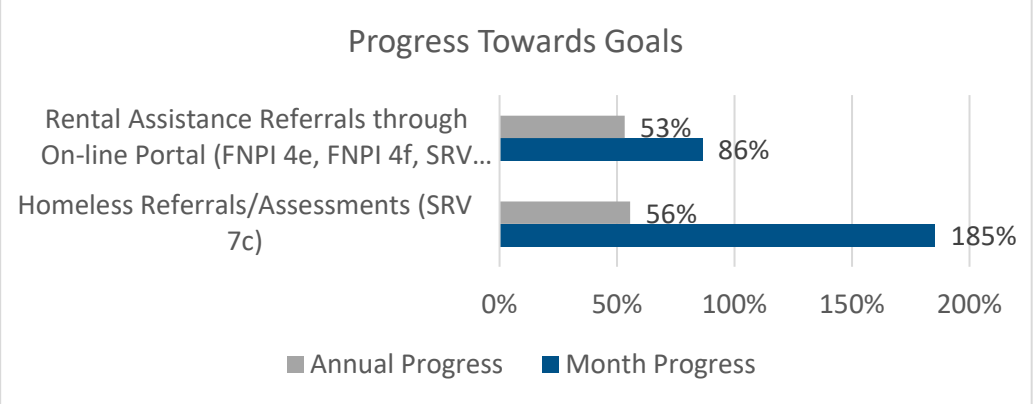
Performance	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours	728	1,697	100%	68%	36%

Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless	0	367	0	0	(367)
Pending Rental Assistance	0	200	0	0	(200)
Total Pending Percentage	**0%**	**13%**	**0**	**0%**	-13%

Explanation (Over/Under Goal Progress)

This month we had 4 applications that took over 5 days, 339 were contacted between 2-5 days.

Program Strategic Goals	Progress Towards Goal
1. Improve 24 hour call back response.	Training new staff
2. Integrate Customer Relation Software (CRM).	Additions were approved and pending
3. Build provider network support.	Nothing to Report



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	M Street Navigation Center
Division/Director	Community Development Traco Mathews, Interim	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

CAPK operates the 150-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un- sheltered individuals with pets and partners.

Shelter	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) ***Month only*** (COVID-19 Related, will review	130	357	75	173%	
Overnight Residents (Assigned Beds) (FNPI	70	252	300	280%	84%
Pets (Number)	4	11	30	160%	37%
Pets Days in Care	54	76	120	540%	63%
Residents Under 90 days length of stay.	56	175	300	224%	58%
Exits to Permanent Housing (FNPI 4b)	8	26	60	160%	43%
Exits-Family Reunification	0	2	25	0%	8%
Exits-Self	41	68	50	984%	136%
Exits-Involuntary	11	87	165	80%	53%
Case Management Services	48	81	500	115%	16%
Critical Incidents	38	117	360	127%	33%
Shelter Residents Meals SRV 5ii	2,215	9,421	325,000	8%	3%
Left Over Meals	1,129	4,002	0	1,129	4,002
Number of Volunteers	27	119	50	648%	238%
Volunteers Hours	135	466	400	405%	117%

Explanation (Over/Under Goal Progress)

Resident meals/left over meals- we need to adjust the goal; Family reunification there were no residents that were reunified with family this month. Goal may need to be adjusted to reflect there will not always be residents reuniting with family.

Program Strategic Goals	Progress Towards Goal
1. Offer walk-in client services.	Not at this time
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.	KBHRS provided dinner a spaghetti dinner on4/24; CityServe provided fiesta meal on 4/25; Dignity Health provided art class on 4/8; volunteers open cafe 4 days/week and provide mentoring, fellowship and transport to various church services in the community.
3. Develop and implement a job program	2 residents completed welding courses through CityServe, 1 resident working through BHC's job program, 1 resident obtained a job.

Community Action Partnership of Kern

Monthly Report 2021

Month	April
Age	**Month**
18 - 24	12
25 - 34	24
35 - 44	28
45 - 54	30
55 - 61	20
62+	22

Race Demographic	Month
American Indian or Alaska Native	6
Asian	1
Black or African American	34
Native Hawaiian or Other Pacific Islander	0
White	92
Multiple races	2
Client Don't know / Refused	1
No Answer	
Total:	**136**

Gender	Month
Female	61
Male	75
Trans Female (MTF or Male to Female)	
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**136**

Program/Work Unit	M Street Navigation Center		
Zip code	**Number**	**Zip code**	**Number**
93301	17		
93304	4		
93305	16		
93306	3		
93307	7		
93308	4		
93309	3		
93311	1		
93313	1		
93516	1		
93215	2		
92346	1		
93243	1		
90044	1		
92675	1		
93268	1		
95687	1		
93002	1		
93292	1		
93280	1		
46368			
78521	1		
76179	1		
unspecified	60		
93720	1		
93536	1		
93560	1		
93283	1		
55420	1		
79601	1		
Total	**136**		

Health & Nutrition Services

CalFresh

Food Bank

Migrant Childcare Alternative Payment (MCAP)

Women Infant and Children (WIC)

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	TBD
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

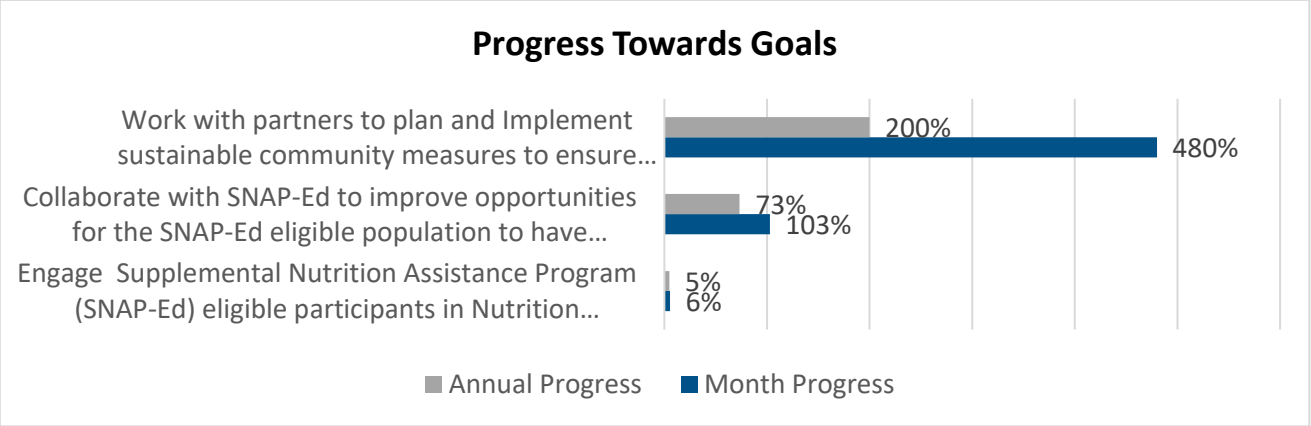
CAPK CalFresh Healthy Living improves the nutrition health of low-income Kern County residents by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.

Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff)	212	2,247	45,000	6%	5%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.	9	77	105	103%	73%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.	10	50	25	480%	200%

Explanation (Over/Under Goal Progress)

Nutrition Education is not inclusive of all partners and will be included next month.
Opportunities to collaborate will be reevaluated and updated for next month.
Partners year to date goal will be reevaluated and updated for next month.

Program Strategic Goals	Progress
1. Retain Staff	Weekly meetings with staff to promote teamwork by creating opportunities for open communication, collaboration, and recognition of staffs strengths.
2. Create Contingency Staffing Plan	Update will be provide next month.
3. Expand Social Media Presence	increase engagement and posting content regularly.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	Jaime Orona
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

Provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food and Backpack Buddies program at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated)	45,584	130,888	650,000	84%	20%
Pounds Received	1,917,553	7,430,807	25,000,000	92%	30%
Pounds Carried Over from Previous Month	713,794				
Pounds Distributed	**2,080,521**	7,368,209	**22,000,000**	**113%**	33%

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	4,556	13,259	4,300	106%
Pounds Distributed	**168,572**	**481,916**	**150,500**	**112%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,464	4,142	8,000	220%	52%
Pounds Distributed	**42,967**	**144,417**	**250,000**	**206%**	58%

Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**2,292,060**	**7,994,542**	**22,400,500**	**144%**	36%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	18	71	60	**360%**	118%
Other Volunteers	61	217	1,500	49%	14%

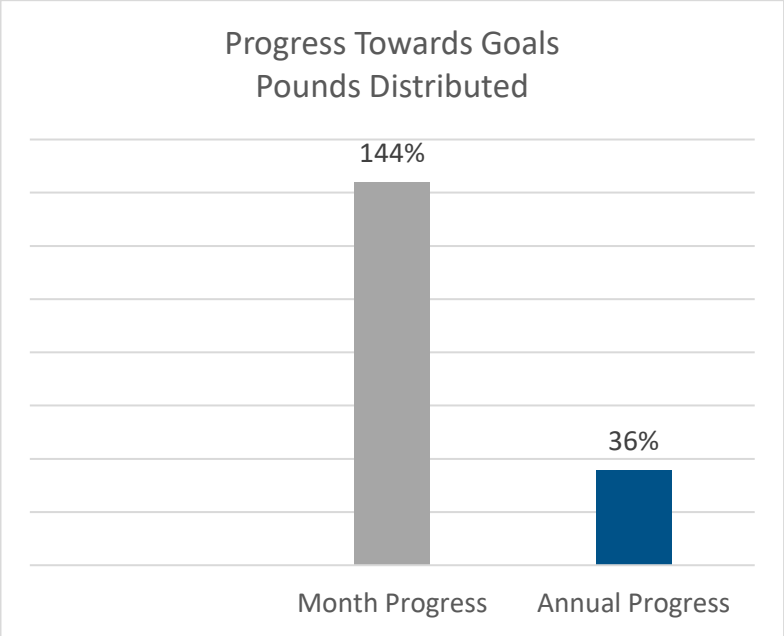
Explanation (Over/Under Goal Progress)

Volunteers receiving job skills: Need to review goal. It was set based on 2020 volunteer engagement. So far this year, we have seen an increase in volunteer activity.

Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Working with supervisors on getting Primarius running by August 1st.
2. Fill newly created positions & train new employees.	Currently scheduling interviews for vacant positions.
3. Increase numbers of volunteers.	Posting volunteer request through social media.

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Food Bank



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Susana Magana
Reporting Period	March 1 , 2021 - March 31, 2021		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	30	940	1,000	36%	94%
Childcare Providers	12	195	200	72%	98%
MCAP Subsidies July -June	**Month of March processed in April**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended	$612,185	$ 4,900,214	$7,500,000	98%	65%
Agriculture Childcare Program Kern Ends in July (Will not change Month to Month)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of Children Served		21	21	0%	100%
Number of Childcare Providers	-	9	9	0%	100%

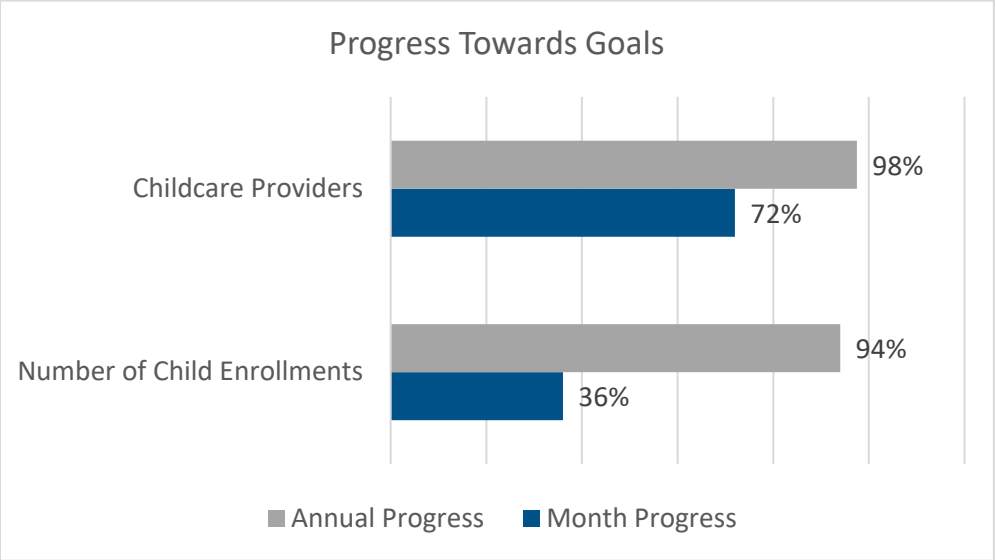
Explanation (Over/Under Goal Progress)

For the Agriculture Child care Program all 21 slots are filled.
MCAP annual progress is below what is expected by this time of year. The issue that is causing the under earning of this contract is two pronged. The first issue is that eligibility requirements

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	Madera Family Service Specialist started 4/19/2021 and is currently going through onboarding training.
2. Retain Staff.	Continuing technical assistance and onboarding trainings for 3 staff that started in February.
3. Contingency Staffing Plan	Administrator and Reimbursement Coordinator attended a one on one Microix training on processing PO's.

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Migrant Childcare Alternative



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Kathlyn Lujan
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

The WIC program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (Month is same as YTD number) (SRV 5g)	14,386	14,386	16,160	89%	
Local Vendor Liaison-Contact Stores	3	62	69	52%	90%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)	234	2,300	3,120	90%	74%
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	82	300	1,350	73%	22%
Outreach	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Enrollment from Website Goal is 100%	182	762	1,400	156%	54%
WIC Presentations	4	11	12	400%	92%
Create one PSA for publication in newspaper, television, or social media.	1	2	2	600%	100%
Regional Breast Feeding	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide Breastfeeding education to health care provider office	5	16	12	500%	133%

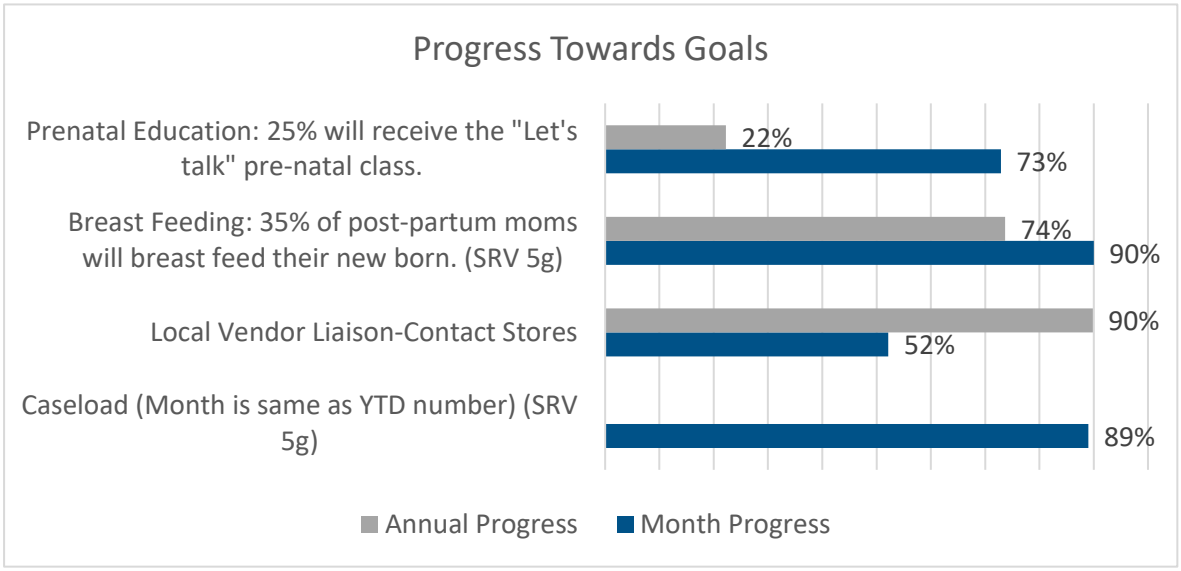
Explanation (Over/Under Goal Progress)

Some of the annual goals monthly progress is extremely high because they may be set too low. We will review for the June report and change if needed.

Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	Continuous
2. Develop nutrition course for new hires.	Complete
3. Implement Tele-Health for WIC appointments and counselling.	In progress with CDPH

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Women Infants & Children



Operations

Business Services

Maintenance

Information Technology

Risk Management

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Operations: Business Services, Maintenance, Information Technology, Risk Management
Division/Director	Operations/Emilio Wagner/Todd Payne Assistant Director	**Program Managers**	Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Reporting Period	January 1, 2021 - December 31, 2021		

Division Description

Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.

Business Services

Activity	Requested	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Purchase Orders			254	803	TBD	TBD
Contracts	11	36	17	42	TBD	TBD
Leases	11	28	0	3	TBD	TBD
Requests for Proposals	0	4	1	2	TBD	TBD

Maintenance & Operations

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	204	97	107	935	TBD	TBD

Information & Technology

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	269	122	271	1119	TBD	TBD

Risk Management

Workers Comp Claims	Reported	Reported YTD
First Aid (Reported only)	8	15
First Aid	6	11
Medical Treatment	0	1
Modified Duty	1	1
Lost Time	0	0
Non-Industrial (not work related)	0	0
Under Investigation	0	0
Confirmed Work Related COVID	0	28

Other	Reported	Reported YTD
General Liability	1	1
Property Incidents	2	14
Vehicle Incidents	1	6
Litigated	0	1

Community Action Partnership of Kern

Monthly Report 2021

Month	April	Program/Work Unit	Operations

RFPs	Contracts
Re-Issue EHS Food Vendor	WellWorks For You (Finance Dept.)
Re-Issue EHS Mental Health Consultant	Colombo Construction (Head Start)
Pest Control- Agency	Motor City Auto Mechanic Contract
Janitorial -Agency	Big O Tires Auto Mechanic Contract
Risk Projects	Office 1 (Maintenance)
Final Rev Draft Fleet Vehicle Policy	Office 1 (LBNC)
Final Draft ATD Exposure Plan	Tel Tec (Various Programs) Phase #2
Final Draft PPE Manual	RM Industries Amendment VII (Agency Wide)
Final Draft Wildfire Smoke Mgmt	RM Industries Amendment VII (COVID Services)
Final Draft Workplace Violence	Crown Lift Trucks (Food Bank $420.35)
Final Draft Bloodborne Pathogens	Escuelita Hernandez (Partnership) Amend I
Draft of GPS Policy	CSET (CALEITC) Subcontract Renewal
Final Draft Rev 2021 Electrical Safety Program	CACC Subcontract Agreement (Com. Dev. $500,00
Draft COVID-19 Prevention Protocols for Ridesha	Mission Linen (Head Start Addendum)
draft COVID-19 Prevention Protocols for Ridesha	Koantic, Inc. (HS $3,062)
Updated Charter for Operational Risk Manageme	Michael K Brown Amendment I
Draft Rev 2021 Fire Extinguisher Program	Mojave Unified School District Food Service Contra
Draft Opioid Overdose Response and Naloxone A	Kristen Hayes Consulting
IT Projects	Bakersfield Glass Amendment I (Energy $25,000)
AT&T Switch Ethernet installation	ACI (M St. $4,131)
Head Start Networking upgrades	Dave Bang Associates (EHS $26,871.11)
Server Upgrades	PLC System Services (M. St. Nav. $4,995)
SJC Computer Upgrades	WIPFLI Change Order #4
Leases	WIPFLI Contract
277 E. Front St Buttonwillow (WIC)	Transwest Amendment II
7000 Doe Ave. (MCAP)	Office 1 Comm. Dev.
Mojave Veteran's Bldg. Rental Agreement (WIC)	Zero to Three (Head Start)
15682 K St. Mojave	Sarana Educational Consulting (Head Start)
425 E. Fairview (Head Start)	Daniells Phillips Consulting Contract
1001 Main St. Delano (WIC)	Singco (Food Bank $1,127.16)
1815 Van Ness Ave. (MCAP)	Ken Smith Construction Renewal
216 West 7th St. (Hanford)	Creative Child Care Food Service Contract
108 S. Robinson St. Tehachapi (WIC)	ACI Change Order No. 1 (1900 East Cal.)
26904 Nichols St. Boron (WIC)	211 UWSC Addendum II
2400 Planz Rd. (Head Start)	County Library Bookmobile
8201 Palm Ave.Lamont (Head Start)	Performance Outcomes and Associates
4600 Panama Lane (WIC)	United Way Kern County Amedment I
741 Palm Ave. Wasco (WIC)	Lakeshore (EHS SJ)
2550 East. Belle Terrace Ste. 501-502	Ken Smith Construction Change Order No. 1
2800 D. Street (EHS SJ)	Michael K Brown Amendment II
2885 E. Harding (EHS SJ)	Michael K. Brown (Irrigation Install.) Comm. Dev.
4182 Gastin Drive (WIC)	Clark Appraisal (EHS SJ)

Community Action Partnership of Kern

Monthly Report 2021

Month	April	Program/Work Unit	Operations

Leases Cont'd	Contracts Cont'd
525 Roberts Lane (WIC)	PLC System Services (M. St. Nav. $4,995)
741 Palm Ave. (WIC)	FUND Consulting
1940 Inyo Street (WIC)	United Way Tulare County Addendum
16804 Highway 14 (EKFRC)	Michael K. Brown Amendment
15580 O St. (WIC)	WIPFLI Agreement ($33,000)
5000 E. California Ave. (WIC)	Dude Solutions $1,727.50 (Operations)
2854 Felsite Ave. (Head Start)	PeopleReady (Maintenance) $3,067.68
410 Perkins Ave. (Head Start)	AYSO (Frienship House) $1,600
2323 16th St. Suite 305	WIPFLI Agreement (Operations) $2,500
Oasis Summer Bridge Program (EKFRC) No Cost	Elegant Car Wash $8,400 (Energy)
Oasis Summer Bridge Program (EKFRC) No Cost	SignCo (Food Bank) $1,339.20
	Adelante Strategies (H4H $110,000)
	CCS Fundraising (Executive Div.) $200,000
	Tel Tec Agency wide Agreement renewal

Youth and Community Services

East Kern Family Resource Center (EKFRC)

Energy

Friendship House Community Center (FHCC)

OASIS Family Resource Center

Shafter Youth Center (SYC)

Volunteer Income Tax Assistance (VITA)

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Stacy Ralston
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

East Kern Family Resource Center is a regional service center based in Mojave that assists individuals and families from the desert and Tehachapi Mountain communities, focusing on families with children who are at risk of abuse and neglect, or possibly unprepared to enter kindergarten successfully.

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families. (SRV 7c)	16	47	130	148%	36%
Provide One Time Referral Services to Children. (SRV 7c)	22	60	300	88%	20%
Case Management-Families. (SRV 7a)	7	34	90	93%	38%
Case Management-Children. (SRV 7a)	21	57	210	120%	27%
Differential Response Total	**66**	**198**	**730**	**112%**	27%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	35	30	40%	117%
Children Receiving Case Management Services (SRV 7a)	1	44	30	40%	147%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	11	10	0%	110%
Children Educational Center Base Activities (FNPI 2b)	2	17	25	96%	68%
Children Educational Home Base Activities (FNPI 2b)	1	45	15	80%	300%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	6	10	120%	60%
Family Support Services for non-clients with children 5 and under	1	190	50	24%	380%
First 5 Total	**7**	**348**	**180**	**50%**	193%

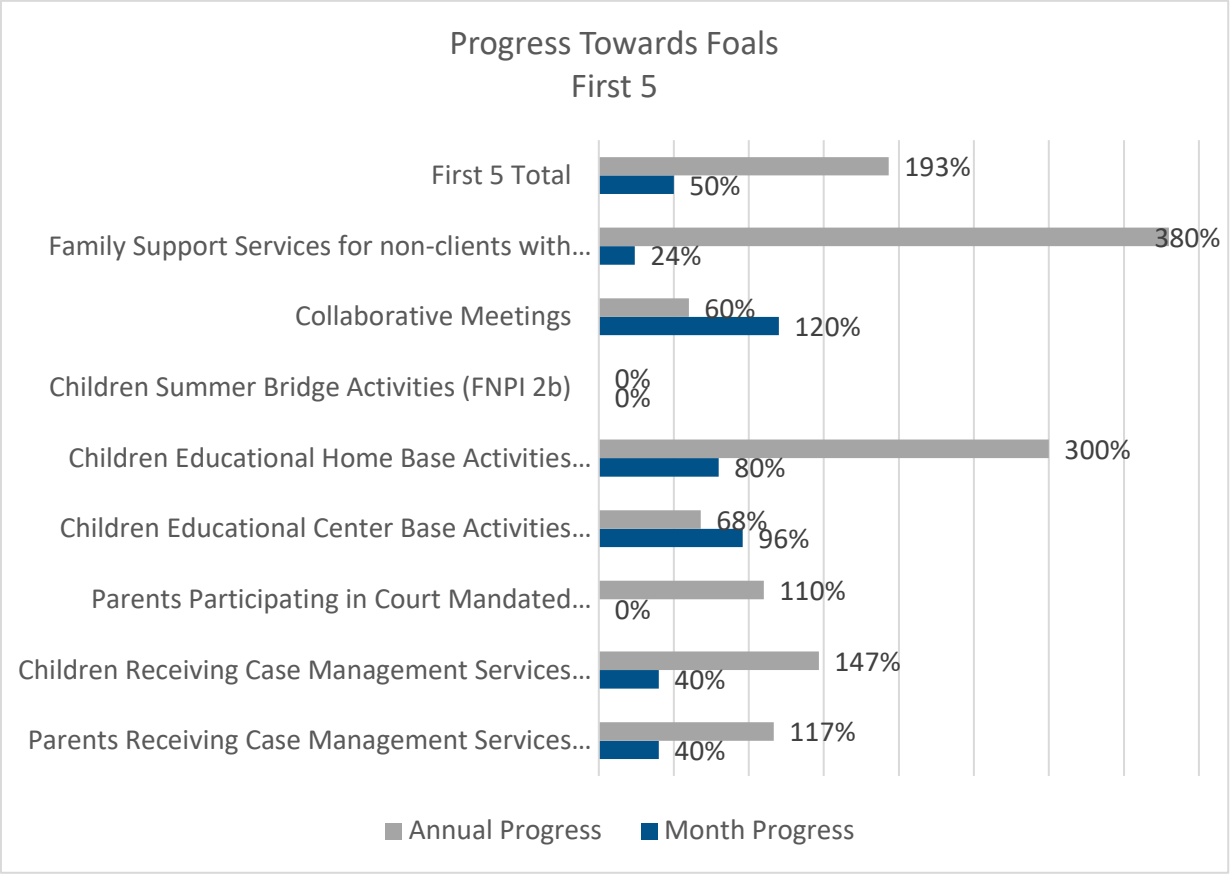
Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items	37	201
Referrals/Administrative Services	192	510

Explanation (Over/Under Goal Progress)

We are in the process of reviewing our goals since the initial goals where set based on our current program agreement.

Community Action Partnership of Kern
Monthly Report 2021

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	In progress, the system will be implemented in the month of May.
2. Improve office internet connectivity.	All internet services have been updated, we are now in the process in updating our computer equipment.
3. Expand the influence of the East Kern Collaborative.	In progress, all collaborative meetings are currently being done through zoom and soon to be done in person.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Energy & Utility Assistance
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Wilfredo Cruz, Loretta Andrews, Ruben Minor
	January 1, 2021 - December 31, 2021		

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance	243	767	3,845	76%	20%
Utility Payments	$189,091	596,815	$2,999,043	76%	20%
Clients Served Weatherization	1	1	150	8%	1%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	351	1,516	2,476	170%	61%
Utility Payments	$267,289	1,105,076	$1,545,423	208%	72%
Clients Served Weatherization	8	23	74	130%	31%
Discorgement Assistance Program (DAP) Ends December 31, 2021	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	0	211	210	0%	100%
Utility Payments	0	145,156	$145,000	0%	100%
Clients Served Weatherization	2	20	29	83%	69%
CARES ACT Ends September 30, 2021	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	516	1,855	2,084	297%	89%
Utility Payments	$228,202	815,420	$916,186	299%	89%
Department Of Energy (DOE) Weatherization	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Weatherization	0	0	10	0%	0%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Utility Clients (FNPI4h)	**759**	**2,833**	**6,139**	124%	46%
Total Utility Payments	**$417,293**	**$1,557,391**	**$4,060,229**	125%	38%
Total Weatherization Clients (FNPI4h)	**10**	**57**	**189**	30%	30%

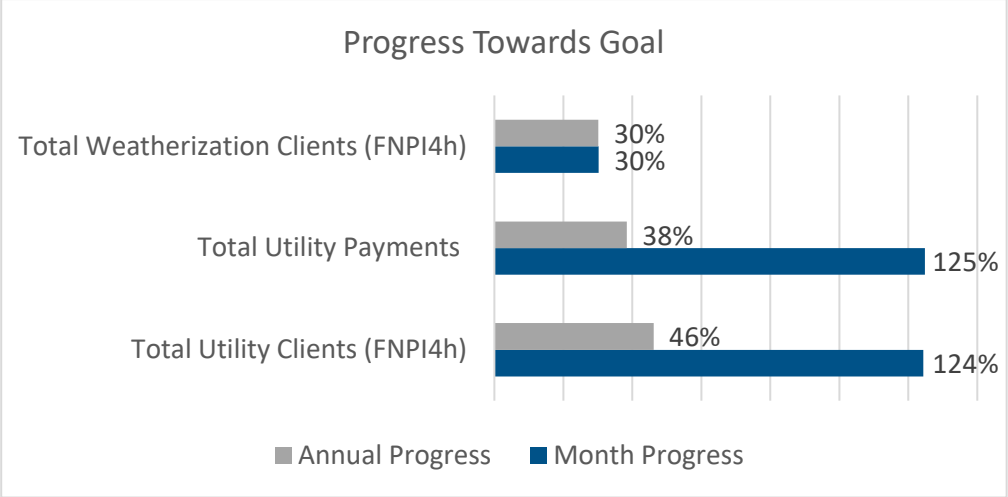
Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Energy & Utility Assistance

Explanation (Over/Under Goal Progress)

LIHEAP 2020 - Added a new section so that 2020 and 2021 can be reported separately. The new goal reflects that we are no longer accepting new clients and we have 74 in progress to be completed by the end of the contract.
LIHEAP 2021: Changed goals due to splitting 2020 and 2021 into separate sections
DAP- Client Served Weatherization -No new clients will be served under this contract. The remaining funds are already accounted for to complete the in-progress clients.
DOE 2020- Client Served Weatherization: This contract is very stringent and YTD we have not been able to qualify any homes under this contact – on the current report it says we have 1 YTD, but this is incorrect and could've been a job that dragged from DOE 2017 which was closed out a couple months ago.
1. Mandatory Energy Audit – has to be completed prior to any measurements qualifying under this contact, to date, no homes have. SIR (savings to investment ratio) has not been favorable.
2. This is a state-wide issue with contract as over 90% of LSP's are also struggling
3. We are working on attempting to determine best way to move forward with meeting strict contracts guidelines – although this does come down to ultimately qualifying the home during the energy audit
4. Insulation is a major part of this contract – we are addressing our broken installation machine, also have plans of eventually have designated insulation team
5. Attempting to find new ways to educate the public and market this contract

Program Strategic Goals	Progress Towards Goal
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).	Weatherizing still in process of learning new Hancock system functions
2. Implement a digital inventory system.	Hancock (inventory system used by CAPK) has advised they are undergoing changes - no updates at this time
3. Improve our outreach methods.	Our commercials are airing on KGET, Telemundo, the CW this month.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Friendship House Community Center (FHCC)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

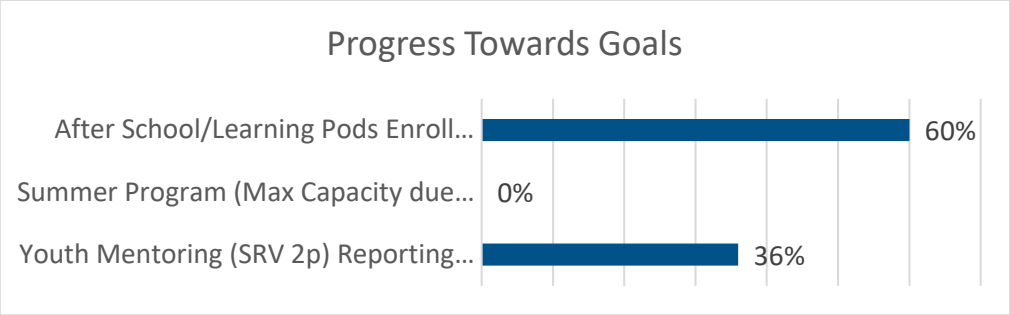
Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021	34	3	63	100	36%	63%
Summer Program (Max Capacity due to COVID) (SRV 2m)	0		0	18	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	11	1	21	20	60%	105%
Medi-Cal Outreach		**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		900	2143	3,000	360%	71%
Canvasing phone calls and flyers		698	6758	15,000	56%	45%

Explanation (Over/Under Goal Progress)

The Medi-Cal Outreach program monthly progress is at 360%. The reason for this is because due to the pandemic, the program has had to use social media emails and impressions heavily, in order to get the word out to vast numbers of people about the Medi-Cal Health Navigator Project.

Program Strategic Goals	Progress
1. Develop and implement an education and tutoring program.	Materials and equipment are in the process of being ordered for the FHCC intensive tutoring program.
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.	The Wi-Fi upgrade has been completed at the FHCC.
3. Create Advisory Board Recruitment Plan.	A recruitment plan is being discussed with the FHCC Advisory Board.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Oasis Family Resource Center
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Eric La Barbe
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resiliency.

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Children Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	0	0	25	0%	0%
Children Educational Home Base Activities (FNPI 2b)	0	0	15	0%	0%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	0	0	8	0%	0%
Family Support Services for non-clients with children 5 and under	0	0	50	0%	0%
First 5 Total	**0**	**0**	**178**	**0%**	0%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items	0	0
Referrals/Administrative Services	0	0

Explanation (Over/Under Goal Progress)

The OASIS FRC will be holding their grand opening on May 27th. They currently do not have any clients.

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	This project is currently in progress.
3. Begin providing case management services.	This project is currently in progress.
3. Implement and educational Homebase and Summer Program for children ages 0 - 5.	This project is currently in progress.

Community Action Partnership of Kern
Monthly Report 2021

Month	April	Program/Work Unit	Shafter Youth Center (SYC)
Division/Director	Youth & Community Services Fred Hernandez	Program Manage	Angelica Nelson
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

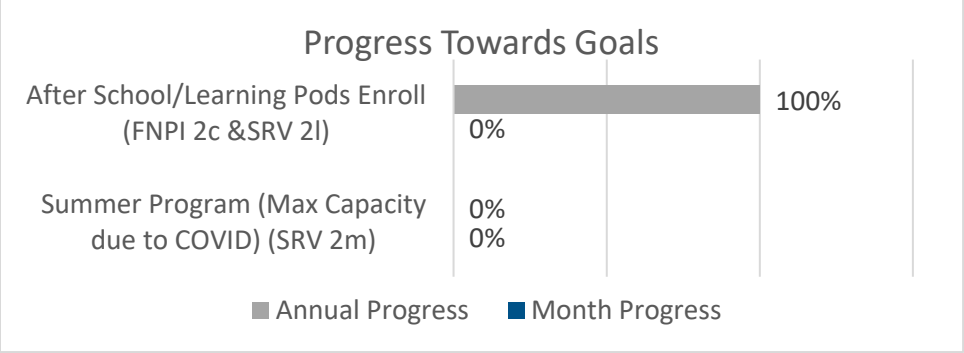
SYC serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	0	19	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	19	0	19	19	0%	100%
Community Programs		**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Zumba - On Hold due to COVID		0	0	30	0%	0%
Fitness Boot Camp - On Hold due to COVID		0	0	30	0%	0%
Open Basketball - On Hold due to COVID		0	0	45	0%	0%
Tai-Chi - On Hold due to COVID		0	0	12	0%	0%
Outreach		**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Outreach Events		3	3	6	600%	50%
Community Events		1	4	6	200%	67%

Explanation (Over/Under Goal Progress)

Due to the current Covid - 19 restrictions we are only allowed to served 19 students due to space limitation. Once these restrictions are lifted we will be able to enrolled additional students into our learning pod program and provide community service programs.

Program Strategic Goals	Progress
1. Develop program services to grow enrollment while maintaining safety	Starting recruitment for Summer Program Services.
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.	Continue seeking funding opportunities.
3. Increase staff development opportunities.	None at this time, still looking.



Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.

Completed Returns	Month	YTD	Goal	Month Progress	Annual Progress
Federal	1,411	3,789	6,000	447%	63%
State	1,273	3,549	6,000	430%	59%
Total Returns (State included with Federal) (SRV 3o)	**1,411**	**3,789**	**6,000**	447%	63%

Refunds and Credits	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$1,495,636	$4,898,039	$3,500,500	366%	140%
State Refunds	$205,477	$751,969	$730,000	328%	103%
Federal EITC (SRV 3o)	$612,364	$1,899,781	$2,300,000	387%	83%
CalEITC (SRV 3o)	$118,945	$299,675	$350,000	476%	86%
Total Refunds and Credits	**$2,432,422**	**$7,849,464**	**$6,880,500**	372%	114%

Individual Taxpayer Identification Number (ITIN)	Month	YTD	Goal	Month Progress	Annual Progress
Applications	27	53	25	611%	212%

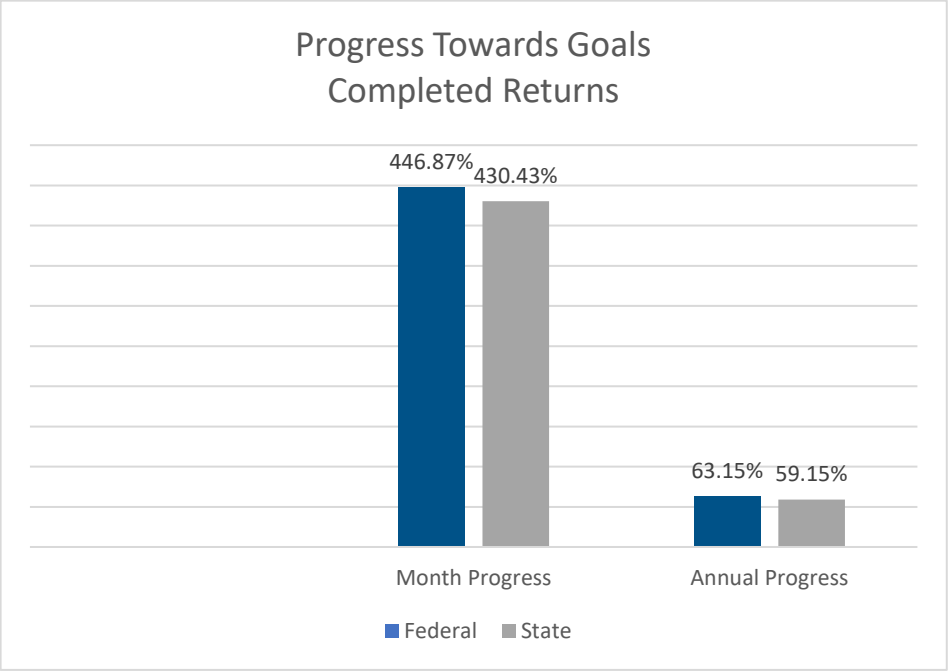
Explanation (Over/Under Goal Progress)

Monthly and annual goal progress is high due to most of the year's progress is made January - April. We will review goals to see if they may need to be adjusted for the June report.

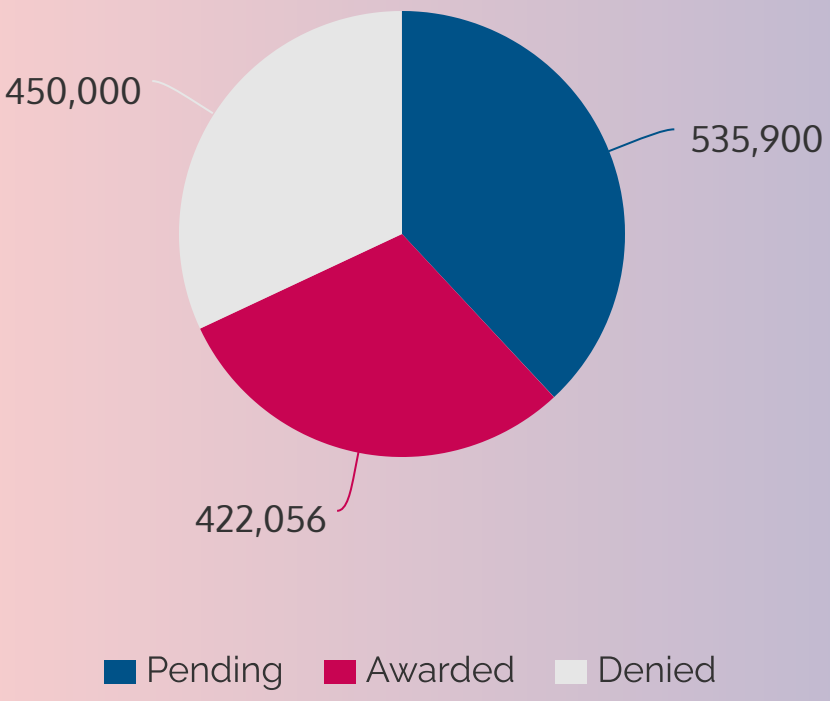
Program Strategic Goals	Progress Towards Goal
1. Develop and implement site expansion plan.	N/A will revisit expansion ideas mid-October.
2. Build community awareness of VITA services.	Using GET bus to advertise credits available to taxpayers and how to get more information by dialing 211.
3. Develop and implement volunteer retainment plan.	Currently working with DHS, MAOF and Career Resource Center to utilize eligible participants to train and volunteer through Welfare to Work programs.

Community Action Partnership of Kern
Monthly Report 2021

Month	April	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)



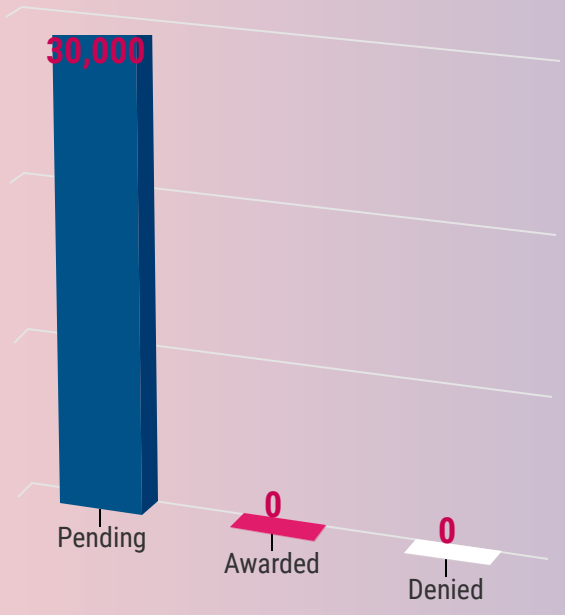
Application Status Report
April 2021



Grant Funding Year-to-Date

January 1, 2021, to
April 30, 2021

App Status April 2021



Donations

178

$25,105

Funder	Name	Program	Amount Requested	Amount Awarded	Date Submitted	Decision Date	Status
Bakesfield Rotary-Waterman Foundation	Bakersfield Capital Grant Program	SYC	$30,000	$-	4/29/2021		Pending

Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	CAPK VITA
Funding Agency	Union Bank	**Project Name**	Expanding Access in Undeserved Communities
CFDA	N/A	**Target Population**	Low-to-Moderate IncomeTax Payers
Reapplication (Y/N)	No	**Number to be served**	100
Estimated Request	$65,000	**Division Director**	Freddy Hernandez
Award Period	July 1, 2021 - June 30, 2022	**Program Manager**	Jacquelyn Guerra

Project Goal (One sentence goal statement)

The CAPK VITA program will increase equity for low-to-moderate income residents of southeast Bakersfield through increasing access to tax preparation services, refunds, and credits. The program will also offer financial coaching, workshops, and referrals to build financial empowerment.

Project Description (Brief one paragraph description)

The program educator will assist with tax preparation at the Friendship House Community Center and offer one-on-one financial coaching to assist participants in setting and reaching financial goals. Financial empowerment workshops will be held using guest presenters for topics such as opening and managing a bank account, debt and credit, saving for emergencies, leveraging resources to help make ends meet, and budgeting.

Estimated Budget Summary

Salaries and benefits @ $48,100 for a 1.0 FTE program educator; staff mileage @ $1,344; participant incentives @ $1,100; outreach @ $2,000; program supplies @ $2,247; cell phone plan @ $900; hiring costs @ $200; a computer with portable printer/scanner @ $2,000; and indirect @$5,909.

Approvals:

Freddy Hernandez — Freddy Hernandez (Apr 29, 2021 15:55 PDT) — 4/29/2021
1. Division Director — Date

Pritika Ram
2. Director of Administration — Date

3. Chief Program Officer — Date

Tracy Webster — 5/4/2021
4. Chief Financial Officer — Date

Jeremy T. Tobias — Jeremy T. Tobias (May 5, 2021 13:41 PDT) — 05/04/2021
5. Chief Executive Officer — Date

Date Presented / Approved:

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

If awarded, prior approval of this funding request authorizes the Chief Executive Officer to execute the contract/grant agreement and any amendments during the term of the contract/grant agreement, up to $250,000. No further action or approval is required from the Board of Directors.

Community Action Partnership of Kern
Multiple Funding Requests

April, 2021

Funding Information			
Funding Type	Private	**CAPK Program**	Shafter Youth Center
Funding Agency	Waterman Foundation Rotary Club (	**Project Name**	Shafter Youth Center Transportation
CFDA	N/A	**Target Population**	Shafter Youth
Request	$30,000	**Division Director**	Freddy Hernandez
Award Period	2021-2022	**Program Manager**	Angelica Nelson
Description	CAPK SYC will purchase a van so they can expand the center's capabilities to have a greater impact for our community youths through closing the gap between valuable transportation and gaining access to services.		

Funding Information			
Funding Type	Private	**CAPK Program**	Shafter Youth Center
Funding Agency	Delta dental	**Project Name**	Shafter Youth Center Transportation
CFDA	N/A	**Target Population**	Shafter Youth
Estimated Request	$15,000	**Division Director**	Freddy Hernandez
Award Period	2021-2022	**Program Manager**	Angie Nelson
Description	CAPK SYC will purchase a van so they can expand the center ' s capabilities to have a greater impact for our community youths through closing the gap between valuable transportation and gaining access to services.		

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

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

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** April 2021
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities (Based on Actual Enrollment)	Over Income
Head Start Kern	**1317**	**946**	**72%**		**5.3% (7.9%)**	**10%**
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	**446** 243 123 80	**296**	**66%** 76% 76% 24%	 184/243 93/123 19/80	**11.5% (18.4%)**	**9.9%**
Early Head Start San Joaquin	**313**	**213**	**68%**		**22.1% (32%)**	**8.9%**
Early Head Start Partnership • Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	**152** 24 32 16 11 42 16 11	**60**	**39%** 37.5% 28% 56% 82% 52% 12/5% 0%	 9/24 9/32 9/16 9/11 22/42 2/16 0/11	**6.4% (16.7%)**	**7.9%**

Early Head Start Partnership Enrollment Updates:
Escuelita Hernandez Little School started facility modifications April 1, 2021. Open house is projected for June 2021.
The Change of Scope was submitted in March 2021 to the Office of Head Start to change the allotted slots of 152 to 149. The 11 unassigned slots were requested to be changed to 8 (eight) center-based option slots. Application is pending approval.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	156	**204**

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
635	110	21	103

HIGHLIGHTS:
4 candidates are in the onboarding process and 1 employee has joined the CAPK family in the month of April.

Compliance
California Department of Education (CDE) Contract Monitoring Review (CMR): Due to the pandemic, CDE will conduct the Contract Monitoring Review remotely this program year. The program was tasked with collecting all pertinent agency documentation for the remote review 15 days prior to the start date of the review. Program staff has successfully uploaded all documents for the remote review to CDE. The review is scheduled for the week of May 17, 2021. Staff is confident that we will receive positive outcomes from this review.

Central Kitchen April 2021				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Centers	35,859	13,369	11,436	11,054
Boxed Meals—Virtual	27,465	9,155	9,155	9,155
Home Based	4,500	1,500	1,500	1,500
TOTALS	**67,824**	24,024	22,091	21,709

HIGHLIGHTS: Environmental Health Services conducted an unannounced health inspection on April 30, 2021. There were no deficiencies, and the Central Kitchen received an "A" grade.

CACFP						
MARCH 2021						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
68,511	8,318	76,829	49,046	27,783	51,126	67%

HIGHLIGHTS: During the month of March, an additional 9 Part Year sites were opened, offering a hybrid model services. Children attend two days in the classroom and 3 virtually.

MEMORANDUM

To: Program Review & Evaluation Committee

From: Carolyn Coffey, Education and Support Services Administrator

Date: May 12, 2021

Subject: *Agenda Item 5d*: Kern & SJC Program Self- Evaluation **- Info Item**

The Head Start/State Child Development Division conducts an annual self-evaluation for the State of California State Preschool Program (CSPP), the California Center-Based Child Care (CCTR) for Infants and Toddlers, and the California State Migrant Child Care and Development Program (CMIG). The San Joaquin program self-evaluation is being presented for the first time to the board due to receiving state funds through the San Joaquin County Office of Education.

The state funds received by both programs make possible the opportunity to offer full day year-round care for families in need of childcare in Kern and San Joaquin Counties. This self-evaluation is for the period of July 1st, 2020 to June 30, 2021 for Kern and San Joaquin Counties.

The focus of this presentation is to present a summary of the self-evaluation process and the results of our Environment Self-Evaluation During Pandemic Conditions (ERS certification), Desired Results Developmental Profile (DRDP), and Parent Survey Results for Kern and San Joaquin Counties to the Committee for their review and input.

As an information item to the Committee and the Board, Head Start/State Child Development Division will be submitting the information presented to the state of California for Kern County and to the San Joaquin County Office of Education for San Joaquin.

Attachments:
Environmental Self-Certification During Pandemic Conditions- Kern & San Joaquin
2020-2021 DRDP Child Data Results - Kern & San Joaquin
Parent Survey Family of Findings - Kern & San Joaquin

Kern Early Head Start and State Child Development Programs

Environmental Rating Scale Self-Certification During Pandemic Conditions

Infant

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

During the 2020-2021 school year, our program has created a health protocol. In this protocol, we have addressed many health and safety concerns and adopted new policies to ensure that handwashing and sanitizing/disinfecting procedures are carried out thoroughly each day.

Infants and staff are encouraged to wash hands multiple times throughout the day. Anyone entering the classroom must wash their hands before entry and follow our handwashing procedures. Infants and staff will wash their hands with soap and water (with assistance as needed) for at least 20 seconds. Disposable wipes can be used when water is not available. However, staff will help infants wash their hands as soon as soap and water are available. They will engage in handwashing at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

To assist infants and staff with our handwashing procedures, our program has provided each classroom with handwashing timers that assist infants with keeping count of the 20 seconds needed for adequate handwashing. These timers have a light that flashes green during the 20 seconds and turns red when the time is up. Teachers assist infants with handwashing to ensure proper handwashing is completed and then wash their own hands afterwards.

The teachers in our infant classrooms have been provided with shoe covers and socks for use in the infant classroom. Teachers do not wear shoes inside the classroom that have been used outdoors to prevent the spread of germs. Infants' shoes are placed in baskets when they are indoors.

Our protocol also addresses cleaning and sanitizing toys as well as cleaning and disinfecting bedding. Toys that cannot be cleaned and sanitized have been temporarily removed from the classroom due to COVID-19. Any toys that infants have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be placed in a basket until they are cleaned and sanitized. All toys will be cleaned with soap and water, rinsed, and sanitized with an EPA-registered disinfectant and left to air dry. Staff may also use a mechanical dishwasher to clean toys that have been mouthed. All machine washable toys are only used by one individual between washes. Once that toy is used by one child, it is then put away to be washed (Note: minimal cloth toys are currently in the preschool classrooms due to sanitation purposes. Those that are in the classroom are used for those children who require the additional comfort that those toys provide). All toys are sanitized between each use. The staff place all used toys in a sanitation bucket when they used by infants and those toys are not placed back into the classroom until they have been sanitized. Teachers help wash infants' hands before they move to another activity. All bedding used at the sites are machine washable and only used by one infant between washes. Bedding is kept separate from others and all cots and mats are labeled with each infant's name and disinfected between each use.

To assist with the additional sanitation measures, our program has purchased electrostatic sprayers that use the Bioesque disinfectant. This disinfectant kills the COVID virus in 3 minutes and is safe for children.

Our infant classrooms have each received a UV Sterilizer & Dryer that is able to sanitize items that are not easily or quickly machine washable.

In addition to the measures taken above, all center staff have received the following trainings:

- Health Protocol (this includes handwashing and sanitation)
- Victory Electrostatic Sprayer

If a staff member, child, or family member is suspected of having COVID, a team comes into the classroom and completely disinfects the room before staff or children return.

Activities

How does the program/provider allow free use of materials that all children touch?

Prior to reopening the classrooms, our Education team produced a training for all teaching staff that provided many tips and ideas on how to have materials available for children to use. The guidance asked that teachers provide children with their own set of individual materials (crayons, markers, etc.) that are stored in each child's cubby and children have available access to these materials throughout the day.

Each classroom modified their schedules to provide small groups of children to allow for less children in the indoor/outdoor environment at one time. As stated above, we also included the sanitation bucket where staff help toddlers place used toys in after each use. Each classroom is equipped with enough toys to replace spoiled items between sanitation procedures.

Space and Furnishings

What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

As previously stated, each classroom modified their schedules to provide small group opportunities in the indoor/outdoor environment. In addition, each interest area was modified to allow one-to-two children in each area, maintaining social distancing between children. We strategically stored items in each interest area for individual child use. Example, in the block area, blocks are stored in individual containers for the use of one child and two sets are provided for the use of two children in the interest area. Staff take the used blocks to the sanitation area and blocks are sanitized before being placed back in the rotation. We have also ensured that the outdoor environment reflects the indoor environment so that all children have the opportunity to experience a variety of materials throughout the day while maintain social distancing.

Teachers have limited the number of supplies in the classroom for each group. Supplies are then replaced with fresh supplies for the next group of children. Example: cloth books or cloth toys. Once that child is done, all items that have been touched are removed and replaced with fresh materials.

Program Structure

How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

Our classroom schedules have been modified to support small and large group activities. When the weather permits, children are divided into two groups of 3. One group will remain indoors, while the other goes outside. The groups divide their time between the indoor and outdoor environment to ensure all children receive a similar experience. We have limited the number of children in the classroom and staff have arranged the environment so that children can maintain social distancing. With 3 children in the classroom, there are plenty of opportunities for small group experiences and children can maintain social distancing during large groups activities as well. Our ratios in the classrooms provide ample opportunity to individualize schedules for infants as needed.

Interactions

How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines?

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

Early Head Start and State Child Development Programs

Environmental Rating Scale Self-Certification During Pandemic Conditions

Toddler

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

During the 2020-2021 school year, our program has created a health protocol. In this protocol, we have addressed many health and safety concerns and adopted new policies to ensure that handwashing and sanitizing/disinfecting procedures are carried out thoroughly each day.

Children and staff are encouraged to wash hands multiple times throughout the day. Anyone entering the classroom, must wash their hands prior to entry and follow our handwashing procedures. Children and staff will wash their hands with soap and water (with assistance as needed) for at least 20 seconds. They will engage in handwashing at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

To assist children and staff with our handwashing procedures, our program has provided each classroom with handwashing timers that assist children with keeping count of the 20 seconds needed for adequate handwashing. These timers have a light that flashes green during the 20 seconds and turns red when the time is up. Teachers assist toddlers with handwashing as need to ensure proper handwashing is completed and then wash their own hands after providing assistance.

The teachers in our toddler classrooms have bee provided with shoe covers and socks for use in the toddler classroom. Teachers do not wear shoes inside the classroom that have been used outdoors to prevent the spread of germs. Children’s shoes are placed in baskets when children are indoors.

Our protocol also addresses cleaning and sanitizing toys as well as cleaning and disinfecting bedding. Toys that cannot be cleaned and sanitized have been temporarily removed from the classroom due to COVID-19. Any toys that children have placed in children's mouths or that are otherwise contaminated by body secretions or excretions should be placed in a basket until they are cleaned and sanitized. All toys will be cleaned with soap and water, rinsed, and sanitized with an EPA-registered disinfectant and left to air dry. Staff may also use a mechanical dishwasher to clean toys that have been mouthed. All machine washable toys are only used by one individual between washes. Once that toy is used by one child, it is then put away to be washed (Note: minimal cloth toys are currently in the preschool classrooms due to sanitation purposes. Those that are in the classroom are used for those children who require the additional comfort that those toys provide). All toys are sanitized between each use. The staff and children have established a routine where children place their used toys in a sanitation bucket when they are done with them and those toys are not placed back into the classroom until they have been sanitized. Children then wash their hands before they move to another activity. All bedding used at the sites are machine washable and only used by one child between washes. Bedding is kept separate from others and all cots and mats are labeled with each child's name and disinfected between each use.

To assist with the additional sanitation measures, our program has purchased electrostatic sprayers that use the Bioesque disinfectant. This disinfectant kills the COVID virus in 3 minutes and is safe for children.

In addition to the measures taken above, all center staff have received the following trainings:

- Health Protocol (this includes handwashing and sanitation)
- Victory Electrostatic Sprayer

If a staff member, child, or family member is suspected of having COVID, a team comes into the classroom and completely disinfects the room before staff or children return.

Activities How does the program/provider allow free use of materials that all children touch?

Prior to reopening the classrooms, our Education team produced a training for all teaching staff that provided many tips and ideas on how to have materials available for children to use. The guidance asked that teachers provide children with their own set of individual materials (crayons, markers, etc.) that are stored in each child's cubby and children have available access to these materials throughout the day.

Each classroom modified their schedules to provide small groups of children to allow for less children in the indoor/outdoor environment at one time. As stated above, we also included the sanitation bucket where staff help toddlers place used toys in after each use. Each classroom is equipped with enough toys to replace spoiled items between sanitation procedures.

Space and Furnishings What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

As previously stated, each classroom modified their schedules to provide small group opportunities in the indoor/outdoor environment. In addition, each interest area was modified to allow one-to-two children in each area, maintaining social distancing between children. We strategically stored items in each interest area for individual child use. Example, in the block area, blocks are stored in individual containers for the use of one child and two sets are provided for the use of two children in the interest area. Children take the used blocks to the sanitation area and blocks are sanitized before being placed back in the rotation. We have also ensured that the outdoor environment reflects the indoor environment so that all children have the opportunity to experience a variety of materials throughout the day while maintain social distancing.

Each child has been supplied with their own set of art materials and playdough. Children can easily access these supplies when they are ready to use them and then they are placed back inside their individual cubby. Teachers have limited the number of supplies in the classroom for each group. Supplies are then replaced with fresh supplies for the next group of children. Example: collage materials are divided for individual use. Once that child is done, all items that have been touched are removed and replaced with fresh materials. Children are free to use as much material as they would like.

Program Structure How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

Our classroom schedules have been modified to support small and large group activities. When the weather permits, children are divided into two groups of 4. One group will remain indoors, while the other goes outside. The groups divide their time between the indoor and outdoor environment to ensure all children receive a similar experience. We have limited the number of children in the classroom and staff have arranged the environment so that children can maintain social distancing. During small group activities, chairs are removed from the table to limit the number of children who sit at each table to encourage distancing. With 4 children in the classroom, there are plenty of opportunities

for small group experiences and children can maintain social distancing during large groups activities as well.

Interactions How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines.

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

Head Start and State Child Development Programs

Environmental Rating Scale Self-Certification During Pandemic Conditions

Preschool

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

During the 2020-2021 school year, our program has created a health protocol. In this protocol, we have addressed many health and safety concerns and adopted new policies to ensure that handwashing and sanitizing/disinfecting procedures are carried out thoroughly each day.

Children and staff are encouraged to wash hands multiple times throughout the day. Anyone entering the classroom, must wash their hands prior to entry and follow our handwashing procedures. Children and staff will wash their hands with soap and water for at least 20 seconds. They will engage in handwashing at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

To assist children and staff with our handwashing procedures, our program has provided each classroom with handwashing timers that assist children with keeping count of the 20 seconds needed for adequate handwashing. These timers have a light that flashes green during the 20 seconds and turns red when the time is up. If soap and water is not readily available and hands are not visibly dirty, our preschool program can use alcohol-based hand sanitizer that is approved by the Food and Drug Administration. Children and staff will wash their hands after using sanitizer as soon as soon as soap and water are available.

Our protocol also addresses cleaning and sanitizing toys as well as cleaning and disinfecting bedding. Toys that cannot be cleaned and sanitized have been temporarily removed from the classroom due to COVID-19. Any toys that children have placed in

children's mouths or that are otherwise contaminated by body secretions or excretions should be placed in a basket until they are cleaned and sanitized. All toys will be cleaned with soap and water, rinsed, and sanitized with an EPA-registered disinfectant and left to air dry. Staff may also use a mechanical dishwasher to clean toys that have been mouthed. All machine washable toys are only used by one individual between washes. Once that toy is used by one child, it is then put away to be washed (Note: minimal cloth toys are currently in the preschool classrooms due to sanitation purposes. Those that are in the classroom are used for those children who require the additional comfort that those toys provide). All toys are sanitized between each use. The staff and children have established a routine where children place their used toys in a sanitation bucket when they are done with them and those toys are not placed back into the classroom until they have been sanitized. Children then wash their hands before they move to another activity. All bedding used at the sites are machine washable and only used by one child between washes. Bedding is kept separate from others and all cots and mats are labeled with each child's name and disinfected between each use.

To assist with the additional sanitation measures, our program has purchased electrostatic sprayers that use the Bioesque disinfectant. This disinfectant kills the COVID virus in 3 minutes and is safe for children.

In addition to the measures taken above, all center staff have received the following trainings:

- Health Protocol (this includes handwashing and sanitation)
- Victory Electrostatic Sprayer

If a staff member, child, or family member is suspected of having COVID, a team comes into the classroom and completely disinfects the room before staff or children return.

Activities

How does the program/provider allow free use of materials that all children touch?

Prior to reopening the classrooms, our Education team produced a training for all teaching staff that provided many tips and ideas on how to have materials available for children to use. The guidance asked that teachers provide children with their own set of individual materials (crayons, markers, scissors, etc.) that are stored in each child's cubby and children have available access to these materials throughout the day.

Each classroom modified their schedules to provide small groups of children to allow for less children in the indoor/outdoor environment at one time. As stated above, we also included the sanitation bucket where children placed used toys in after each use. Each

classroom is equipped with enough toys to replace spoiled items between sanitation procedures.

Space and Furnishings

What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

As previously stated, each classroom modified their schedules to provide small group opportunities in the indoor/outdoor environment. In addition, each interest area was modified to allow one-to-two children in each area, maintaining social distancing between children. We strategically stored items in each interest area for individual child use. Example, in the block area, blocks are stored in individual containers for the use of one child and two sets are provided for the use of two children in the interest area. Children take the used blocks to the sanitation area and blocks are sanitized before being placed back in the rotation. We have also ensured that the outdoor environment reflects the indoor environment so that all children have the opportunity to experience a variety of materials throughout the day while maintain social distancing.

Each child has been supplied with their own set of art materials and playdough. Children can easily access these supplies when they are ready to use them and then they are placed back inside their individual cubby. Teachers have limited the number of supplies in the classroom for each group. Supplies are then replaced with fresh supplies for the next group of children. Example: collage materials are divided for individual use. Once that child is done, all items that have been touched are removed and replaced with fresh materials. Children are free to use as much material as they would like.

Program Structure

How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

Our classroom schedules have been modified to support small and large group activities. When the weather permits, children are divided into two groups of 5. One group will remain indoors, while the other goes outside. The groups divide their time between the indoor and outdoor environment to ensure all children receive a similar experience. We have limited the number of children in the classroom and staff have arranged the environment so that children can maintain social distancing. During small group activities, chairs are removed from the table to limit the number of children who sit at each table to encourage distancing. With 5 children in the classroom, there are plenty of opportunities

for small group experiences and children can maintain social distancing during large groups activities as well.

Interactions

How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines?

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

San Joaquin Environmental Self-Certification During Pandemic Conditions

Infant -Toddler

Personal Care Routines

How is the program/provider ensuring that correct handwashing and sanitizing/disinfecting procedures are carried out adequately?

A multidisciplinary team composed of Content Area Specialists Health, Nutrition, Education, Inclusion and Family Engagement collaborated in the development of the CAPK Health Protocol.

The CAPK Health Protocol focused on prioritizing children and staff health and safety. Handwashing, cleaning, and disinfecting is one of the main focuses of the protocol. Virtual training on the health protocol was provided to all staff prior to opening the centers. Trainings were recorded and used to train newly hired employees during the onboarding process. Health protocol training is provided to all staff quarterly.

All children, parents and staff must wash their hands or use hand sanitizer (children two and older) and adults prior to entering the classroom. The program ensures that we have enough cleaning and disinfecting supplies readily available to provide to staff. Sign in/out stations are located outside of the classroom. The stations have individual pouches with their sign in/out sheet and a pen. The sign in/out stations are equipped with hand sanitizer, gloves, and non-touch thermometers. Staff takes children and parents temperature prior to accepting the child for the day.

Timers were given to all classes to assist children in washing their hands the appropriate time along with song singing. All classrooms have developed a cleaning and disinfecting schedule which includes, toys, materials, playgrounds, and frequently touched surfaces. We purchased electrostatic sprayers to disinfect all centers, playgrounds, and offices on a regular basis.

Content Area Specialist and Quality Assurance Specialist monitors classes virtually to ensure that handwashing, cleaning, and sanitizing procedures are being followed as instructed.

Activities

How does the program/provider allow free use of materials that all children touch?

Education team developed a plan for each center taking into consideration the space, materials, and classroom layout. Each center was provided specific training and technical assistance to modify classroom environments to distance primary caregivers and their

group of children. Staff was instructed to remain in small groups and to modify the class schedule to allow for more outdoor time and activities.

Each child is provided an individual tray for activities to limit sharing materials with peers. Sand and water activities are offered to children over 18 months of age individually. Soft items unable to be frequently laundered and used by more than one child were removed from the centers and stored off site for future use. All soiled materials are immediately removed and placed in a container labeled “soiled toys.” The program ensures that every center has plenty of materials to replace toys that were soiled.

Each child has their own individual container with their personal materials such as crayons, paints, end brushes to minimize the spread of germs. An assigned staff is responsible to continuously clean and sanitize classroom furniture, toys, and frequently touched areas throughout the day.

Space and Furnishings What modifications have been made to the interest areas to ensure children have access to a variety of age-appropriate materials while maintaining physical (social) distancing guidelines?

Children’s favorite interest areas were duplicated such as blocks and dramatic play areas to provide small groups of children the opportunity to explore the areas simultaneously. The areas were also clearly delineated to ensure that staff and children can visually identify their own space. A big emphasis was placed on ensuring that the indoor environment was reflected outdoors. Each classroom has been provided easy to clean furniture and materials to provide a cozy area for children to relax.

Play dough and art activities are completed individually or in a small group giving each child their own individual materials. We have three staff per classroom for a group size of 8 infants and toddlers to facilitate activities maintaining a physical socially distance. Keeping the children physically distance has been challenging however our staff has been providing nurturing and responsive practices daily.

The family engagement team has been promoting family engagement projects for families to do at home such as, “Pumpkin Art with Dad”, ‘Family Tree” and “Scavenger Hunt.” Literacy bags have been distributed to families and all pictures are being displayed at each classroom.

Program Structure

How does the program/provider offer opportunities for children to engage in small group and large group activities while maintaining physical (social) distancing guidelines?

The class schedules are flexible and have been modified to support small group experiences for children. Children remain in the same group of children and teachers every day. Siblings are placed in the same classroom and with the same teacher if age appropriate. Teachers remain in their own classrooms and not allowed to mix in with other

classrooms. Children are given constant reminders to maintain physical distancing and activities are planned with the purpose of keeping children in their own groups as much as possible. Materials such as carpets, trays and individual containers are provided to children to reduce materials being used by more than one child.

Content Area Specialist for Inclusion meets virtually with parents of children with disabilities to provide resources and support. Specialist reviews IFSPs with parents and staff to select children's goals and to ensure they are incorporated into the weekly lesson plan. A virtual training on how to understand the IFSP has been provided to families of children with IFSPs.

Interactions

How are the staff/provider(s) continuing to be responsive to and involved with the children while maintaining physical (social) distancing guidelines?

We understand that to be able to provide responsible care, staff needs to take care of themselves. All staff has attended the Workplace Wellness Academy by Generation Wellness. Staff were provided a monthly stipend to pay for their childcare needs. We offered several mental health presentations from a licensed mental health professional to provide guidance and support to staff and families to cope with stress during COVID-19 pandemic. The agency offered Employee Assistance Program Services as one of our medical benefits to employees in need of services.

Staff are provided with protective personal equipment such as face coverings, shields, gloves, and scrubs, to protect themselves while interacting with children and others. Coaching in social emotional literacy has been offered in a practice based and teacher learning and collaborating formats by internal and external coaches. Families not interested in receiving in-person services are given the opportunity to receive distance learning services. Virtual learners received distance learning services weekly by the same staff to maintain consistency. Parents are given the option to select their preferred mode of communication such as teams, zoom, face time, WhatsApp, phone calls, or other modalities.

Staff has continued to be responsive to the needs of all children throughout the daily routines and learning experiences. While teachers do their best by reminding children to maintain physical distance, their primary focus is to be responsive to the needs of children. The program places a huge emphasis on keeping primary care groups intact. Center staff has remained at the same location and are never sent to assist in other classrooms, or locations.

CAPK Strategic Plan Progress Report
Goal 4

Completed By: Pritika Ram, Director of Administration Report Period Month/Year May 2021

Goal 4. CAPK will actively educate and advocate on behalf of issues affecting its target populations.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month /Year**	**Comments**
Objective 4.1: Track and respond to changes in local, state, and federal legislation affecting our service populations	4.1.1 Identify mechanisms within National CAP, NASCSP, NCAF, and CAPLAW to track legislation, policies, and initiatives that affect CAP agencies.	70%	80%	We track communications and have participated actively in support of legislative initiatives identified by state and national partners.
	4.1.2 Actively participate within CalCAPA's Legislative Committee to identify national and state legislations, regulations, and initiatives that affect California CAPs.	70%	85%	We continue to receive updates from CalCAPA on CAA specific related bills and legislative changes that impact our work.
	4.1.3 Monitor local legislations or regulations that affect our service population.	90%	100%	We utilize our program staff and their designated association and advocacy groups to communicate and lead support on legislative bills. Completed May 2021.
	4.1.4 Assign staff to respond to legislation and regulations that affect CAPs and our service population.	100%	100%	We continue to work within the CAA network through partners like CSD, CalCAPA, and NCAF. Completed Sept. 2019.
Objective 4.2: Pro-actively develop	4.2.1 Assign staff to spearhead the development of a special Advocacy ***unit.***	60%	85%	An advocacy taskforce has been formed and Executive

and implement an advocacy agenda.				Division staff are tasked with implementing advocacy efforts.
	4.2.2 Develop a business plan for the Advocacy unit, identifying staff, resources, strategies, and advocacy goals for CAPK.	50%	50%	Through the Executive Division, we have created e-forms around advocacy.
	4.2.3 Establish priorities and implement CAPK's Advocacy agenda.	50%	75%	The Communication and Advocacy Plan housed in the Executive Division, provides guidance on how to address agenda items, including training provided by the outreach staff.

CAPK Strategic Plan Progress Report
Goal 4

Goal 4. CAPK will actively educate and advocate on behalf of issues affecting its target populations.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month /Year**	**Comments**
Objective 4.3: Identify, formalize, nurture, and maintain relationships with key policy stakeholders	4.3.1 Identify local, state, and federal policy stakeholders and research how they impact the work of CAPK and our service population.	100%	100%	We have established good, working communications channels with elected officials and regularly engage them in CAPK activities. Completed Oct. 2020.
	4.3.2 Develop individual strategies to recruit, inform, and/or educate stakeholders. Prepare presentation materials for in-person visits to policy stakeholders. Develop a monthly or bi-monthly schedule to correspond individually to elected officials and feature elected officials in CAPK newsletters.	50%	50%	More robust and proactive strategies for stakeholder development are being constructed currently.
	4.3.3 Schedule in-person meetings with stakeholders to discuss the importance of collaboration and how it is an effective strategy in meeting the needs of the people we serve. Maintain annual calendars to meet regularly with each stakeholder.	70%	70%	We have regular communications with elected officials and legislative staff. A more consistent schedule for that communication is being prepared.
Total Progress		**71%**	**79%**	

CAPK CSBG 2020

Experience and Lessons Learned



WIPFLI

Agenda

- Recap of CSBG 2020 reporting process.
- Findings and questions from the data.
- Opportunities in data collection and reporting.
- What are we doing this year.

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Recap – Programs and Systems

- America Learns
- Google Docs/Excel
- 3rd Party Service
- HR
- Common Knowledge

- PEARS

- Persimmony FirstFive
- Excel
- Common Knowledge
- ETO (grant management)

East Kern Family Resource Center

- Hancock
- Core

- iCarol Database
- CRM (Energy)

- WRAD Database
- Common Knowledge

- Social Media
- Database
- Paper Forms

- Child Plus
- DRDP

- Tax Slayer
- Excel
- Common Knowledge

Shafter Youth Center

- Excel
- Common Knowledge

- 801A / NOHO / CD9600
- Common Knowledge

- HMIS
- CRM
- Excel
- Common Knowledge

CSBG Report

Recap – Project Plan

Discovery

Discovery by 12/04

- Conduct interviews to understand requirements
- Design and estimate the short-term reporting plan

2020 CSBG Reporting by 2/5

- Develop the short-term reporting solution
- Semi-automated

Long-term CDP Solution Timeline: TBD

- Incorporate CSBG reporting within the Client Data Platform

Data Collection and Reporting

Data Collection Due: 12/17, 1/7

- Collaborate with CAPK programs for raw demographic data at record level
- 12/17: Jan – Sep 2020 Data
- 1/7: Oct – Dec 2020 Data

De-duplicate & Report Build Due: 1/22

- De-duplicate demographic data across programs to arrive at distinct overall counts.
- Creation of Power BI report.

Validation Due: 1/29

- Wipfli to work with CAPK to ensure de-duplicated counts are correct.
- Overall CSBG report finalization.

Post-validation De-duplication Due: 2/5

- Following the Validation phase, any further adjustments to the dataset per any findings.

CSBG Report Due Due: 3/5

- Submit CSBG report!

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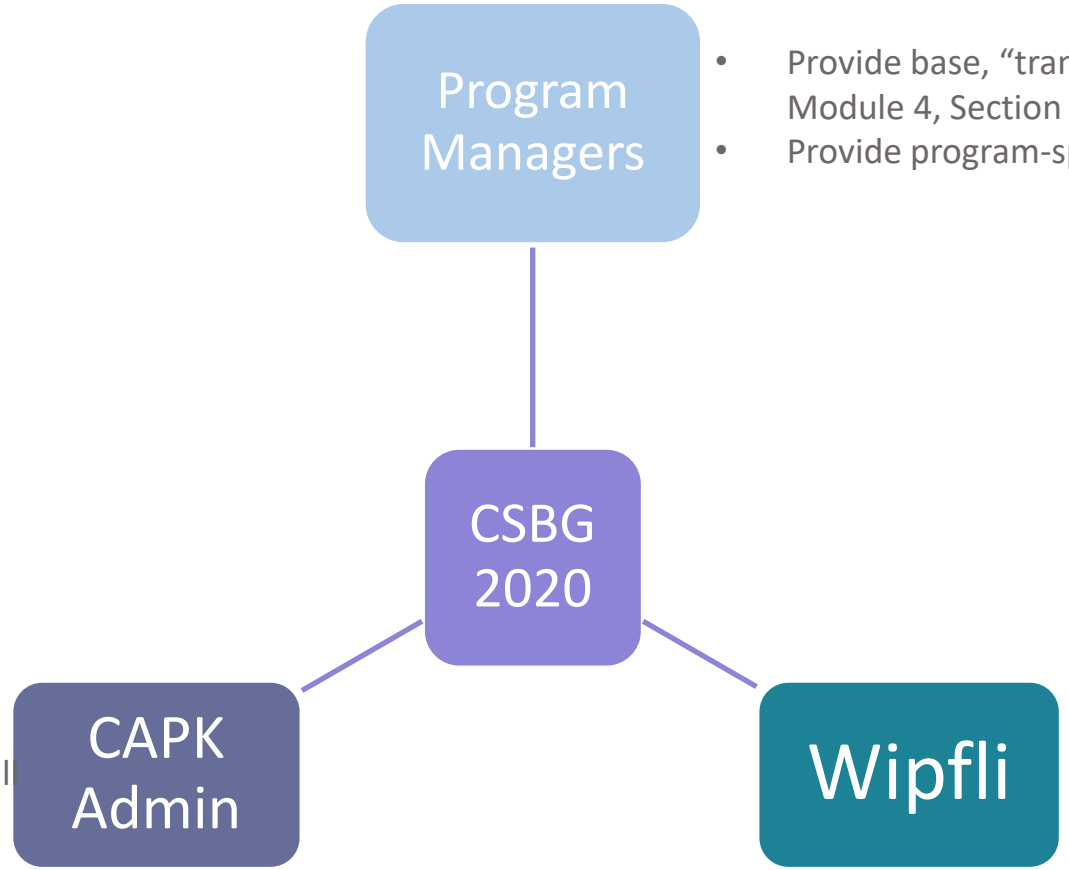
Recap – Execution Responsibilities



- Provide base, “transactional” detail data for Module 4, Section C.
- Provide program-specific indicators for other tabs.

- Overall leadership
- Data validations
- Compile Program indicators
- Compile WIC data, de-dupe against all other programs (for privacy protection)
- Final compiling and submissions

- Collect and compile demographic data
- Data standardization & clean-up
- Cross-program de-duplication
- Reporting for Kern and all-agency

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Examples of data processing



Sample data cleaning rules

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CSBG 2020 Data analysis

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Examples of question from data analysis

- Are men in the community have lesser needs of our services, or do we need another way to communicate with them?
- Are we limiting our services we could offer to the LGBTQ+ community by how we asked gender questions?
- In each area: if we could learn where the most in need are in the unknown/not reported, how we could make even more impact?
- Our largest group of those identified by age are 25-44, is that because they are the most in need or we target them in a way that connects them to services better than the other age groups?

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Examples of question from data analysis

- Are we ready for the 55-59 and 60-64 to become the next largest number of those we serve?
- If we could better identify health challenges, how could we better connect those in need to services?
- If we can identify health insurance providers, can we part with them for funding to help reduce their insurance amounts?
- Are we targeting services needed to groups based on race? If not, would it benefit that group if we did?
- How do these numbers connect back to the community assessment data and the services offered?

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Agency-level objectives around data collection

- While CSBG report fulfils funding requirements, how do we use the data to provide usable insights to Program Managers.
- Use a data-driven, cross-program approach to understand CAPK's impact and plan community outreach.
- Collect and report as much data – funding agencies want to see community outcomes and impacts. This requires strategic data collection.
- Measuring impact involves tracking the client's entire journey from end-to-end of your program.

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Holistic view of your Client

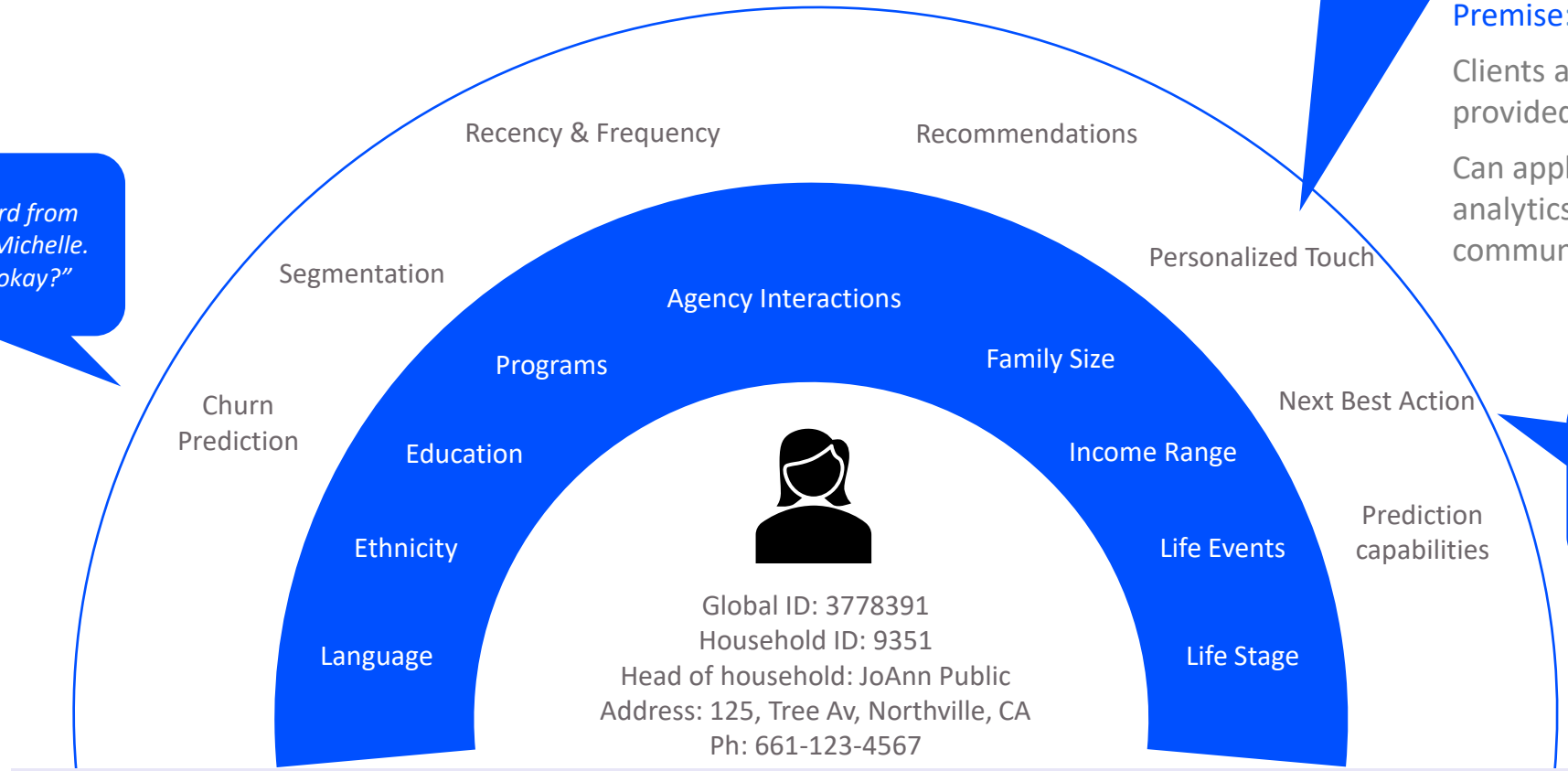
"I'm so glad your child graduated. How is it going?"

Premise:

Clients are consumers of "services" provided by various programs.

Can applying a customer-centric analytics approach help serve the community better?

"I haven't heard from you in awhile, Michelle. Is everything okay?"



"I understand you have three children. Would you like to hear about our Head Start program?"

Availability of behavioral data is to be determined, but adds a lot of value to understand Client and plan interventions

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Opportunities from overall exercise

- Begin early!
- Automation of data collection – no human intervention required, allows timely and periodic assessments.
- Standardize intake forms – ensures data standardization across programs, eases data processing.
- Strategic data and reports management
  - Track program-level and organizational outcomes over time.
  - Governance mechanisms that enable democratization of data and reports to Program Managers.
  - Storage and access to sensitive data.



2020 data collection by program

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What are we doing this year

- Standardized intake of clients through Microsoft Dynamics in – EKFRC, Friendship House, M Street Navigation, Rental Assistance and Shafter Youth Center.
- Automation in certain programs – all the above programs, + Head Start and WIC.
- Continue investments in evolving the Client Data Platform to automate the collection and analysis of program and organizational data.
- Begin early with mid-year check-ins and monthly touchpoints thereafter.
- Early stages of evaluating data entry and processing of handwritten Food Bank EFA7 applications.

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The Wipfli Way



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CSBG Standards IM 138 – Category 9 Data Analysis

- The Community Action Network moves families out of poverty every day across this country and needs to produce data that reflect the collective impact of these efforts. Individual stories are compelling when combined with quantitative data: no data without stories and no stories without data.
- Community Action needs to better document the outcomes families, agencies, and communities achieve. The Community Services Block Grant funding confers the obligation and opportunity to tell the story of agency-wide impact and community change, and in turn the impact of the Network as a whole.

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CSBG Standards IM 138 – Category 9 Data Analysis

- Standard 9.1 • private
  - The organization has a system or systems in place to track and report client demographics and services customers receive.
- Standard 9.2 • private
  - The organization has a system or systems in place to track family, agency, and/or community outcomes.

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CSBG Standards IM 138 – Category 9 Data Analysis

- Standard 9.3 • private
  - The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.
- Standard 9.4 • private
  - The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organizationwide outcomes.

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DATE	May 19, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 160 726 052#

Budget & Finance Committee Minutes

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

1. **Call to Order**

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

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Janea Benton, Guadalupe Perez, Fred Plane, Ana Vigil

   Absent: Jonathan Mullings

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start/State Child Development; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Outreach & Grants Administrator; Freddy Hernandez, Director of Youth & Community Services; Emilio Wagner, Director of Operations; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

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

      Heather McCarley presented the above informational reports to the Committee. Heather commented that the prior budget period reports are finalized, and no further review by the Committee is required.

   b. PG&E Public Safety Power Shut-Off Contract – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

      Carmen Segovia presented the above item to the Committee for approval.

      Fred Plane inquired if the $40.00 per food box covers the cost. Carmen Segovia responded that the value of the box is slightly less, and the cost also covers transportation and handling fees.

      Janea Benton inquired if PG&E has a communication plan in place to raise awareness of the program. Carmen Segovia responded that communication will be a joint effort by both PG&E and CAPK to ensure broad awareness.

Janea Benton questioned if we have nearby centers that will be utilized to quickly meet the needs. Carmen responded that a specialty truck will be utilized to distribute the food. If there is a high demand for the food boxes, a local site will be utilized for distribution.

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

c. Early Head Start San Joaquin County Carryover Request 2021 – Jerry Meade, Head Start Assistant Director - ***Action Item***

Jerry Meade presented the above action item to the Committee for approval.

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

d. Head Start and Early Head Start Kern Supplemental Funds Request for Oasis 2021 – Jerry Meade, Head Start Assistant Director – ***Action Item***

Jerry Meade presented the above item to the Committee for approval.

Janea Benton inquired if the process includes enough time to complete RFP's and ensure timely completion. Jerry Meade responded the proposed timeline includes the RFP process and is confident that the entire scope of work will be completed under the project task.

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

e. Central California Asthma Corporation Contract Revision – Sheila Shegos, Director of Outreach & Grants Administrator – ***Action Item***

Sheila Shegos presented the contract revision for Committee approval.

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

f. Budget Revision # 2 for 2021 - Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above item to the Committee for approval.

Fred Plane suggested the Committee review the proposed Human Resources reorganization prior to approving the budget revision.

After review of the Human Resources reorganization, motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Plane/Perez).

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

Tracy Webster presented the April financial statements to the Committee.

Janea Benton inquired about the Migrant AIP program and if participants are no longer eligible while unemployed. Tracy Webster responded that to qualify, 50% of the income must come from farm work. Due to being unemployed, participants no longer meet the requirement. Susana Magana added that to determine eligibility, 12 months of income information is collected. During that period, many families went on unemployment, so the

income requirement is not met. Susana added that they are in communication with the State, and a waiver may be introduced.

Janea Benton questioned if CAPK expects to see activity increase for the Energy program. Freddy Hernandez responded that they expect to see activity increase in the next few months.

Motion was made and seconded to approve the April 2021 financial statements. Carried by unanimous vote (Perez/Plane).

h. Proposed Reorganization of the Human Resources Division – Tracy Webster, Chief Financial Officer - ***Action Item***

Tracy Webster presented the above action item for approval on behalf of Lisa McGranahan.

Fred Plane requested an explanation of the vacancies. Tracy Webster responded since the organization chart has been published, many of the vacancies have been filled.

Fred Plane questioned who performed the study and determined the 1.4 to 100 ratio and recommended that this information be included in future proposals. Tracy Webster responded that the study was conducted by Bloomberg.

Janea Benton commented on ensuring the level of consistency and flexibility of the job requirements. Tracy Webster commented that Human Resources does a great job of pointing each job requirement with what's expected in the industry.

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

i. New Family Services Specialist II Position in MCAP Program – Susana Magana, MCAP Administrator – ***Action Item***

Susana Magana presented the above action item for Committee approval.

Janea Benton inquired if the qualifications need to be revised to fill the position. Susana Magana responded that this position specifically indicates that they have will have increased case load while overseeing Fresno and Merced counties.

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

j. WIC Program Revised Job Descriptions – Kathlyn Lujan, WIC Program Administrator – ***Action Item***

Carmen Segovia presented the above item for approval on behalf of Kathlyn Lujan.

Janea Benton inquired if the future staff changes be presented to the Personnel Committee. Carmen Segovia reassured that they would follow the process and will changes will be submitted to the Personnel Committee.

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

k. Information Technology & Information Systems Job Descriptions – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner presented the above item for approval by the Committee.

Motion was made and seconded to approve the job descriptions. Carried by unanimous vote (Plane/Perez).

l. 211 Program Manager Title Change – Traco Matthews, Chief Program Officer – ***Action Item***

Sheila Shegos presented the above item for approval by the Committee on behalf of Traco Matthews.

Janea Benton inquired if the budget would reflect the increase in pay. Tracy Webster responded that the operational budget allowed for the increase and additionally, pay grades have been elevated for other staff. This will improve staff morale and retention.

Motion was made and seconded to approve the title change. Carried by unanimous vote (Perez/Vigil).

5. Committee Member Comments

- Ana Vigil – As this is my last meeting, it has been a pleasure working with everyone.
- Benton – looking forward how we achieve their strategic plan objectives.

6. Next Scheduled Meeting

Budget & Finance Committee
12:00 pm
Wednesday, June 23, 2021
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 1:14 pm.

o

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: May 19, 2021

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended February 28, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the 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 of March 1, 2020 through February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 96% of the budget, which is on trend with expenditures at this point in the prior budget period. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

Training & Technical Assistance Funds

Overall expenditures are at 77% of the budget.

Carryover Funds

Overall expenditures are at 9% of the budget. Carryover projects will be carried over into the next budget period.

COVID Cares Funds

Overall expenditures are at 57% of the budget. The unexpended funds will be carried over into the new budget period.

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

Non-Federal share is at 114% of the budget.

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 - February 28, 2021
Month 12 of 12 (100.0%)

Prepared 5/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	8,793,543	1,025,233	90%	10%
FRINGE BENEFITS	3,060,914	2,701,501	359,413	88%	12%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	579,317	(35,065)	106%	-6%
CONTRACTUAL	110,999	114,577	(3,578)	103%	-3%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	3,344,070	(655,418)	124%	-24%
INDIRECT	1,561,956	1,553,301	8,655	99%	1%
TOTAL BASE FUNDING	**17,785,549**	**17,086,308**	**699,241**	**96%**	**4%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	12,132	11,854	51%	49%
CONTRACTUAL	10,005	4,125	5,880	41%	59%
OTHER	82,315	105,855	(23,540)	129%	-29%
INDIRECT	16,144	12,415	3,729	77%	23%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**136,561**	**41,025**	**77%**	**23%**
CARRYOVER					
CONSTRUCTION	1,874,586	131,938	1,742,648	7%	93%
OTHER	0	36,514			
INDIRECT	0	3,644	(3,644)		
TOTAL CARRYOVER	**1,874,586**	**172,096**	**1,739,004**	**9%**	**91%**
COVID CARES					
PERSONNEL	0	205,656	(205,656)		
FRINGE BENEFITS	0	29,287	(29,287)		
SUPPLIES	631,304	335,969	295,335		
OTHER	420,869	30,368	390,501		
INDIRECT	105,217	58,542	46,675		
TOTAL COVID CARES	**1,157,390**	**659,823**	**497,567**	**57%**	**43%**
GRAND TOTAL HS FEDERAL FUNDS	**20,995,111**	**18,054,788**	**2,976,837**	**86%**	**14%**

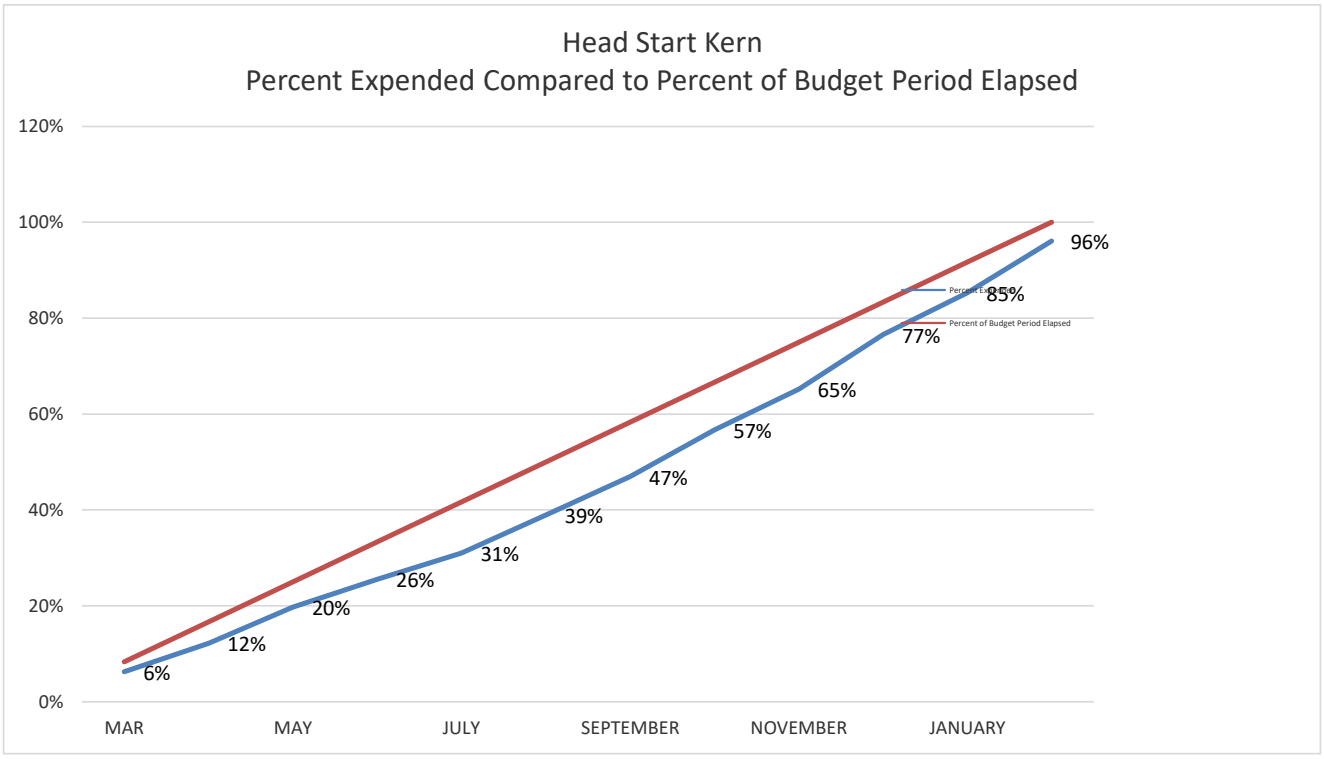
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

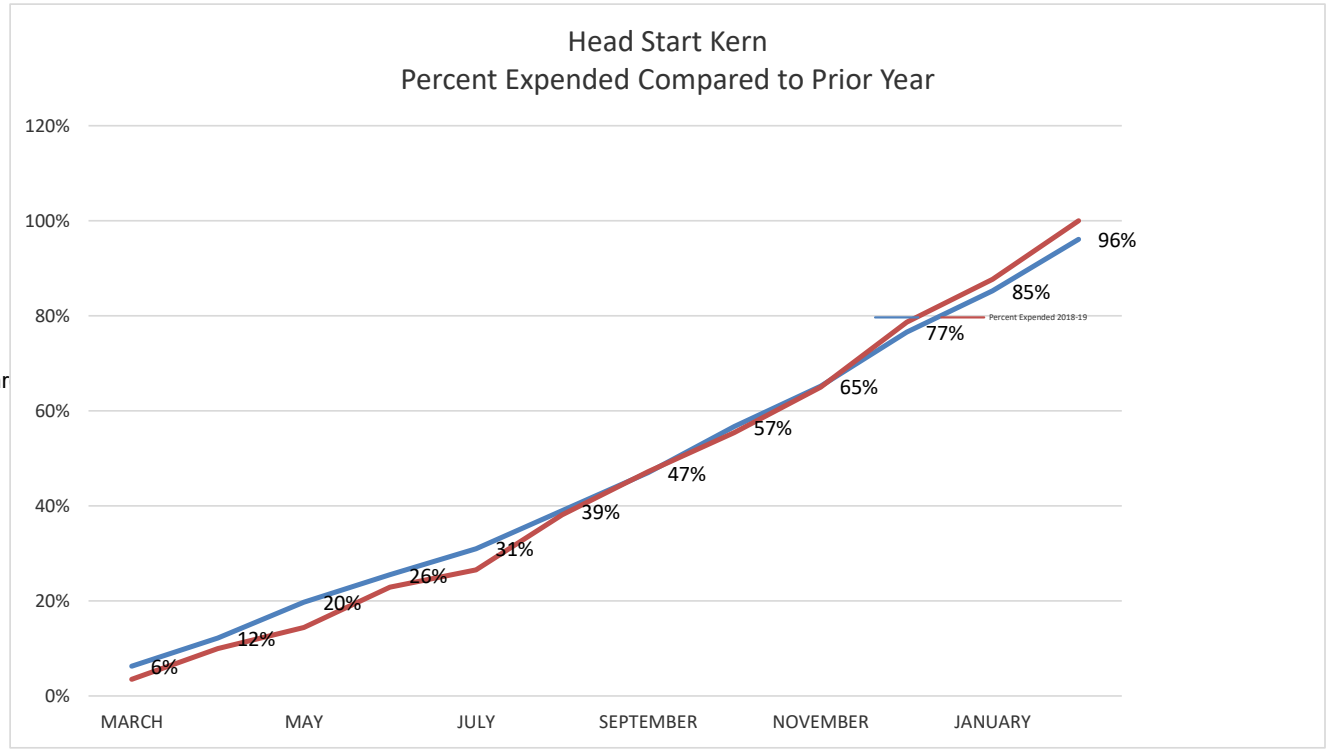
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	1,522,479	45,159	97%	3%
CALIF DEPT OF ED	5,130,608	6,122,857	(992,249)	119%	-19%
TOTAL NON-FEDERAL	**6,698,246**	**7,645,336**	**(947,090)**	**114%**	**-14%**

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021
Administrative Cost for HS and EHS Kern **7.2%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	10,107				**10,107**	3/2/2021
Lowe's	-				**0**	1/25/2021
Smart & Final	-				**0**	2/1/2021
Save Mart	-				**0**	2/2/2021
Chevron & Texaco Business Card	5,424				**5,424**	3/6/2021
Home Depot	7,739				**7,739**	3/5/2021
	23,269	**0**	**0**	**0**	**23,270**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
6%
12%
20%
26%
31%
39%
47%
57%
65%
77%
85%
96%
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
6%
12%
20%
26%
31%
39%
47%
57%
65%
77%
85%
96%
Percent Expended 2018-19

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: May 19, 2021

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended February 28, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2020 through February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 86% of the budget. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

Training & Technical Assistance Funds

Overall expenditures are at 74% of the budget.

Carryover Funds

Overall expenditures are at 5% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

COVID Cares Funds

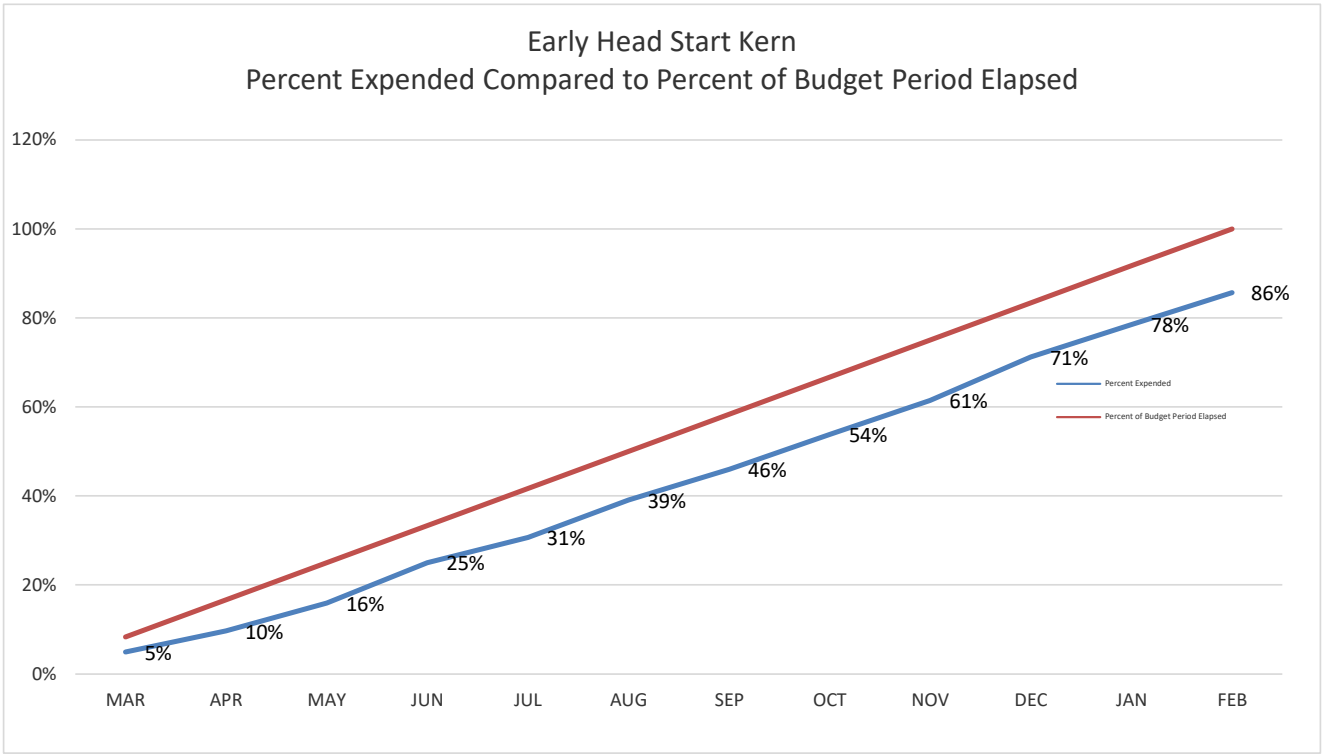
Overall expenditures are at 76% of the budget. The unexpended funds will be carried over into the new budget period.

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 - February 28, 2021
Month 12 of 12 (100.0%)

Prepared 5/13/2021

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	4,462,290	4,388,817	73,473	98%	2%
FRINGE BENEFITS	1,659,459	1,232,129	427,330	74%	26%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	302,726	87,746	78%	22%
CONTRACTUAL	37,099	33,277	3,822	90%	10%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	986,794	(33,338)	103%	-3%
INDIRECT	799,530	694,374	105,156	87%	13%
TOTAL BASE FUNDING	**8,913,304**	**7,638,117**	**1,275,187**	**86%**	**14%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	4,443	2,364	65%	35%
CONTRACTUAL	7,169	5,918	1,251	83%	17%
OTHER	103,144	102,266	878	99%	1%
INDIRECT	15,326	11,347	3,979	74%	26%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**124,816**	**43,770**	**74%**	**26%**
CARRYOVER					
CONSTRUCTION	3,178,199	116,393	3,061,806	4%	96%
OTHER	0	26,441	(26,441)		
INDIRECT	0	2,641	(2,641)		
TOTAL CARRYOVER	**3,178,199**	**145,475**	**3,032,724**	**5%**	**95%**
COVID CARES					
PERSONNEL		86,606	(86,606)		
FRINGE BENEFITS		12,968	(12,968)		
SUPPLIES	213,789	146,868	66,921	69%	31%
OTHER	142,527	24,758	117,769	17%	83%
INDIRECT	35,632	26,564	9,068		
TOTAL COVID CARES	**391,948**	**297,766**	**94,182**	**76%**	**24%**
GRAND TOTAL EHS FEDERAL FUNDS	**12,652,037**	**8,206,174**	**4,445,863**	**65%**	**35%**

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021


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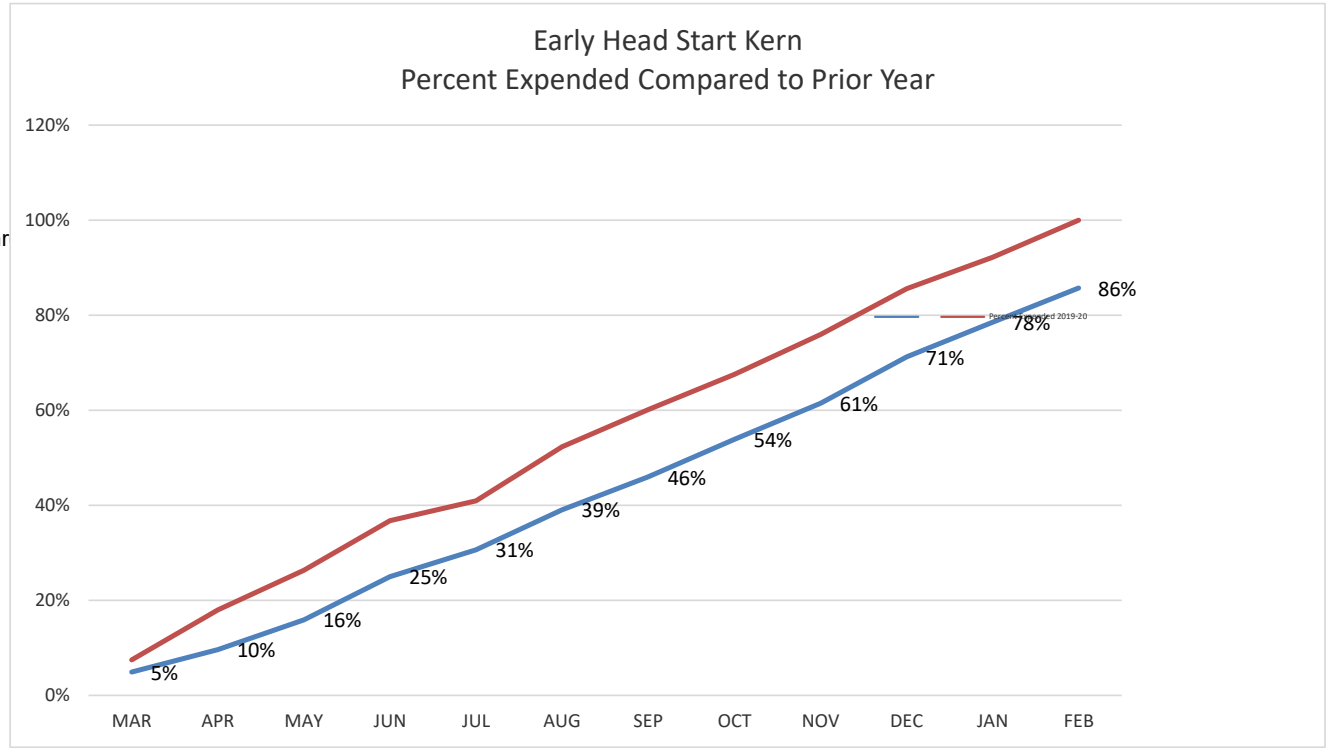
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
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MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: May 19, 2021

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended February 28, 2021 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2020 through February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 59% of the budget. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

Training & Technical Assistance Funds

Overall expenditures are at 14% of the budget.

Carryover Funds

Overall expenditures are at 2% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

COVID Cares Funds

Overall expenditures are at 16% of the budget. The unexpended funds will be carried over into the new budget period.

Non-Federal Share

Non-Federal share is at 36% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - February 28, 2021
Month 12 of 12 (100.0%)

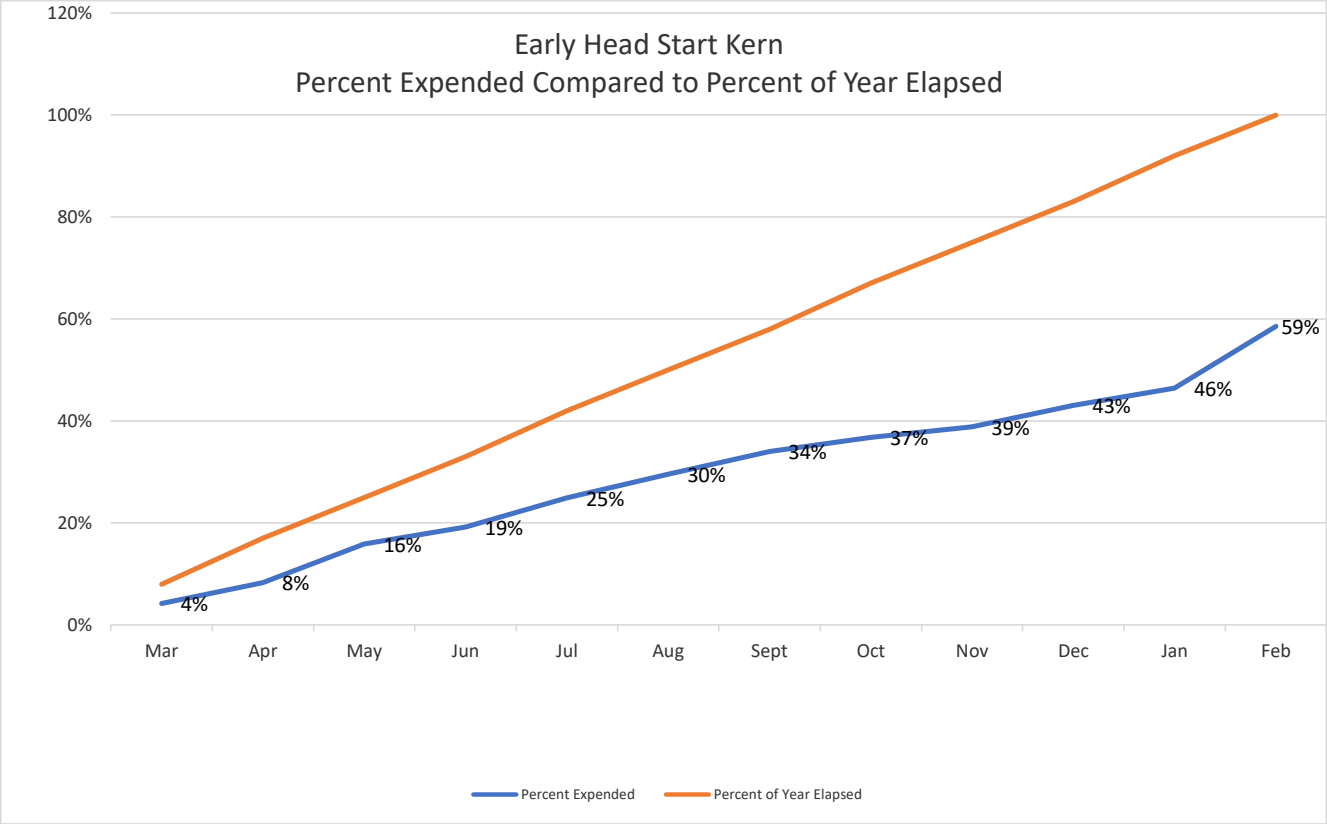
Prepared 5/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	761,292	477,486	283,806	63%	37%
FRINGE BENEFITS	222,791	101,910	120,881	46%	54%
SUPPLIES	28,175	54,890	(26,715)	195%	-95%
CONTRACTUAL	1,030,071	496,868	533,203	48%	52%
OTHER	143,707	152,279	(8,572)	106%	-6%
INDIRECT	212,371	121,411	90,960	57%	43%
TOTAL BASE FUNDING	**2,398,407**	**1,404,844**	**993,563**	**59%**	**41%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	481	15,910	3%	97%
OTHER	29,393	3,725	25,668	13%	87%
INDIRECT	5,107	695	4,412	14%	86%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**7,651**	**48,534**	**14%**	**86%**
CARRYOVER					
SUPPLIES	229,928	29,778	200,150	13%	87%
CONSTRUCTION	566,959	0	566,959	0%	100%
OTHER	565,121	0	565,121	0%	100%
INDIRECT	136,201	2,977	133,224	2%	98%
TOTAL CARRYOVER	**1,498,209**	**32,755**	**1,465,454**	**2%**	**98%**
COVID CARES					
PERSONNEL		7,541	(7,541)		
FRINGE BENEFITS		1,056	(1,056)		
SUPPLIES	91,077	9,096	81,981	10%	90%
OTHER	30,359	1,681	28,678	6%	94%
INDIRECT	12,143	1,904	10,239	16%	84%
TOTAL COVID	**133,579**	**21,277**	**112,302**	**16%**	**84%**
GRAND TOTAL EHS FEDERAL FUNDS	**4,086,380**	**1,466,527**	**2,619,853**	**36%**	**64%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	211,855	376,401	36%	64%
TOTAL NON-FEDERAL	**588,256**	**211,855**	**376,401**	**36%**	**64%**

Budget reflects Notice of Award **#09HP000163-02-02**
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
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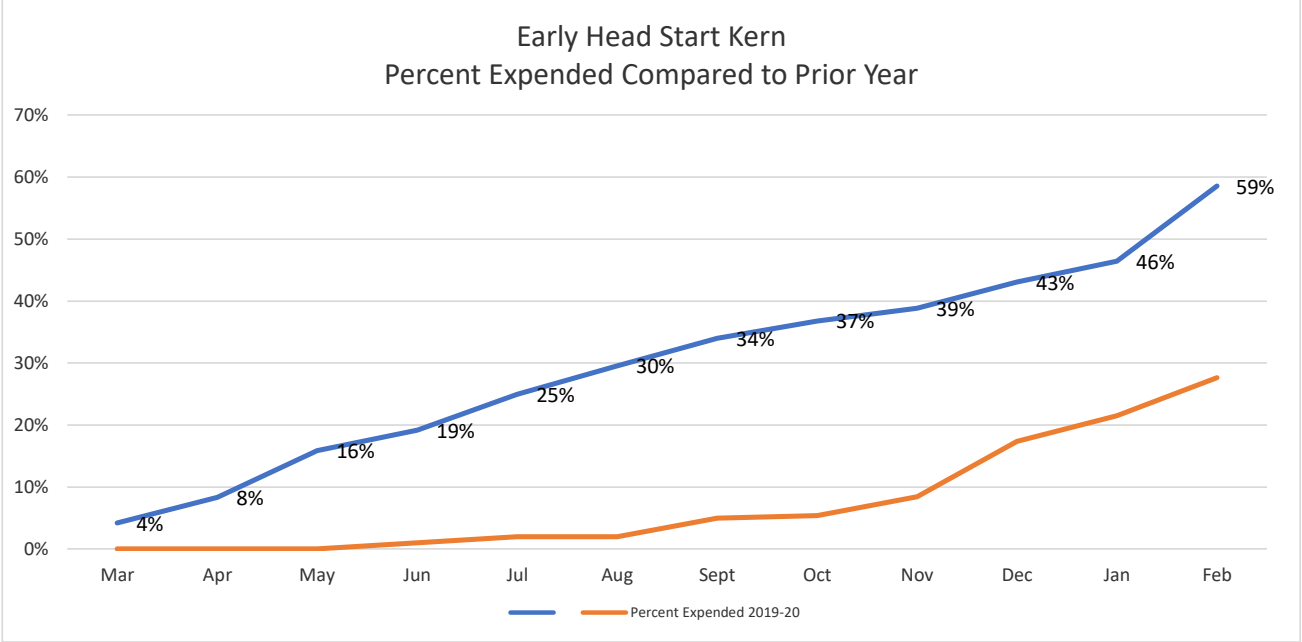
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
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59%
Percent Expended 2019-20

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MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: May 19, 2021

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021 through April 30, 2021. Two months (16.67%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 13% 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 6% of the budget.

Carryover Funds

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

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 38% of the budget. We anticipate additional COVID funding for the 2021-22 budget period, as well.

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

Non-Federal share is at 13% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - April 30, 2021
Month 2 of 12 (16.67%)

Prepared 5/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,880,481	1,203,924	8,676,557	12%	88%
FRINGE BENEFITS	2,712,187	355,580	2,356,607	13%	87%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	66,818	666,621	9%	91%
CONTRACTUAL	148,506	8,057	140,449	5%	95%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	439,554	2,309,271	16%	84%
INDIRECT	1,562,111	207,385	1,354,726	13%	87%
TOTAL BASE FUNDING	**17,785,549**	**2,281,317**	**15,504,232**	**13%**	**87%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	0	41,904	0%	100%
SUPPLIES	23,986	8	23,978	0%	100%
CONTRACTUAL	22,800	2,063	20,738	9%	91%
OTHER	72,752	7,168	65,584	10%	90%
INDIRECT	16,144	924	15,220	6%	94%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**10,162**	**167,424**	**6%**	**94%**

COVID CARES

PERSONNEL		50,077	(50,077)		
FRINGE BENEFITS		47,805	(47,805)		
SUPPLIES	295,335	23,383	271,951		
OTHER	155,558	52,442	103,116		
INDIRECT	46,675	17,297	29,377		
TOTAL COVID CARES	**497,567**	**191,005**	**306,562**	**38%**	**62%**

GRAND TOTAL HS FEDERAL FUNDS	**18,460,702**	**2,484,416**	**15,976,286**	**13%**	**87%**

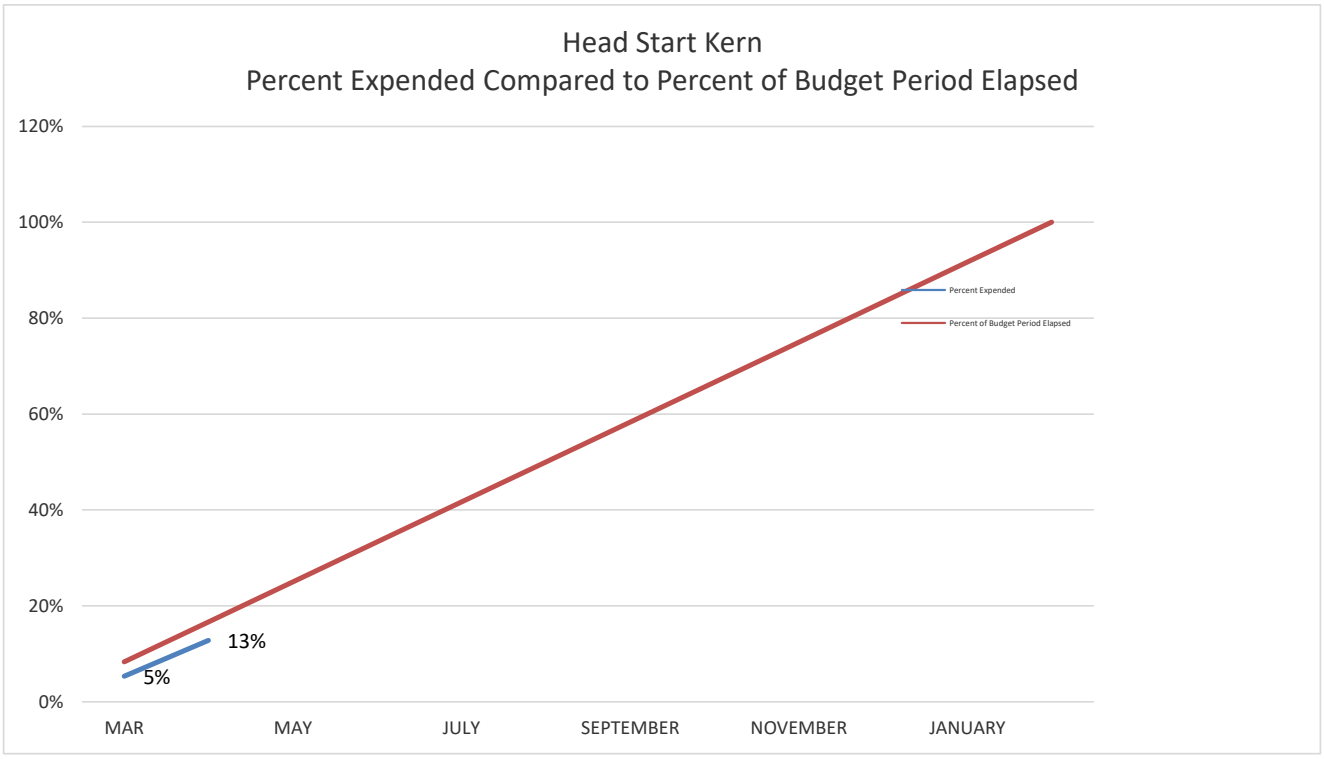
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	238,076	1,329,562	15%	85%
CALIF DEPT OF ED	5,193,619	623,628	4,569,991	12%	88%
TOTAL NON-FEDERAL	**6,761,257**	**861,704**	**5,899,553**	**13%**	**87%**

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021
Administrative Cost for HS and EHS Kern **7.3%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	11,529				**11,529**	5/10/2021
Lowe's	4,135.58				**4,136**	5/12/2021
Smart & Final	605.58				**606**	5/2/2021
Save Mart	883.88				**884**	4/6/2021
Chevron & Texaco Business Card	7,380				**7,380**	5/6/2021
Home Depot	3,745				**3,745**	5/5/2021
	28,279	**0**	**0**	**0**	**28,280**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
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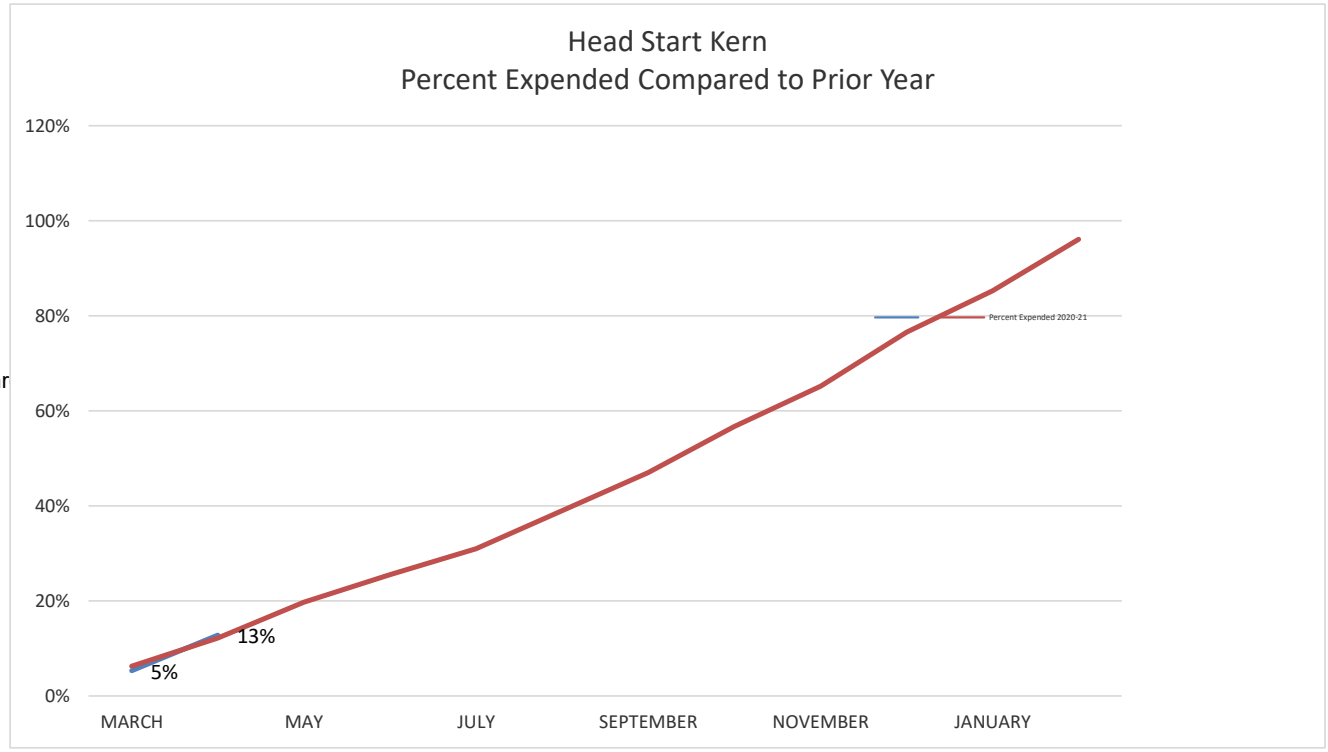
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
13%
5%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
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40%
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0%
MARCH
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NOVEMBER
JANUARY
13%
5%
Percent Expended 2020-21

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: May 19, 2021

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021 through April 30, 2021. Two months (16.67%) of the 12-month budge period has elapsed.

Base Funds

Overall expenditures are at 10% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 3% of the budget.

Carryover Funds

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

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 86% of the budget. We anticipate additional COVID funding for the 2021-22 budget period, as well.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - April 30, 2021
Month 2 of 12 (16.67%)

Prepared 5/13/2021

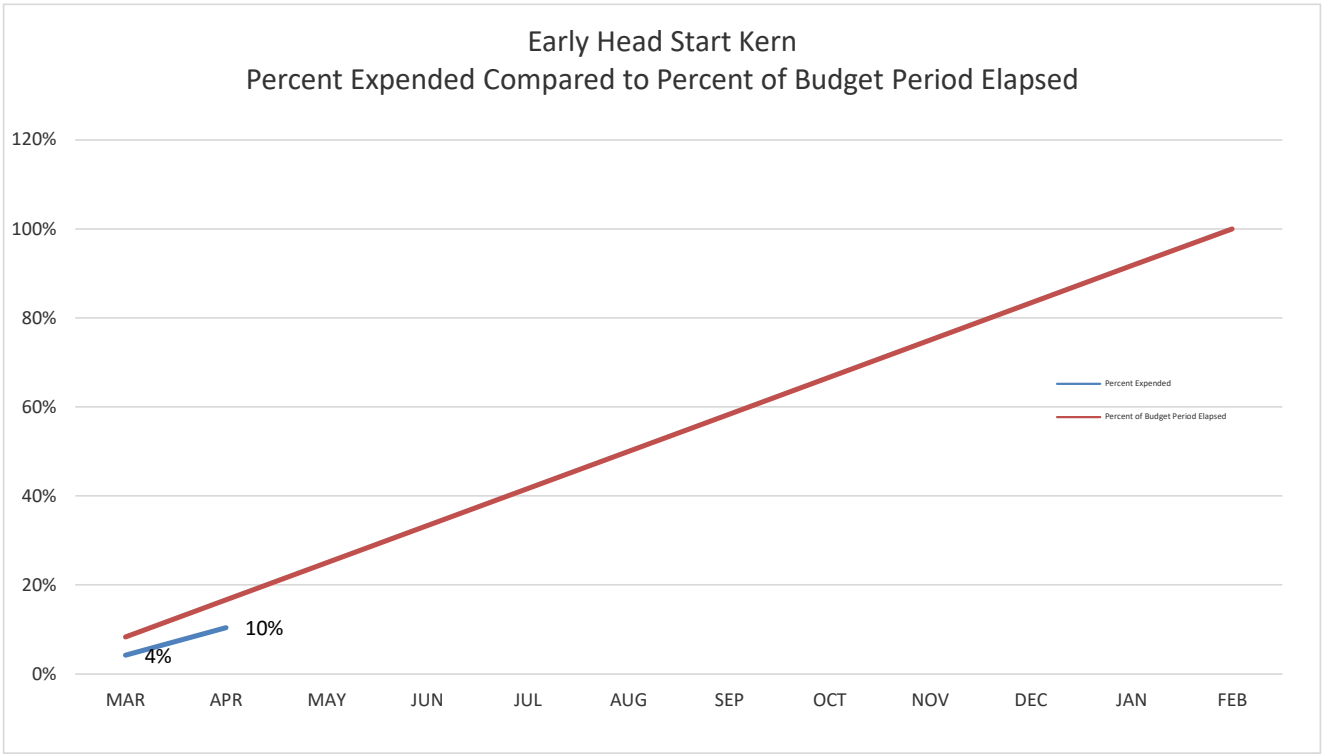
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,960,779	554,152	4,406,627	11%	89%
FRINGE BENEFITS	1,713,661	173,043	1,540,618	10%	90%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	25,751	457,693	5%	95%
CONTRACTUAL	36,432	2,676	33,756	7%	93%
CONSTRUCTION	0	0	0		
OTHER	920,158	87,771	832,387	10%	90%
INDIRECT	798,830	84,339	714,491	11%	89%
TOTAL BASE FUNDING	**8,913,304**	**927,733**	**7,985,571**	**10%**	**90%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	32,253	0	32,253	0%	100%
SUPPLIES	6,807	3	6,804	0%	100%
CONTRACTUAL	11,412	688	10,725	6%	94%
OTHER	102,788	3,709	99,079	4%	96%
INDIRECT	15,326	440	14,886	3%	97%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**4,839**	**163,747**	**3%**	**97%**

COVID CARES					
PERSONNEL		21,944	(21,944)		
FRINGE BENEFITS		26,529	(26,529)		
SUPPLIES	66,921	7,782	59,139	12%	88%
OTHER	18,194	17,481	713	96%	4%
INDIRECT	9,068	7,349	1,719		
TOTAL COVID CARES	**94,182**	**81,086**	**13,097**	**86%**	**14%**

GRAND TOTAL EHS FEDERAL FUNDS	**9,176,072**	**1,014,886**	**8,161,187**	**11%**	**89%**

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
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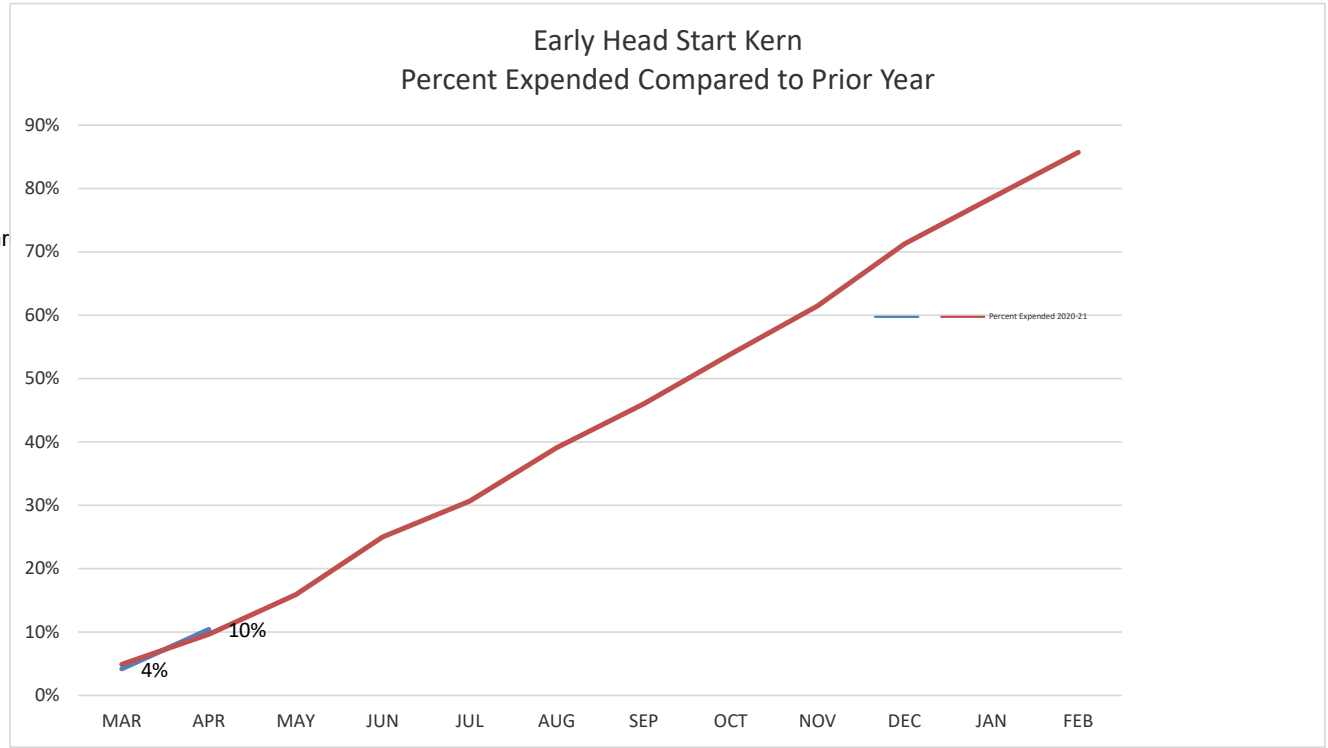
Early Head Start Kern
Percent Expended Compared to Prior Year
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4%
10%
Percent Expended 2020-21

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: May 19, 2021

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021 through April 30, 2021. Three months (25.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 16% of the budget, which is slightly below where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 18% of the budget. The combined personnel and fringe benefit expenses are at 23% of this budget.

COVID Cares Funds

The remaining COVID funding will be carried over into the current budget period. Of the remaining balance overall expenditures are at 85% of the budget.

Non-Federal Share

Non-Federal share is at 21% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

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

Report Period: February 1, 2021 - April 30, 2021

Month 3 of 12 (25.0%)

Prepared 5/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,190,290	508,925	2,681,365	16%	84%
FRINGE BENEFITS	901,803	140,147	761,656	16%	84%
TRAVEL	0	3,431	(3,431)	0%	0%
EQUIPMENT	45,000	0	45,000		
SUPPLIES	130,220	12,730	117,490	10%	90%
CONTRACTUAL	9,500	2,406	7,094	25%	75%
OTHER	720,292	124,001	596,291	17%	83%
INDIRECT	491,989	86,787	405,202	18%	82%
TOTAL	**5,489,094**	**878,427**	**4,610,667**	**16%**	**84%**

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	49,670	10,768	38,902	22%	78%
FRINGE BENEFITS	21,950	5,449	16,501	25%	75%
TRAVEL	3,260	0	3,260	0%	100%
SUPPLIES	6,815	0	6,815	0%	100%
CONTRACTUAL	7,345	0	7,345	0%	100%
OTHER	19,301	2,925	16,376	15%	85%
INDIRECT	10,834	1,914	8,920	18%	82%
TOTAL	**119,175**	**21,056**	**98,119**	**18%**	**82%**

COVID CARES - Carried over from 2020-21

PERSONNEL		14,118	(14,118)	0%	0%
FRINGE BENEFITS		2,543	(2,543)	0%	0%
SUPPLIES	72,943	12,256	60,687	17%	83%
OTHER	24,314	53,321	(29,007)	219%	-119%
INDIRECT	9,726	8,187	1,539	84%	16%
TOTAL	**106,983**	**90,425**	**16,558**	**85%**	**15%**

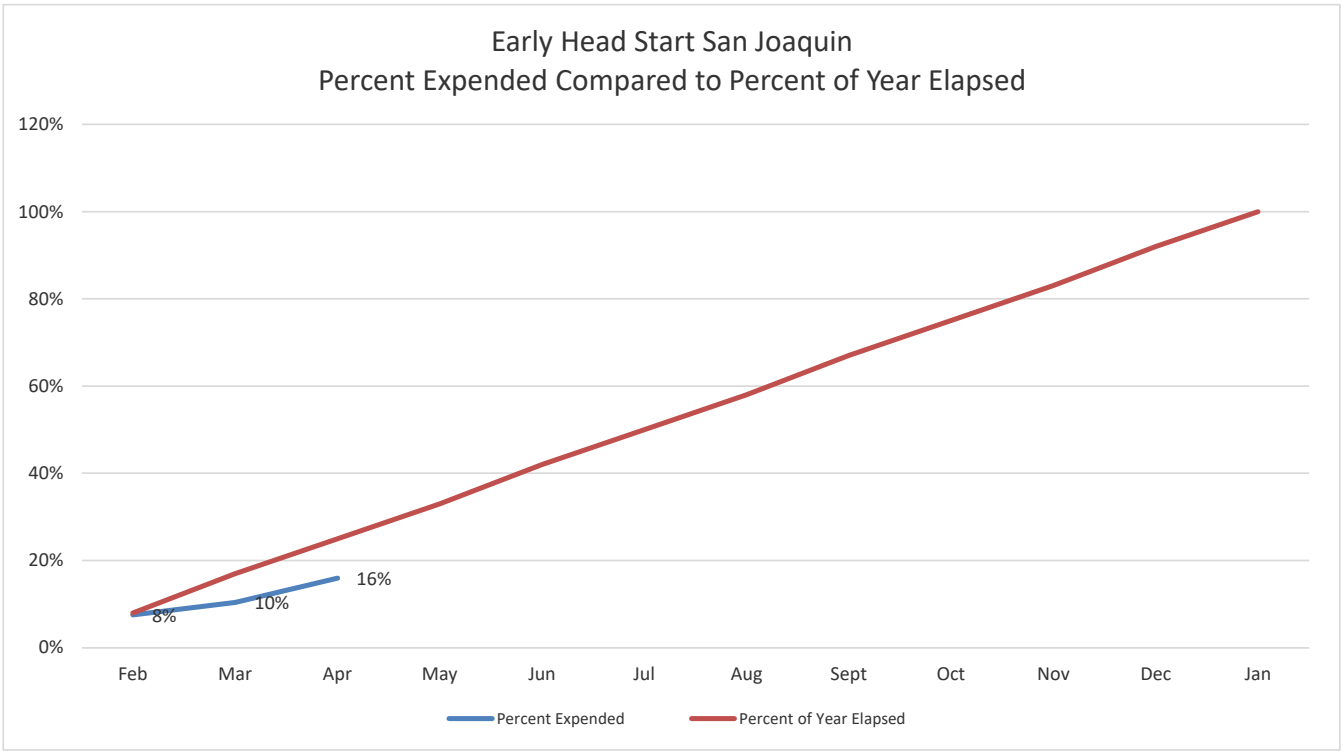
GRAND TOTAL EHS FEDERAL FUNDS	**5,715,252**	**989,908**	**4,725,344**	**17%**	**83%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	286,173	1,060,909	21%	79%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**286,173**	**1,060,909**	**21%**	**79%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	2.7%
Total Administrative Cost	**9.7%**

Budget reflects Notice of Award #09CH011406-02-00

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021


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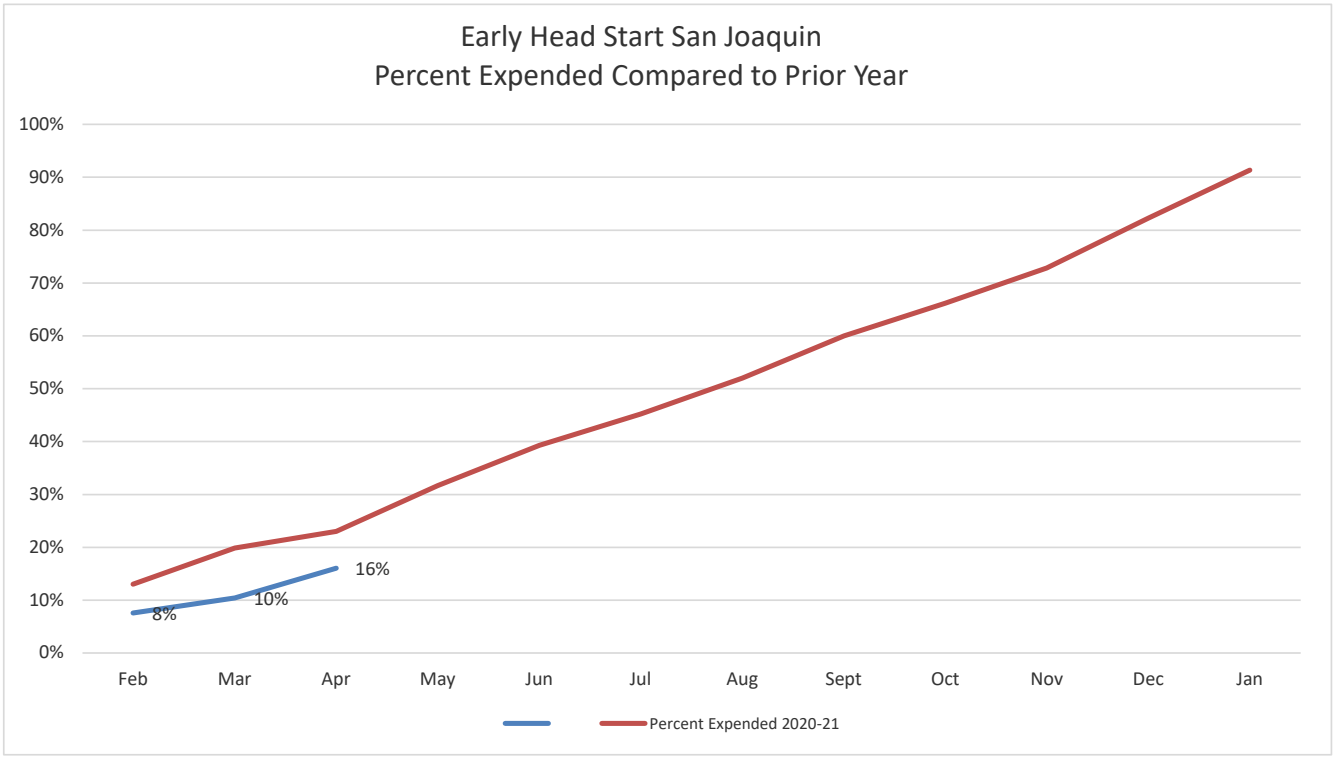
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
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8%
10%
16%
Percent Expended 2020-21

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: May 19, 2021

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended April 30, 2021 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021 through April 30, 2021. Two months (16.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 8% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 0% of the budget.

Carryover Funds

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

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 9% of the budget.

Non-Federal Share

Non-Federal share is at 0% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - April 30, 2021
Month 2 of 12 (16.67%)

Prepared 5/12/2021

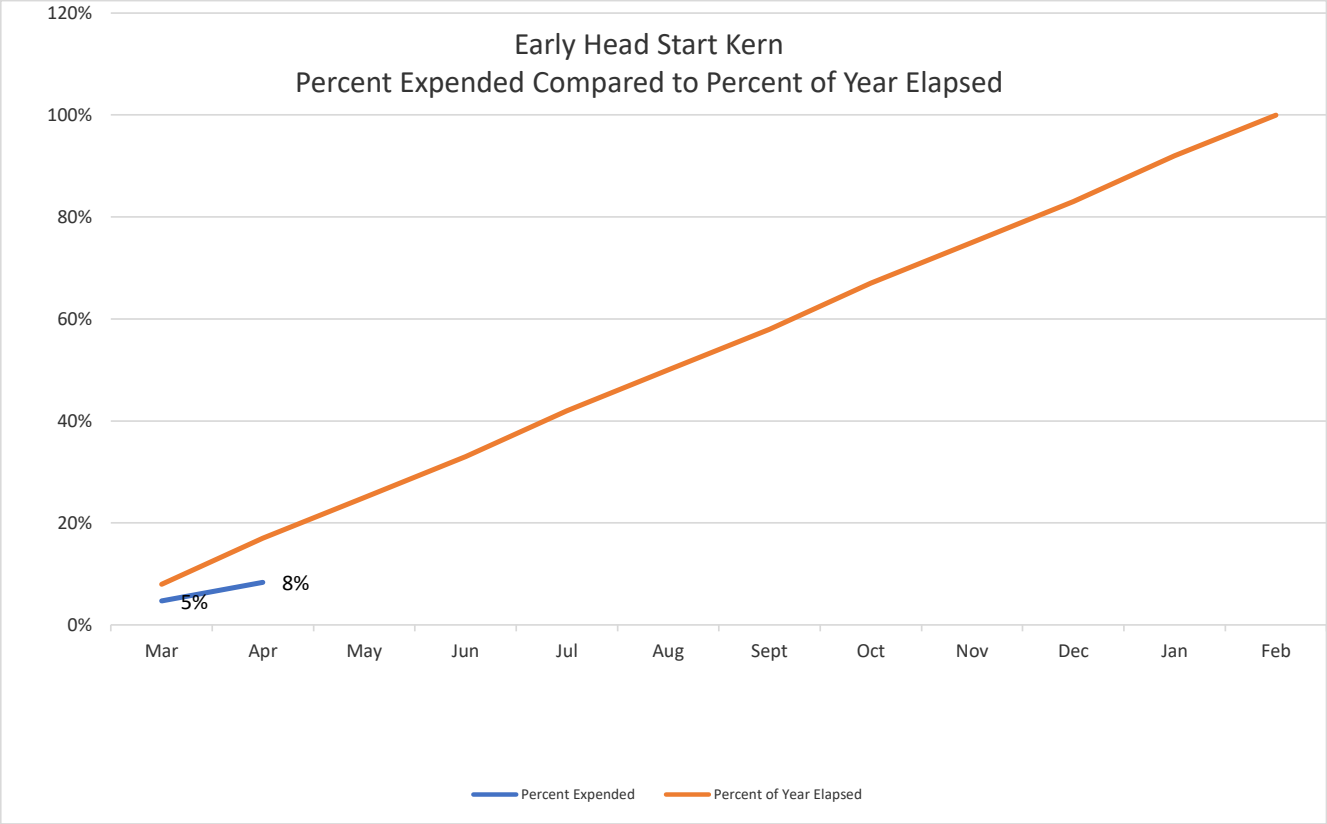
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	658,760	71,001	587,759	11%	89%
FRINGE BENEFITS	179,894	16,274	163,620	9%	91%
SUPPLIES	37,083	2,116	34,967	6%	94%
CONTRACTUAL	1,078,826	33,095	1,045,731	3%	97%
OTHER	231,300	61,451	169,849	27%	73%
INDIRECT	212,544	16,855	195,689	8%	92%
TOTAL BASE FUNDING	**2,398,407**	**200,792**	**2,197,615**	**8%**	**92%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	142	29,251	0%	100%
INDIRECT	5,107	14	5,093	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**157**	**56,028**	**0%**	**100%**
COVID CARES					
PERSONNEL	0	2,277	(2,277)		
FRINGE BENEFITS	0	374	(374)		
SUPPLIES	81,981	6,878	75,104	8%	92%
OTHER	20,082	0	20,082	0%	100%
INDIRECT	10,239	953	9,286	9%	91%
TOTAL COVID	**112,302**	**10,481**	**104,472**	**9%**	**91%**
GRAND TOTAL EHS FEDERAL FUNDS	**4,065,103**	**211,430**	**3,856,324**	**5%**	**95%**

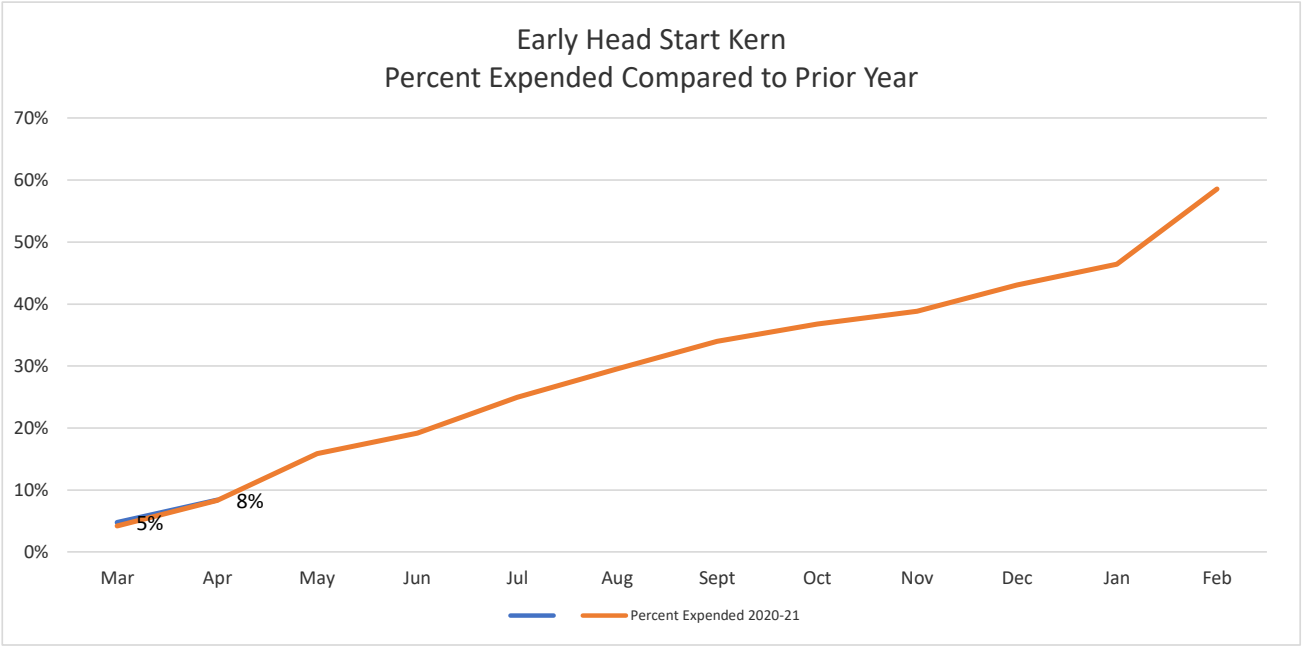
NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	744	587,512	0%	100%
TOTAL NON-FEDERAL	**588,256**	**744**	**587,512**	**0%**	**100%**

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

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
5%
8%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
70%
60%
50%
40%
30%
20%
10%
0%
5%
8%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended 2020-21

MEMORANDUM

To: Budget & Finance Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: Wednesday, May 19, 2021

Subject: *Agenda Item 4(b)*: PG&E Public Safety Power Shut-off Contract – **Action item**

Pacific Gas and Electric Company (PG&E) seeks to work with Community Action Partnership of Kern to provide mitigation resources to customers located in High Fire Threat Districts that may be impacted by a Public Safety Power Shutoff (PSPS) or other emergencies to provide people with access to a source of food replacement. PG&E would like to work with CAPK to promote available resources as well as provide PSPS emergency preparedness and other critical customer information. PG&E will provide guidance on prioritizing deployment of resources in specific geographic areas based on forecasted conditions and/or wildfire footprint.

The main expectation of CAPK is to provide food distribution during and three days after PSPS events, share PG&E PSPS emergency preparedness, education materials, and other relevant information with customers, and have a designated point of contact to facilitate communication and coordination of services. PG&E will provide CAPK with flexibility in the food items that are distributed to customers. CAPK will provide one box of food per family to supplement food loss due to a PSPS event/wildfire. Households will be vetted to ensure they reside in an area impacted by a recent PSPS event/wildfire. If an emergency or PSPS event falls on a weekend, CAPK is required to have a representative available to contact to coordinate plans to help provide resources.

Total funding for this project is estimated to be $306,000. This funding would cover a maximum of 9 events and serve 850 families per event. This will be a reimbursement project where CAPK invoices PG&E within 3 days of the PSPS event end, at the rate of $40 per box distributed. The $40 will cover the cost of food plus operating cost incurred in the delivery of the food boxes. Indirect costs are not allowed for this project.

The Food Bank is in the process of procuring food to build 1000 boxes to have ready for distribution and ensure a prompt response to a PSPS event. This project will operate until December 31, 2021.

This project is in alignment with CAPK Strategic Goal 3, that provides a general understanding of CAPK which drives people to access and support the efforts of the organization.

Recommendation:
Staff recommends the Board approve the contract with Pacific Gas and Electric and authorize the Chief Executive Office to execute the contract and all related documents.

Attachment:
PG&E contract

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Contract (Service Provider Short Form)

This is a Contract for Services between the below named Service Provider, a California nonprofit corporation, and Pacific Gas and Electric Company ("PG&E"), a California corporation with its headquarters located at 77 Beale Street, San Francisco, California 94105.

Service Provider's Legal Name:	COMMUNITY ACTION PARTNERSHIP OF KERN	**PG&E Contract No. C28630**
Service Provider's Address:	5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	**This Contract consists of 35 pages**.

Project Name: PSPS FOOD SERVICE PROGRAM

Job Location: PG&E AUTHORIZED LOCATION(S)

WORK: -Service Provider shall, at its own risk and expense, perform the Work described in this Contract and furnish all labor, equipment, and materials necessary to complete the Work as summarized below and as more fully described in Attachment 2, Statement of Work. This is a non-exclusive Contract. This Contract does not guarantee Service Provider any Work nor is there any guarantee as to any volume or duration of Work.

Service Provider shall provide food distribution for replacement during and immediately following PSPS events and important safety messaging to their customers.

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ATTACHMENTS: The following documents attached to this Contract and the attached Exhibits in the Contracts terms and conditions are all part of this Contract and incorporated herein by this reference:

Attachment 1 - Short Form Terms and Conditions for Services, 28 Pages

Attachment 2: Statement of Work, 5 Pages

CONTRACT TERM:	This Contract is effective upon signature by both parties and expires on December 31, 2021**.**
COMPLETION:	Service Provider shall commence Work when directed to do so by PG&E. Work shall be completed by the completion date of December 31, 2021. Time is of the essence.
INSURANCE:	Service Provider shall maintain insurance in accordance with the Insurance Requirements in Attachment 1, Short Form General Conditions for Service Provider.
TERMS OF PAYMENT:	Terms of Payment are In accordance with the Billing and Payment provision of Attachment 1, Short Form General Conditions for Service Provider.

CONSIDERATION: As full consideration for satisfactory performance of the Work by Service Provider, PG&E's total obligation to Service Provider shall not exceed the following amount. This amount is exclusive of all taxes incurred in the performance of the Work. Any change to this amount shall only be authorized in writing by a PG&E Contract Change Order, fully executed by both PG&E and Service Provider.

TOTAL: NOT TO EXCEED $306,000.00 USD

THE PARTIES, BY SIGNATURE OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY AGREE TO THE TERMS OF THIS CONTRACT.

PACIFIC GAS AND ELECTRIC COMPANY		**Service Provider: COMMUNITY ACTION PARTNERSHIP OF KERN**	
Signature		**Signature**	
Name	Sydni Self	**Name**	Jeremy Tobias
Title	Sourcing Specialist, Senior	**Title**	Chief Executive Officer
Date		**Date**	

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ADMINISTRATION			
PG&E Negotiator	Sydni Self	**Service Provider Representative**	Pritika Ram
Phone	925-328-5148	**Phone**	661-304-6959
Email	sydni.self@pge.com	**Email**	pram@capk.org

Accounting Reference	*CONTRACT: C28630* *ORDER NUMBER: 8196316*	
PG&E Work Supervisor:	Navjit Gill	**Phone:** 530-634-6493
INVOICE INSTRUCTIONS: Service Provider shall send invoices for each payment when due, showing the Contract number, to: PACIFIC GAS AND ELECTRIC COMPANY	**Send ORIGINAL Invoice to:**	PG&E Accounts Payable* PO Box 7760 San Francisco, CA 94120-7760
	Send COPY of Invoice to:	Navjit Gill Navjit.Gill@pge.com
	For information regarding invoice status, call PG&E's Paid Help Line at (800) 756-PAID (7243). ***Note**: Service Provider using PG&E's electronic invoicing system do not need to mail a copy of the invoice to PG&E Accounts Payable.	

INTERNAL PG&E USE ONLY		
Distribution Date		
Distribution of Copies	SAP Contracts ("35" series): Send an executed copy to Document Services, Mail Code N5D, 245 Market St., S. F. (If buyer has access in SAP to upload documents, then it is not necessary to send a copy to Document Services.)	Send an executed copy to the Service Provider.
	Work Supervisor	Manager
	Invoice Approver	Supervisor
	V.P.	Sourcing/ Purchasing
	Director	Law
	Other	Other
	Other	Other

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Contract for Services
Attachment 1
Short Form Terms and Conditions for Services

1. INDEPENDENT CONTRACTOR. Service Provider ("**SP**," also referred to as "**Contractor**" in the attached exhibits), is an independent contractor, and all persons hired by SP in connection with this Contract are employees of SP and are not for any reason employees or agents of PG&E.

2. **NON-EXCLUSIVE CONTRACT**. THIS IS NOT AN EXCLUSIVE CONTRACT.AND DOES NOT GUARANTEE THE SP ANY WORK NOR IS THERE ANY GUARANTEE AS TO ANY VOLUME OR DURATION OF WORK.

2. AMENDMENTS; NON-WAIVER. No modification or change to this Contract, or waiver of any breach shall be binding or affect any other provision to be enforced, unless expressly written in a Change Order signed by each Party.

3. SUBCONTRACTS. SP will only enter into subcontracts ("**Subcontracts**") with PG&E's written approval which shall not relieve SP of its obligations to PG&E under this Contract. The provisions and obligations of this Contract shall apply to any and all Subcontractors, and SP is responsible to PG&E for any damages arising from Subcontractors. This Contract does not create any contractual relationship between a Subcontractor and PG&E.

4. BILLING AND INVOICING

4.1 Billing. (a) Time and Material: Monthly invoices shall be submitted for time and materials according to the Contracts specified billing rates. **(b) Lump Sum and Unit Price Work**: Monthly Invoices shall be submitted upon completion and final acceptance of the specified Contract milestones and/or deliverables for such work performed.

4.2 Expenses. Reimbursable expenses shall be reasonable, ordinary, necessary and billed to PG&E at SP's actual cost. Air travel costs within or outside of the USA will be reimbursed at coach fare rates and all rental car costs at subcompact rates. Mileage will be at the current IRS rate.

4.3 Invoices. Invoices must be submitted in accordance with the Contract requirements and include the purchase order number and applicable purchase order line item number(s). All timelines for payment of invoices run from the date a correct invoice is received by PG&E's Accounts Payable Department at the following address: PO Box 7760, San Francisco, CA 94120-7760. **INVOICES SUBMITTED TO ANY OTHER OFFICE, LOCATION OR ADDRESS, INCLUDING A LOCAL PG&E OFFICE OR THE DEPARTMENT IN CHARGE OF THE WORK, ARE NOT CONSIDERED RECEIVED FOR PAYMENT PURPOSES.**

5. PAYMENT TERMS.

The payment terms for this Contract are Net 30. All timelines are calculated from the date a correct invoice is received and accepted by PG&E's Accounts Payable Dept. referenced above in SF.

5.1 Final Invoice. The final invoice shall be marked "FINAL" and must be received within 60 calendar days after completion of the Work. PG&E will not be liable for payment of any late invoices received beyond such 60 day period.

6. ADDITIONAL WORK AND CHANGES IN WORK

6.1 PG&E Required Approval For Additional Work. SP shall not proceed with any additional work ("**Work**") until it receives written authorization, or a Change Order signed by PG&E. SP AGREES THAT ALL COSTS FOR ANY SUCH ADDITIONAL WORK MODIFICATION OR CHANGE INCURRED WITHOUT THE PRIOR WRITTEN APPROVAL OF PG&E'S REPRESENTATIVE AUTHORIZED TO APPROVE SUCH CHANGE ORDER SHALL BE AT SP'S SOLE RISK AND EXPENSE.

7. SAFETY

7.1 Importance of Safety. Safety is of paramount importance and SP is responsible for Work being done in a safe manner. SP will plan and conduct Work, and require all Subcontractors do the same in accordance with SP's safety program and all applicable local, state and federal rules, regulations, codes, and ordinances to safeguard persons and property from injury. SP will provide training to its employees and Subcontractors to inform them of the foregoing safety, health rules and standards. If PG&E observes SP, or any of its Subcontractors, performing Work in an unsafe manner, PG&E shall have the right (but not obligation) to stop the Work until SP takes corrective action to render it safe.

7.2 Contractor Safety Program. SP represents and warrants it will perform all applicable Work, and cause all Subcontractors to perform all applicable Work, in compliance with PG&E's Contractor Safety Program Standard Contract Requirements (CSPSC), as may be modified. The CSPSC requirements are at: www.pge.com/contractorsafety and are hereby incorporated by reference into this Contract. SP's failure to comply with PG&E's CSPSC requirements shall be immediate cause for termination under this Contract. Notwithstanding the above, SP is the "controlling employer" defined under Cal OSHA and will remain responsible for all fines and liability arising from violation of PG&E's CSPSC Requirements and applicable law.

7.3 Safety Precautions and Protection of Property. SP shall plan and conduct its Work to safeguard persons and property SP shall direct performance of Work in compliance with reasonable safety and work practices and applicable federal, state and local laws, rules and regulations, including but not limited to, "Occupational Safety and Health Standards" promulgated by the U.S. Secretary of Labor and the California Division of Occupational Safety and Health. PG&E may designate safety precautions in addition to those in use or proposed by SP. PG&E reserves the right to inspect the Work and to halt Work to ensure compliance with safe work practices and with applicable federal, state, and local laws, rules and regulations. Neither the requirement that SP follow said practices and applicable laws, rules and regulations, and any special instructions given by PG&E nor the adherence thereto by SP shall relieve SP of the responsibility to maintain safe and efficient working conditions.

8. WARRANTY.

8.1 General. SP warrants to PG&E the Work shall be performed with the degree of skill and care required by current, good and sound professional procedures and practices, and in conformance with generally accepted professional and industry standards prevailing at the time the Work is performed. This is to ensure the Work is correct and appropriate for the purposes contemplated, SP shall use appropriate numbers of personnel with suitable training, education, experience and skill to perform the Work.

8.2 **Personal Information**. SP represents and warrants that all personal information as defined in California Civil Code Section 1798.140(o)(1) that SP acquires from third parties other than PG&E in order to provide Work or products has been acquired in compliance with all laws applicable to such

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personal information, including any required consumer consent to use of the personal information for the purposes of the Work or products provided to PG&E under the Contract.

8.3 Workmanship. If equipment, materials and parts are furnished by SP, whether or not manufactured, shall be of the kind and quality described, free of defects in workmanship, material, design, and title, be of good and merchantable quality, and fit for their intended purpose. SP shall repair or replace at SP's expense any part of the Work that develops defects due to faulty material or workmanship within one year after placed in service. Neither acceptance nor payment shall relieve SP from liability under the indemnity clause or any of the guarantees contained in or implied by this Contract.

8.4 Training Records: SP shall maintain records demonstrating that its personnel have completed training and any associated assessments required by law, regulation, certifying organization, or PG&E, required to perform Work under this Contract. SP shall also maintain copies of certificates, licenses, and other materials demonstrating its personnel are qualified to safely and correctly complete the Work. Training and qualification records must be provided in 48 hours of PG&E's request.

9. INTELLECTUAL PROPERTY

9.1 Ownership and Use and Reproduction Rights. PG&E shall own all data, reports, information, manuals, computer programs or any other written, recorded, photographic or visual materials, or any and all other deliverables produced in the performance of this Contract (Deliverables). SP shall retain no ownership, interest, or title in the Deliverable except as otherwise expressly provided. If SP retains any preexisting rights in any materials furnished, SP hereby grants to PG&E the irrevocable, perpetual, non-exclusive, worldwide, royalty-free right and license to (i) make, use, execute, reproduce, display, perform, distribute copies of, and prepare derivative works based upon such preexisting rights and derivative works in connection with PG&E's business and (ii) authorize others to do all of the foregoing in connection with PG&E's business. SP must expressly identify its ownership in materials it provides

9.3. Royalties and License Fees. Royalties, license fees or other charges for SP's intellectual property or rights, such as designs, processes, machinery, equipment, technology, published or unpublished data, or other materials furnished by SP shall be included in the Contract price.

9.4 Use of PG&E Property. All records, reports, computer programs, written procedures and similar materials, documents or data, in whatever form, provided by PG&E for SP's use in the performance of Work under this Contract shall remain the confidential property of PG&E and be returned or destroyed immediately upon completion of the Work or earlier upon the written request of PG&E.

9.5 Third Party Licenses. SP represents and warrants, its personnel and subcontractors, shall comply with all third party licenses, terms of use, policies and procedures that govern third party materials SP makes available to PG&E.

9.6 No Publicity. SP shall not include PG&E's name, this Contract, or PG&E's purchase or use of any products or services in SP's published customer list or other publications or media, without PG&E's written consent. PG&E maintains anti-endorsement policy and will not endorse and/or recommend, SP service or products.

10. CONFIDENTIALITY AND SECURITY

10.1 Confidentiality. SP shall not disclose certain PG&E, Customer, consumer, household and/or employee commercial or personal information (collectively, "Confidential Information," as defined below) or otherwise make it available to any other person, including any affiliate of PG&E that produces energy or energy-related products or services, without the prior PG&E written approval. SP also agrees it shall not collect, use, retain or disclose personal information as defined in California Civil Code Section 1798.140(o)(1) for any purpose other than for the specific purpose of performing the Work or providing products under this Contract. SP represents, certifies and warrants, to take action to comply with these restrictions and not to sell personal information as defined in California Civil Code 1798.140(o)(1) under any circumstances. In addition, SP when handling PG&E Confidential Information shall comply with **Exhibit DATA-A** (Confidentiality and Data Security). "**Confidential Information**" shall mean:

(a) the Customer's account information and information relating to their facilities, equipment, processes, products, specifications, designs, records, data, software programs, Customer identities, marketing plans or manufacturing processes or products,

(b) information about PG&E employees and business operations, technological practices, ratemaking, legislative matters, reports, strategies, analysis, specifications, designs, records, data, software programs, finances, computer models, trade secrets, and other related documentation or information related to PG&E, its parent company, subsidiaries, affiliates, third parties, suppliers;

(c) any confidential information of any third party disclosing such confidential information to PG&E or SP in the course of such third party's engagement, business, or other relationship with PG&E or its parent, subsidiary, or affiliated companies,

(d) Personal information as defined in California Civil Code 1798.140(o)(1), and

(e) PG&E Data as defined in **Exhibit DATA-A.**

SP represents, certifies and warrants that it understands and will comply with the restrictions in this Section 10.1 and that SP has no intent or reason to believe it will violate these restrictions. Upon PG&E's request and in PG&E's sole discretion, SP will delete or destroy any Confidential Information obtained from PG&E, in performing the Work or providing products, unless SP documents it is lawfully prohibited from deleting or destroying such Confidential Information.

10.2 If SP is uncertain whether certain information is Confidential, SP shall treat that information as Confidential Information. SP agrees to implement and maintain reasonable security procedures and practices to protect the unauthorized disclosure, destruction, and/or use of the Confidential Information. The requirements of **Exhibit DATA-A,** Confidentiality and Data Security, and **Exhibit B-NDA**, Non-Disclosure and Use of Information Agreement, applies to each of the SP's employees and Subcontractors and handling such applicable PG&E Confidential Information. SP agrees prior to its employees and/or Subcontractor's receiving such PG&E Confidential Information, it will ensure they first execute a copy of the attached **Exhibit B-NDA.** Each of **Exhibits DATA-A and Exhibit-B-NDA** are hereby incorporated by this reference and made part of this Contract.

10.3 Security. SP hereby represents, warrants and covenants to PG&E that the Work, including any hardware,

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software, firmware, equipment and other Deliverables, does not and will not contain or make available any Malicious Code, defined as any malicious or unauthorized code, scripts, routines or techniques (including without limitation any virus, spyware, ransomware or other malware) that is designed to erase data or programming, or infect, impair, modify, record, take control of, disrupt, damage, destroy, disable, shut down or permit or cause unauthorized access to or misuse of a computer system or any component thereof. Without limiting any of PG&E's rights and remedies with respect thereto (all of which are expressly reserved), if SP detects or is made aware of Malicious Code in the Work, SP shall notify PG&E immediately, remove such Malicious Code, remediate the effects of such Malicious Code, and restore any lost or corrupt data.

10.3.1 Cyber Protection for Programmable Devices. The following requirements apply to any deliverables under this Contract containing software, firmware, microcode or other programmable features. These requirements apply on a continuing basis for the longer of five years and the expected service life of the deliverables as disclosed by SP in its product descriptions (the "**Service Life"**).

10.3.2 Malicious Code. SP hereby represents, warrants, and covenants to PG&E that upon delivery of the Deliverables they will not contain or make available any Malicious Code. Without limiting any of PG&E's rights and remedies with respect thereto (all of which are expressly reserved), if SP detects or is made aware of Malicious Code in the Deliverables during the Service Life, SP shall immediately notify PG&E. If the Deliverables are not yet in use, SP shall remove such Malicious Code, remediate its effects and certify the Malicious Code has been removed. If the Deliverables are in use by PG&E, SP shall assist PG&E to remove the Malicious Code in accordance with the Section below titled "Security Updates and Support."

10.3.3. Cybersecurity Specifications. SP hereby represents, warrants, and covenants that the deliverables comply with the cybersecurity features and functions, if any, described in the associated specifications.

10.3.4. Security Vulnerabilities and Tests. SP acknowledges that the Deliverables may be subject to security testing by PG&E or its security testing consultants before the Deliverables are accepted and at any time during their Service Life. If the Deliverables are integrated with products supplied by third parties, the third-party suppliers may also be involved in the testing process. SP shall fully cooperate in the conduct of such tests. If requested by PG&E, such cooperation shall include: (i) providing source code and other documentation (which PG&E shall use solely for testing purposes), and (ii) providing a representative with suitable technical expertise to participate in the tests. The conduct and results of the tests, including any security vulnerabilities identified in the course of the tests, shall be PG&E Confidential Information. Any security vulnerabilities that are identified in such tests shall be resolved in accordance with the following Section, titled Security Updates and Support.

10.3.5 Security Updates and Support. SP shall maintain a technical support line with access to PG&E so that any security-related issues can be addressed promptly. SP shall notify PG&E without delay if SP detects or is made aware of any Malicious Code or security vulnerability in the Deliverables during their Service Life. If Malicious Code or security vulnerability is identified during the Service Life, SP shall provide an update or revision to the Deliverables to remove the Malicious Code and/or cure the vulnerability (a "**Security Patch**") as soon as possible and at no charge to PG&E. SP shall assist PG&E to implement the Security Patch if requested by PG&E and shall reimburse PG&E for the cost of implementing the Security Patch.

11. INDEMNIFICATION. SP shall indemnify, defend and hold harmless PG&E, its affiliates, subsidiaries, directors, officers, parent company, agents, and employees against all loss, damage, expense and liability resulting from injury to or death of person, including, but not limited to, employees of PG&E or SP (including its Subcontractor's); or damage to property, including, but not limited to, property of PG&E or SP (including its Subcontractors), violations of law, including but not limited to local, state, and federal common law, statute and regulation; strict liability imposed by any law or regulation; or a breach of confidentiality or data security requirements, which arise out of or are in any way connected with the performance of this Contract, however caused, regardless of any negligence of PG&E, whether active or passive, excepting only such injury, death or property damage as may be caused by the sole negligence or willful misconduct of PG&E. SP shall, on PG&E's request, defend any lawsuit or claim asserting a claim that may be covered by this indemnity. SP shall pay all costs incurred by PG&E in enforcing this indemnity, including reasonable attorney's fees.

11.1 Infringement Protection. SP represents the Deliverables, materials to be prepared and/or provided under this Contract will not infringe upon or otherwise violate the proprietary or intellectual property rights of any person or entity. SP agrees to indemnify and hold PG&E, its parent company, subsidiaries and/or affiliates, harmless from and against any and all liabilities, costs and damages arising out of any such infringement, and from any suit, demand or claim made alleging any such infringement or violation. SP further agrees to pay any judgment or reasonable settlement offer resulting from a suit, demand or claim, and pay any reasonable attorney's fees incurred by PG&E.

12. TAXES AND CERTAIN PAYMENTS. SP represents and warrants that it will withhold any and all taxes, which are required to be withheld under applicable law with respect to payments to persons hired by SP who perform Work for PG&E. SP shall indemnify and hold harmless and defend PG&E **(a),** on an after-tax basis, for any liability incurred by PG&E resulting from SP's failure to institute any such required withholding ,and in addition (b) any liability incurred by PG&E as a result of SP's delay or failure to pay any (i) any Subcontractor, including but not limited to, any demands for payment, invoices, liens or other consideration due or allegedly due; or (ii) delay or failure to pay any employees, laborers, or other personnel of SP related to any compensation, monies, wages, benefits or other payment or consideration due or allegedly due.

13. INCIDENTAL AND CONSEQUENTIAL DAMAGES. PG&E SHALL NOT BE LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUES OR PROFITS, COMMITMENTS TO SUBCONTRACTORS, RENTAL OR LEASE AGREEMENTS, AND PERSONAL SERVICE CONTRACTS, REGARDLESS OF WHETHER PG&E IS NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES.

14. INSURANCE. SP shall maintain the following insurance coverage during the Contract and is responsible for its Subcontractors maintaining the same coverage.

14.1 Workers' Compensation and Employers' Liability. Workers' Compensation insurance complying with any applicable labor codes, acts, laws or statutes, state or federal, where SP performs work. Employers' Liability insurance shall not be less than $1,000,000 for injury or death per occurrence.

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If there is an exposure of injury to SP's, Subcontractors' or suppliers' employees under the U.S. Longshoreman and Harbor Workers' Compensation Act, Jones Act or under laws, regulations or statutes applicable to maritime employees, or under the Federal Employers Liability Act, coverage shall be included for such injuries or claims.

14.2 Commercial General Liability. Coverage shall be at least as broad as the Insurance Services Office (ISO) Commercial General Liability Coverage occurrence form, with no coverage deletions. The limit shall not be less than $1,000,000 -per occurrence for bodily injury, property damage and personal injury. If coverage is subject to a general aggregate limit, this aggregate limit shall be twice the occurrence limit. Coverage shall **(a)** By "Additional Insured" endorsement add as insureds PG&E, its directors, officers, agents and employees with respect to liability arising out of work performed by or for the SP; and **(b)** Be endorsed to specify that the SP's insurance is primary and that any insurance or self-insurance maintained by PG&E is in no way available for contribution.

14.3 Business/Personal Auto. Coverage shall be as broad as the Insurance Services Office (ISO) Business Auto Coverage covering Automobile Liability code 1 "any auto." The limit for Business Auto shall not be less than $1,000,000 each accident for bodily injury and property damage. **The limit for Personal Auto shall not be less than the minimum limits set forth by the Department of Motor Vehicles, but no less than $300,000 each accident.**

14.4 Professional Liability Insurance. Errors and Omissions Liability insurance if appropriate for the SP's profession. Coverage shall be for a professional error, act or omission arising out of the scope of services shown in the Contract. The limit shall not be less than $1,000,000 each claim/$2,000,000 aggregate.

14.5 Cyber Security and Privacy Liability Insurance.

(a) SP shall obtain and maintain cyber risks insurance providing coverage for at least the following perils and losses: (i) unauthorized use of or access to a computer system containing or giving access to PG&E confidential information; (ii) defense of any regulatory action involving a breach of privacy in connection with PG&E confidential information; (iii) failure to protect PG&E confidential information from disclosure; and (iv) costs of notifying affected individuals and providing credit monitoring for up to one year, whether or not required by applicable law.

(b) The policy(s) limits of liability shall be at least $10,000,000 per occurrence and $10,000,000 in the aggregate. Any self-insured retention is subject to the prior written approval of PG&E.

(c) PG&E, its affiliates, subsidiaries, parent company, and PG&E's directors, officers, agents and employees shall be named as additional insureds under this policy. If the policy includes a "blanket endorsement by contract," the following language added to the certificate of insurance will satisfy PG&E's additional insured requirement: "PG&E, its affiliates, subsidiaries, and parent company, and PG&E's directors, officers, agents and employees with respect to liability arising out of the work performed by or for the SP are additional insureds under a blanket endorsement."

14.6 Insurance Other Requirements. SP shall have all insurance in place before beginning any Work. Upon PG&E's request, SP shall furnish certificates of insurance, declaration pages and endorsements of all required insurance. Certificates of insurance and endorsements shall be signed and submitted by authorized personnel that issue certificates of insurance and endorsements on the insurer's behalf. The insurer shall deliver notification to PG&E in accordance with the policy provisions if any of the above-described policies are cancelled before the stated expiration date. PG&E may inspect the original policies or require complete certified copies at any time. The minimum liability insurance requirements established in this Contract are not a representation by PG&E that the insurance limits are sufficient, nor do these requirements in any way limit SP's liability under this Contract. Also upon PG&E's request, SP shall furnish PG&E the same evidence of insurance for its Subcontractors as PG&E requires of SP.

15. TERMINATION OR CANCELLATION OF CONTRACT. PG&E may suspend, terminate or cancel the Contract upon written notice to SP. If PG&E cancels or terminates for cause, PG&E shall be liable to SP only for compensation earned on the services satisfactorily performed as of the date of termination. If PG&E cancels or terminates for its own reasons, PG&E will compensate SP for costs reasonably incurred by SP in terminating its operation. In no event will SP be entitled to payment for lost or anticipated profits or overhead. . SP shall not enter into any agreements, commitments or Subcontracts which would incur cancellation costs without prior written approval of PG&E. Such written approval is a condition precedent to the payment of any cancellation charges. Prior to final payment, SP will provide all reports, drawings or other documents prepared for PG&E.

16. ASSIGNMENT. PG&E may assign its rights or delegate its duties under this Contract, by operation of law or otherwise, without SP's prior approval, provided PG&E payment obligations remain remains up to the effective date of such transfer. SP may not assign its rights or delegate its duties under this Contract without PG&E's prior written consent, which will not unreasonably be withheld and provided SP remains obligated under this Contract.

17. REQUIREMENTS AND POLICIES

17.1 PG&E'S Supply Chain Responsibility Policy: It is PG&E's policy that small and diverse businesses shall have the maximum practicable opportunity to participate in providing the goods and services purchased by PG&E. Small and diverse businesses include Small Business Enterprises ("**SBEs**"); and Women, Minority, Disabled Veteran and Lesbian, Gay, Bisexual, and Transgender Business Enterprises ("**WMDVLGBTBEs**").

17.1.1 SP agrees to comply, and to require all Subcontractors and sub-Subcontractors to comply, with PG&E's Supply Chain Responsibility Policy, **Exhibit 2**, attached hereto and incorporated herein. SP shall provide a copy of **Exhibit 2** to each prospective Subcontractor.

17.1.2 SP shall act in accordance with its completed Subcontractor and Supplier Utilization Plan, **Exhibit 1-A**, attached hereto and incorporated herein, in the performance of the Work and in the award of all Subcontracts.

17.1.3 In addition, if the Contract exceeds $500,000 ($1 million for construction contracts), SP shall comply with **Exhibit 2A**, Policy Regarding Utilization of Small Business Concerns and Small Disadvantaged Business Concerns, attached hereto and incorporated herein, and the Subcontractor and Supplier Utilization Plan must include provisions for implementing the requirements of **Exhibit 2A**.

17.1.4 Each Bidder's Proposal shall describe how Bidder will comply with the requirements of **Exhibit 2** if awarded the Work. The requirements of **Exhibit 2** and the successful Bidder's response, along with a completed, signed copy of **Exhibit 1A**, will be incorporated into the Contract.

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17.2 Federal Requirements.

17.2.1 Federal Debarment: SP warrants and represents that neither it nor its principals, nor any Subcontractors that will participate in the Work, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal government. If SP cannot certify any element of the preceding statement, SP shall deliver a written explanation to PG&E and must receive written approval to waive such certification prior to the Work being performed.

17.2.2 Equal Employment Opportunity and Affirmative Action Regulations Policy. During the performance of this Contract and to the extent they may be applicable, SP agrees to comply with all laws, orders, and regulations included by summary or reference in the following paragraphs:

(a) Executive Order 11246, 41 CFR Part 60-1.4: Equal Opportunity Clause.

(b) Executive Order 11246, 41 CFR Part 60-1.8: Non-segregated Facilities.

(c) Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-300.5.a: Equal Opportunity Clause. **SP and its Subcontractor(s) shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

(d) Section 503 of the Rehabilitation Act of 1973, 41 CFR Part 60-741.5a: Equal Opportunity Clause. **SP and its Subcontractor(s) shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities**.

17.2.3 Executive Order 13496 – Employee Rights Under The National Labor Relations Act. To the extent applicable, the employee notice requirements set forth in 29 C.F.R. Part 471, Appendix A to Subpart A are hereby incorporated by reference into this Contract.

17.3 Code of Conduct. SP, ITS SUBCONTRACTORS AND THEIR SUPPLIERS AT ALL TIERS, SHALL COMPLY WITH PG&E'S SUPPLIER CODE OF CONDUCT IN THE AWARD AND PERFORMANCE OF ALL CONTRACTS AND SUBCONTRACTS**.** PG&E's Supplier Code of Conduct (PG&E SCC) requires that SP and each of its Subcontractors demonstrate a strong commitment to compliance, ethics, sustainability, and supplier diversity as a foundation to successful business. SP must complete its Work for PG&E in full compliance with PG&E's SCC and as it may be modified from time to time. SP shall access, read and comply with PG&E's SCC and make it available to its Subcontractors and suppliers. SP and its authorized representative shall review the SCC at www.PGE.com, link: https://www.pge.com/includes/docs/pdfs/b2b/purchasing/suppliers/SupplierCodeofConductPGE.pdf f and sign the PG&E Supplier Code of Conduct Acknowledgement Form attached as **Exhibit 8** both incorporated into this Contract.

17.4 Conflict of Interest and Business Ethics

17.4.1 Reasonable Care. SP shall exercise reasonable care and diligence to prevent any actions which could result in a conflict with PG&E's interest.

17.4.2 Other Employment. During the term of this Contract, SP or its employees will not accept any employment or engage in any work which creates a conflict of interest with PG&E or in any way compromises the Work to be performed under this Contract.

17.4.3 Gifts. SP or its employees shall not offer gifts, entertainment, payments, loans and/or other services, benefits or considerations of more than a nominal value to PG&E's employees, their families, vendors, Subcontractors and other third parties.

17.4.4 Accurate Documentation. All financial statements, reports, billings, and other documents rendered shall properly reflect the facts about all activities and transactions handled for the account of PG&E.

17.4.5 Notification. The SP shall immediately notify PG&E of any and all violations of this clause upon becoming aware of such violation.

17.4.6 Availability of Information. SP shall keep accurate books of accounts and records, including but not limited to non-financial records of required actions under this Contract such as training, background checks, and document retention and disposal requirements. SP shall preserve all such records and accounts and make them available for audit in accordance with **Exhibit 6,** Audit Rights, attached hereto and incorporated herein**.**

17.5 Injury and Illness Prevention Program. In the performance of the Work under this Contract, SP acknowledges they have an effective Injury and Illness Prevention Program (IIPP) which meets the requirements of all applicable laws and regulations, including but not limited to Section 6401.7 of the California Labor Code. SP shall ensure its Subcontractors performing any portion of the Work under this Contract shall also have an effective IPP. The person with the authority and responsibility for implementing and administering SP's IIPP shall execute the Compliance Certificate set forth on the attached **Exhibit 3.**

17.6 PG&E Drug and Alcohol Policy. PG&E is committed to maintain and promote job safety and health for all workers at its facilities. In addition, PG&E is determined to protect its employees, customers, and the general public while they are on PG&E property from any harm caused by illegal drug and alcohol use by non-PG&E personnel. PG&E has established a drug and alcohol policy for access to PG&E facilities. If SP or its approved Subcontractors perform any Work at PG&E offices and/or other PG&E facilities, then SP shall comply with PG&E's Drug and Alcohol Abuse and Testing Policies as set forth on the attached **Exhibit 4.**

17.7 California Health and Safety Code. The California Health and Safety Code requires businesses to provide warnings prior to exposing individuals to materials listed by the Governor as chemicals "known to the State of California to cause cancer, birth defects or reproductive harm." PG&E uses chemicals on the Governor's list at many of its facilities. Many of these chemicals are present at non-PG&E-owned facilities and locations. Accordingly, in performing the Work contemplated under this Contract, SP, its employees, agents and Subcontractors may be exposed to chemicals on the Governor's list. SP is responsible for notifying its employees, agents, and Subcontractors that Work performed hereunder may result in exposures to chemicals on the Governor's list.

17.8 Export Controls. SP shall provide PG&E with information and assistance as may reasonably be required in connection with compliance with applicable import and export laws, including but not limited to, Manufacturer's Affidavits, Harmonized Tariff Schedules, Export Control Classification Numbers, and qualification information (e.g. origin) relevant to United States and foreign regulatory approvals for

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deliverables, products, and other materials furnished hereunder. SP shall make such information available to PG&E within five (5) business days following receipt of PG&E's written request.

17.9 Document Retention and Production Requirements. PG&E will maintain its documents and records to satisfy applicable legal, contractual and regulatory requirements and on-going business needs. PG&E's requirement for document retention will provide and enable appropriate records management, retrieval and achieve a satisfactory level of security and privacy. . In furtherance of this commitment, SP agrees to comply with the requirements of **Exhibit 5**, Management of PG&E Contractor Documents, attached hereto and incorporated herein.

17.10 Work or Access to PG&E or Customer Property, Assets or Premises: The following provisions apply if the Work under the Contract requires any SP or Subcontractor personnel (collectively, "**Personnel**") to have access to PG&E assets, premises, customer property, or logical access to PG&E data or systems (collectively, "**Access**").

17.10.1 Criminal Background Checks: (a) SP warrants and represents that it will not assign any Personnel to work requiring Access unless SP has performed a criminal background check on each such individual (either at the time of hiring or during the course of employment). Prior to assigning work requiring Access to any Personnel with one or more criminal convictions during the last seven years, SP must consider the gravity of the individual's offense, the time since the conviction, the successful completion of parole/probation, the individual's age at the time of conviction, the number of convictions, and the stability of the individual, including favorable work history. SP shall also consider the relation of the offense to the nature of the work the individual will perform. **(b)** Notwithstanding the foregoing, in no event shall SP grant Access to an individual with one or more convictions for a Serious Offense(s), which is defined as violent and sex offenses, crimes against children, domestic violence, fraud, theft (including but not limited to identity theft), embezzlement, all felonies during the last seven years, and/or two or more DUI's in the past three years. **(c)** SP shall maintain documentation related to its criminal background check investigation for all Personnel requiring Access and make it available to PG&E if requested pursuant to the audit provisions of this Contract. **(d)** SP also agrees to notify PG&E if any of its Personnel requiring Access are charged with or convicted of a Serious Offense during the course of a PG&E assignment.

17.10.2 Fitness for Duty. SP shall ensure its Personnel granted Access to PG&E facilities report fit for duty. Personnel with Access may not consume alcohol while on duty and/or be under the influence of drugs that impair their ability to work safely. PG&E expects SP and SP's Subcontractor(s) to have policies in place requiring their employees report to work in a condition allowing them to perform the work safely. For example, employees should not operate equipment under medication that causes drowsiness. As a federal contractor, PG&E does not permit any work be performed under the influence of marijuana, whether or not it is used for medical reasons.

17.10.3 Eligibility for PG&E Work. When assigning any Personnel to perform Work requiring Access, SP shall submit each person's full name and the last four digits of their social security number to the PG&E e-mail address: RecruitingOperations@pge.com. PG&E may decline accepting any proposed Personnel, in which case SP shall promptly propose a replacement.

17.11 NERC Requirements. Pursuant to a North American Electric Reliability Corporation ("**NERC**") directive, PG&E has implemented policies and procedures for the protection of facilities, systems, assets and information that are critical to the operation or support of the Bulk Electric System **("BES").** PG&E identifies these facilities, systems**,** assets and information in accordance with its internal utility procedures. If this Contract relates to BES Cyber Systems or Information (as designated by PG&E), then SP shall comply with the requirements of **Exhibit 7**, NERC Requirements and **Exhibit 7A**, PG&E NERC CIP Program Non-Employee Attestation Form and is incorporated herein. SP represents and warrants that it has consulted with PG&E to determine if **Exhibit 7** is applicable to the Work.

17.12 Gold Shovel Standard Certification: This Section applies if the Work under this Contract includes Excavation (as defined below). Before performing any Work involving Excavation, SP must be certified by the Gold Shovel Standard, a nonprofit organization that provides independent safety certification and performance measurement. As used in this section, the term "**Excavation**" has the meaning defined in CA Government Code Section 4216(g), which provides as follows: "'Excavation' means any operation in which earth, rock, or other material in the ground is moved, removed, or otherwise displaced by means of tools, equipment, or explosives in any of the following ways: grading, trenching, digging, ditching, drilling, augering, tunneling, scraping, cable or pipe plowing and driving, or any other way."

17.13 **Wildfire Prevention**. PG&E has established Wildfire Prevention Contract Requirements applicable to all contractors who are working on or near facilities located in any forest, brush, or grass-covered lands, using equipment, tools, and/or vehicles that could ignite a fire. All such contractors must take responsibility for wildfire prevention. This responsibility includes but is not limited to awareness of wildfire risk in geographic areas where work is to be performed, properly outfitting vehicles and personnel with adequate training and tools, and ensuring each individual is accountable for preventing and mitigating potential wildfire risk. Contractors subject to these requirements shall read and adhere to PG&E's Based on Standard: TD-1464S, which is available at http://www.pge.com/wildfireprevention/ ("**Standard**"). The Standard, as it may be modified from time to time, is hereby incorporated by reference and made a part of this Contract

18. GENERAL PROVISIONS

18.1 Compliance with Laws. In performing the Work SP is responsible to have the appropriate license(s), any applicable permits and adhere to all applicable Federal, State and local laws, rules, regulations, including without limitation, the California Consumer Protection Act of 2018, applicable to the processing of and protection of personal information in accordance with this Contract.

18.2 Reporting. In accordance with Section 7912 of the California Public Utilities Code, SP agrees to report annually to PG&E the number of California residents employed by SP, calculated on a full-time or full-time equivalent basis, who are personally providing services to PG&E.

18.3 Choice of Laws. This Contract shall be interpreted in accordance with the laws of the State of California.

18.4 Severability. If any provision is determined unenforceable, such provision shall be stricken and not affect the enforceability of the remainder of this Contract.

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18.5 Survival. The provisions of this Contract which by their nature should survive expiration, cancellation or other termination of this Contract, including insurance, indemnity, liability, infringement protection, assignment, warranties and guarantees, document retention, business ethics, confidentiality and availability of information, shall survive such expiration.

18.6 Entire Agreement. This Contract constitutes the entire agreement and understanding between SP and PG&E as to the subject matter of the Contract and supersedes all prior or contemporaneous agreements, commitments, writings, and discussions, whether oral or written.

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EXHIBIT 1
Subcontractor and Supplier Utilization Plan Instructions

Pub. 112018

Prime Contractor/Supplier shall provide a signed Subcontractor and Supplier Utilization Plan (Exhibit 1A) prior to the performance of Work with a list of all Subcontractors and Suppliers. In the event of any change in subcontractors or suppliers, Prime Contractor/Supplier shall submit an updated and signed Subcontractor and Supplier Utilization Plan (Exhibit 1A) to PG&E prior to performance of the Work. Plan must be completed. Respond "N/A" if not applicable. See further instructions below.

Prime Contractor/Supplier Information:

Prime Contractor / Suppliers CPUC and Small Business Status

Indicate "yes" or "no" to indicate whether Prime Contractor / Supplier is CPUC Clearinghouse certified. If certified please provide the Verification Order Number (VON).

To find the VON Number, access:

- CPUC Clearinghouse Database: https://sch.thesupplierclearinghouse.com/frontend/searchcertifieddirectory.asp

Indicate "yes" or "no" to indicate whether Prime Contractor / Supplier is Small Business certified. If certified please provide the small business certification number.

To find out more about Small Business certification, access the following sites:

- California Department of General Services (DGS): http://www.dgs.ca.gov
- U.S. Small Business Administration (SBA): https://www.sba.gov/contracting/getting-started-contractor/qualifying-small-business

Prime Contractor / Suppliers Estimated Amount to be Paid to All Subcontractors / Suppliers

Provide the estimated dollar amount to be paid to all subcontractors for the duration of the contract term by the following categories: a) all subcontractors and suppliers b) small business certified suppliers only and c) CPUC certified businesses only. The estimated dollar amounts may be reflected in one or more categories.

If 100 percent of the work will be self-performed by the Prime Contractor/Supplier, indicate "0" for each category.

Refer to the links above to locate potential CPUC and Small Business-certified subcontractors and suppliers.

1. Tier Level

1.1. For most Services, lower tier subcontractors are not allowed below three sub-tiers. (Ex: Prime > Subcontractor 1 > Subcontractor 1.1> Subcontractor 1.1.1).

1.2. Providers of Restricted Services are limited to first tier and may not subcontract the Work. Restricted Services currently includes Freight Haulers and Vegetation Management; however, this may be expanded to include others in the future. (Ex: Prime > Vegetation Management Subcontractor).

1.3. A 3rd-party logistics provider or qualified freight broker may be utilized to directly subcontract the Work to Freight Haulers, however, Freight Haulers may not subcontract the Work to other Freight Haulers. (Ex: Prime > Qualified Freight Broker > Freight Hauler or Prime > Freight Hauler).

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Subcontractor and Supplier Utilization Plan Instructions

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1.4. Refer to the Allowable Tier Matrix for further detail.

2. Subcontractors / Suppliers

2.1. Provide the complete name of the Subcontractor or Supplier. Do not abbreviate - please spell out any acronyms.

2.2. Subcontractors (Subs) are contractors that have been retained by a primary contractor, or any subcontractor at lower tiers, to provide services on behalf of PG&E.

2.2.1. A - General Engineering Contractor: A contractor whose principal contracting business is in connection with fixed works requiring specialized engineering knowledge and skill.

2.2.2. B - General Building Contractor: A contractor whose principal contracting business is in connection with any structure built, being built, or to be built, for the support, shelter, and enclosure.

2.2.3. C - Specialty Contractor: A contractor whose operations as such are the performance of construction work requiring special skill and whose principal contracting business involves the use of specialized building trades or crafts.

2.2.4. D - Restricted Services Providers include, but are not limited to, Freight Haulers and Vegetation Management Providers.

2.3. Services for which Subcontractors and Suppliers shall be listed on the Exhibit 1A include, but are not limited to:

2.3.1. Construction Services: All aspects of: constructing, fabricating, installing, erecting, maintaining, performing integrity digs on, and performing turnaround services on, pipelines, buildings, plants, and facilities of all types. Additionally, subcontractor team members who provide construction, general construction, heavy machinery, and other construction services will be included in this group of services.

2.3.2. Industrial Service Vendors (ISV): typically subcontracted for specializing in specific construction work scope such as hydrotesting and surveying.

2.3.3. Professional and Consulting Services: Individuals who provide your company with specialized service, including but not restricted to lawyers, accountants and management consultants. Including, but not limited to environmental and land consultants, human health and risk assessment providers; other select professional services may be included, as needed.

2.3.4. Niche Professional or Consulting Service: An organization that specializes or has a forte in a particular industry or field.

2.3.5. Local Hire Suppliers: Select subcontractors with specific project geography support in facilitating local and/or union hiring.

2.3.6. Restricted Services: Freight Haulers (FH) are business entities operating commercial vehicle with a Gross Vehicle Weight Rating (GVWR) of 55,000 pounds or greater either for commercial or private use.

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3. Emergency Point of Contact

3.1 Please include the best point of contact and phone number for use in the event of an emergency.

4. Contractor's License # and/or **Motor Carrier Permit #**

4.1. Provide the California Contractor's License Number of each Subcontractor or Supplier (if applicable) along with the type of License or Permit.

4.2. The MCP (Motor Carrier Permit) is issued to the motor carrier as evidence the carrier has registered their CA# with the DMV, as required by CVC (California Vehicle Code) Section 34620.

4.3. Provide the Expiration Date of the Subcontractor or Supplier's California Contractor's License or MCP.

4.4. Subcontractors and Suppliers may have both a California Contractor's License Number and a MCP. If this is the case, please include information for both.

4.5. Special Permit Requirements:

4.5.1. Freight Haulers needing Special Permit for transferring atypical extra wide or heavy loads and/or hazardous or flammable materials. Applicable permit retention includes but not limited to below lists.

4.5.2. Oversized Load - California Transportation Permit - Issued for movement of non-divisible (exceeding applicable length, width, height, or weight limit) loads, not circumventing California Vehicle Code requirements.

4.5.3. Hazardous Material Load - Federal Motor Carrier Safety Administration (FMCSA) requires motor carriers to obtain a Hazardous Materials Safety Permit (HMSP) prior to transporting certain highly hazardous materials.

4.5.4. Flammable Load - Every motor carrier who transports the following hazardous materials in California must have a hazardous materials transportation license (California Hazardous Material Transportation License) issued by California Highway Patrol.

5. Description of Work to be Performed or Major Materials to be Supplied

5.1. Provide a description of the work to be performed or major materials to be supplied by the Subcontractor or Supplier.

6. Is excavation to be performed?

6.1. Indicate whether the work to be performed by each Subcontractor or Supplier includes excavation by responding "Yes" or "No." Refer to Section 4216 of the California Government Code for the definition of "excavation."

7. Gold Shovel Status

7.1. Indicate the Gold Shovel Status for each Subcontractor or Supplier by responding as appropriate:

7.2. "N/A" for Subcontractor or Supplier who will not perform excavation work.

7.3. "Active" for Subcontractor or Supplier with an active Gold Shovel Certification.

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7.4. "Inactive" for Subcontractor or Supplier that does not have current Gold Shovel Certification. Attach an explanation to Exhibit 1A indicating when Contractor anticipates Subcontractor or Supplier will obtain Gold Shovel Certification.

7.5. To determine status or to find potential subcontractors, access the following site: http://goldshovelstandard.org/.

8. Risk Level

8.1. Indicate whether each Subcontractor or Supplier will be performing low, medium, or high risk work by responding "Low", "Med", or "High". Refer to PG&E's Contractor Safety Program risk definitions at https://www.pge.com/pge_global/common/pdfs/for-our-business-partners/purchasing-program/suppliers/ContractorSafety_ProgramRequirements_Risk.pdf

9. ISN ID# and/or PG&E Qualified Vendor #

9.1. Provide ISNetworld (ISN) Identification Number of each Subcontractor or Supplier performing medium to high risk work.

9.2. Respond "N/A" for any Subcontractor or Supplier performing low risk work.

9.3. Respond "None" if Subcontractor or Supplier has not completed ISN prequalification. Attach an explanation to Exhibit 1A explaining when Contractor anticipates Subcontractor or Supplier prequalification will be complete.

9.4. Subcontractor or Supplier may have both an ISN ID Number and a PG&E Qualified Vendor Number. If company has both, please list ISN ID Number first.

9.5. ISNetworld Prequalified

9.5.1. Indicate whether Subcontractor or Supplier performing medium to high risk work is Prequalified in ISN by responding "Yes" or "No." Respond "N/A" for each Subcontractor or Supplier performing low risk work.

9.5.2. To determine prequalification status or to find potential subcontractors, access the following site: https://www.pge.com/en_US/for-our-business-partners/purchasing-program/suppliers/suppliers.page.

10. Union Signatory

10.1. Indicate whether Subcontractor or Supplier is signatory to a labor union by responding "Yes" or "No."

11. Signature / Attestation

11.1. Please sign, date and indicate the revision number certifying that the information provided on this form is true to the best of your knowledge. Note: The information provided may form the basis of a Statement of Record, against which PG&E may conduct an audit or review to ensure compliance.

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**Please Note:
This document may not be applicable however a signature is required as acknowledgment of receipt

Subcontractor and Supplier Utilization Plan

EXHIBIT 1A

Prime Contractor/Supplier Name: COMMUNITY ACTION PARTNERSHIP OF KERN	PG&E Contract # (if any): C28630	Contract Duration From: 04/23/2021 To: 12/31/2021
Employer Identification # (EIN):	Total Bid/Contract Value:	Total Amount to be Self Performed:
PG&E Project/Product:	Is Prime Contractor/Supplier CPUC Clearinghouse Certified? Yes No VON #:	
Name of Preparer:	Is Prime Contractor/Supplier a Registered Small Business Certified? Yes No Small Business #:	
Preparer E-Mail:	Estimated Amount to be Paid to all Subcontractors (Subs) and Suppliers ($): (for the duration of the contract)	
Preparer Contact Phone:	Subs and Suppliers: Small Businesses: CPUC Certified Businesses:	

(1) Tier Level	(2) Name of Subcontractors (s) and Supplier (s)	(3) Emergency Point of Contact / Phone #		(4) Contractor's License # / Motor Carrier Permit				(5) Description of Work to be Performed or Major Materials to be Supplied	(6) Is Excavation to be Performed	(7) Gold Shovel Status	(8) Risk Level	(9) ISN ID# and/or PG&E Qualified Vendor #	(10) Union Signatory
				License/Permit Type	License/Permit #	Expiration Date	Special Permit Required						
	NOT APPLICABLE												

The information provided on this form may form the basis of a Statement of Record, against which PG&E may conduct an audit or review to ensure compliance.
Indicate All Subcontractor(s) and Supplier(s) of any tier prior to performing Work on designated project. Submit Exhibit 1A to best demonstrate your plan for the indicated services.
In the event of a change in planned Subcontractor(s) or Supplier(s) of any tier, submit a revised Exhibit 1A prior to performing the Work via the method outlined in the contract or work authorization.
Refer to Exhibit 1 for additional instructions on completing this form.
Please include additional sheets as needed.

(11) Signature		Date		Rev. #:	

I hereby certify that the information listed is true to the best of my knowledge.

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EXHIBIT 2

PG&E'S SUPPLY CHAIN RESPONSIBILITY POLICY

PG&E is committed to supply chain responsibility, including supplier diversity, sustainability, and ethical supply chain practices.

- PG&E's Supplier Diversity Program, launched in 1981, aims to provide diverse suppliers with economic opportunities to supply products and services to PG&E.
- The Supplier Sustainability Program, launched in 2007, encourages supplier responsibility, excellence and innovation.
- Promoting an ethical supply chain means that ethical supplier performance, including a supplier's efforts in each of the following areas, is an important consideration in supplier selection: health and safety, labor issues, human rights, ethical business conduct, and conflicts of interest.

SUPPLIER AND ITS SUBCONTRACTORS OF ALL TIERS MUST COMPLY WITH PG&E'S SUPPLY CHAIN RESPONSIBILITY POLICY IN THE AWARD OF ALL SUBCONTRACTS. This Policy requires that small and diverse businesses shall have the maximum practicable opportunity to participate in the performance of work, including Small Business Enterprises ("**SBEs**"); and Women, Minority, Disabled Veteran and Lesbian, Gay, Bisexual, and Transgender Business Enterprises ("**WMDVLGBTBEs**").

To be considered for this Contract, the Supplier must comply with the following requirements:

1. Supplier shall provide a copy of this **Exhibit 2** to each prospective Subcontractor.
2. Supplier shall provide a separate signed Subcontractor and Supplier Utilization Plan (**Exhibit 1A**). Supplier shall also describe its Supply Chain Responsibility efforts and planned outreach to small, diverse businesses.
3. Qualifying Subcontractors must be certified as follows:
   a. Small Business Enterprises must be registered as a small business with a state or federal agency (e.g. California Department of General Services or Small Business Administration);
   b. Women-, minority-, and lesbian, gay, bisexual and transgender-owned businesses must be certified by the California Public Utilities Commission's Supplier Clearinghouse; and
   c. Service disabled veteran-owned businesses must be certified by the California Department of General Services.
4. No later than the 10th of each month, Supplier shall submit its Subcontracting spend with small and diverse Subcontractors using PG&E's electronic reporting system located at the following address: https://pge.supplierone.co/. To establish a User ID for use in the reporting system, Supplier shall submit a request via email to the following e-mail address: PVB1@pge.com. Consult the Prime Supplier Program Guide for more information: https://www.pge.com/includes/docs/pdfs/b2b/purchasing/supplierdiversity/prime_supplier_guide.pdf
5. For contracts exceeding $500,000 (or $1 million for construction), Suppliers must comply with the Policy Regarding Utilization of Small Business Concerns and Small Disadvantaged Business Concerns, as described in **Exhibit 2A**. The Subcontractor and Supplier Utilization Plan for these contracts must include provisions for implementing the terms of this **Exhibit 2**.

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EXHIBIT 2A

POLICY REGARDING UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL DISADVANTAGED BUSINESS CONCERNS

The following policy of the United States shall be adhered to in the performance of this Contract:

a) It is the policy of the United States that small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals shall have the maximum practicable opportunity to participate in performing contracts let by any Federal Agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns and small business concerns owned and controlled by socially and economically disadvantaged individuals.

b) Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of Contractor's compliance with this clause.

c) As used in this Contract, the term "small business concern" shall mean a small business as defined in Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto. The term "small business concern owned and controlled by socially and economically disadvantaged individuals" shall mean a small business concern (1) which is at least 51 percent unconditionally owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is unconditionally owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one of these entities which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirement of 13 CFR Part 124. Contractor shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, and other minorities, or any other individual found to be disadvantaged by the Administration pursuant to Section 8(a) of the Small Business Act. Contractor shall presume that socially and economically disadvantaged entities also include Indian Tribes and Native Hawaiian Organizations.

d) Contractor acting in good faith may rely on written representations by its subcontractors regarding their status as either a small business concern or a small business concern owned and controlled by socially and economically disadvantaged individuals.[1]

[1] Notwithstanding this provision of the federal statute, all WMDVBE subcontractors must be verified pursuant to the procedures prescribed in Section 2 of CPUC General Order 156, as such procedures may be amended periodically.

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EXHIBIT 3

INJURY AND ILLNESS PREVENTION PROGRAM

COMPLIANCE CERTIFICATE

The undersigned hereby certifies to PG&E as follows:

1. The Company, and any Subcontractor hired by the Company to perform any portion of the Work under this Contract, has an effective Injury and Illness Prevention Program which meets the requirements of all applicable laws and regulations, including but not limited to Section 6401.7 of the California Labor Code.
2. The undersigned is an authorized representative of the Company identified below, with the authority and responsibility for implementing and administering the Company's Injury and Illness Prevention Program.

IN WITNESS WHEREOF, the undersigned has executed this Compliance Certificate.

Company: Community Action Partnership of Kern

By: _____

Print Name: Jeremy Tobias

Title: Chief Executive Officer

Date Signed: _____

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EXHIBIT 4

PG&E DRUG AND ALCOHOL ABUSE AND TESTING POLICIES

I. PG&E POLICY

1.0 PREFACE: PG&E is committed to maintain and promote job safety and health for all workers at its facilities. In addition, PG&E is determined to protect its employees, customers, and the general public while they are on PG&E property from any harm caused by illegal drug and alcohol use by non-PG&E personnel. To accomplish these objectives, PG&E has established the following drug and alcohol policy for access to PG&E facilities by its Contractor and Subcontractor personnel.

2.0 COVERAGE: This policy applies to the personnel of all PG&E Contractors and Subcontractors performing any work or services at PG&E offices and/or any other PG&E facilities.

3.0 POLICY: PG&E may deny access to, or remove from, its facilities the personnel of any Contractor or Subcontractor, who PG&E has reasonable grounds to believe has:

3.1 Engaged in alcohol abuse or illegal drug activity which in any way impairs PG&E's ability to maintain safe work facilities, to protect the health and well-being of PG&E employees, customers, and the general public, and to promote the public's confidence in PG&E's service and operations; or

3.2 Been found guilty, pled guilty, or pled nolo contendere to a charge of sale or distribution of any illegal drug or controlled substance as defined under Federal or California law within the past five years, unless the criminal record was later expunged or sealed by a court order.

4.0 PROHIBITED ACTIVITIES: The following activities are prohibited at all facilities owned or leased by PG&E:

4.1 Possessing, furnishing, selling, offering, purchasing, using or being under the influence of illegal drugs or other controlled substances as defined under Federal or California law;

4.2 Possessing, furnishing, selling, offering, or using alcoholic beverage, or being under the influence of alcohol.

5.0 ACTIONS: Where reasonable cause exists that paragraph 4 of this policy has been violated, the Contractor or Subcontractor must inform the PG&E representative responsible for the Contract. The Contractor or Subcontractor is also expected to take any or all of the following actions to the fullest extent they are permitted under governing collective bargaining agreements and/or its applicable security and human resources policies.

5.1 Search the individual, his or her vehicle, locker, storage area, and personal effects;

5.2 Require the individual to undergo a medical examination to determine their fitness for duty. Such examination shall include obtaining a urine and/or blood specimen for drug or alcohol analysis unless the examining physician deems such tests to be inappropriate;

5.3 Take any other appropriate action to determine if there has been a violation of paragraph 4. Refusal to comply with a request made under this paragraph shall be grounds for denying access to, or immediate removal from, any PG&E facility.

6.0 PERMISSION TO RE-ENTER: Any individual who has been denied access to, or removed from, PG&E facilities or violating this policy may obtain permission to enter or reenter provided the individual establishes, to the satisfaction of his or her employer and PG&E, that the previous activity which formed the basis for denying access or removal has been corrected and his or her future conduct will conform with this policy. PG&E retains the right of final approval for the entry or reentry of any individual previously denied access to or removed from PG&E facilities.

II. U.S. DEPARTMENT OF TRANSPORTATION REGULATIONS FOR DRUG AND ALCOHOL TESTING OF COMMERCIAL MOTOR VEHICLE DRIVERS AND OF NATURAL GAS PIPELINE WORKERS

1.0 Contractor agrees that, to the extent it may be applicable to this Contract, Contractor shall comply with the U.S. Department of Transportation's (DOT) regulations for (i) commercial motor vehicle drivers, 49 CFR 382, Controlled Substances and Alcohol Use and Testing and (ii) work on gas, hazardous liquid and carbon dioxide pipelines, and liquefied natural gas pipelines, 49 CFR Parts 192, 193 or 195, Control of Drug Use in Natural Gas, Liquefied Natural Gas and Hazardous Pipeline Operations. Contractor shall establish and maintain a drug and alcohol testing program for its employees consistent with 49 CFR Part 40, Procedures for Transportation Workplace Drug Testing Programs and 49 CFR 199, Drug and Alcohol Testing, as applicable. Contractor shall ensure that any Subcontractor hired by Contractor to perform any portion of the Work under this Contract that is regulated by 49 CFR 192, 193, 195 or 382 shall also have a drug and alcohol testing program that complies with applicable DOT requirements.

2.0 PG&E's duly authorized representatives, the CPUC, DOT and appropriate agencies shall have, during the term of the Contract and for two years thereafter, access at all reasonable times to Contractor's drug and alcohol testing program records for the purpose of monitoring compliance with DOT regulations. Contractor shall ensure that any Subcontractor hired by Contractor to perform any portion of the Work regulated by 49 CFR Part 192, 193, 195 or 382 under this Contract shall also provide access to its drug and alcohol testing program records to PG&E's authorized representatives, the CPUC, DOT and appropriate agencies for the purpose of monitoring compliance with DOT regulations. Failure to comply with this requirement may, at PG&E's option, result in cancellation or termination of existing contracts and the loss of opportunity to bid on future contracts.

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Nov 2019

EXHIBIT 5

Management of PG&E Contractor Documents

1. Consultant agrees to retain all documents and data, whether physical or electronic, created, collected or received for PG&E in the course of performing the Work or furnishing the materials under the Contract (collectively, "**PG&E Contractor Documents**"). PG&E Contractor Documents include without limitation, physical and electronic copies of documents, data, plans, drawings, diagrams, investigative notes, field notes, tests, photographs, records, calculations, summaries, and reports.
2. Consultant shall comply with the requirements of this **Exhibit 5** in managing and administering all PG&E Contractor Documents. Consultant must retain all PG&E Contractor Documents, and must not manage, transmit, disclose, retain or dispose of such PG&E Contractor Documents except in accordance with the requirements of this **Exhibit 5.**
3. PG&E will periodically perform Quality Control and Quality Assurance audits of Consultant's record management practices. Failure to comply with audit requirements will constitute a violation of this **Exhibit 5** and may result in termination of the Contract for cause.
4. **Consultant must store all PG&E Contractor Documents in a secure, legible, and organized manner that allows for easy identification and access. This requirement will be included as part of the Quality Control and Quality Assurance audit by PG&E.**
5. **Consultant shall transfer PG&E Contractor Documents to PG&E on a regularly scheduled cycle as set forth in the Contract or as specified in writing by PG&E. If not specified in writing or in the Contract, Consultant shall provide PG&E Contractor Documents on a quarterly basis. Any remaining PG&E Contractor Documents must be transferred no later than 30 days after the Contract termination date.**
6. PG&E will specify the PG&E Contractor Documents that must be transferred to PG&E.
    a. In addition to regular scheduled submissions, the Consultant must submit or provide access to PG&E Contractor Documents on an as-needed basis for purposes including, but not limited to, regulatory, CPUC, safety, audit and/or litigation requirements.
    b. If PG&E Contractor Documents are kept in electronic form, the following formats are acceptable for submission to PG&E:
        - PDF, CAD, or TIFF for drawings and diagrams
        - Native File Format or PDF for all other documents
    c. Consultant shall make available to PG&E the proprietary tools or software necessary to access PG&E Contractor Documents including after the transfer of the PG&E Contractor Documents to PG&E. However, this subsection does not modify Consultant's obligation to produce PG&E Contractor Documents in an alternative format (e.g., a native format) if set forth elsewhere in the Contract, in which case Consultant must produce PG&E Contractor Documents in each of the formats requested.
7. Consultant must not dispose of PG&E Contractor Documents unless otherwise authorized in writing by PG&E. If at any time PG&E directs Consultant to dispose of PG&E Contractor Documents, Consultant shall do so in a confidential and secure manner, whether the format is electronic or physical. Proof of Destruction of PG&E Contractor Documents shall

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be submitted to PG&E upon request. Destruction of physical copies should comply with NAID (National Association for Information Destruction) standards.

8. PG&E Contractor Documents must be treated as confidential and subject to the confidentiality provisions of this Contract, including, without limitation, the provisions concerning confidentiality, data security, and use of Personal Information [as defined in California Civil Code Section 1798.140 (o)].
9. Consultant must maintain a system for back-up of unsubmitted electronic PG&E Contractor Documents (e.g., files or databases) in the event that the originals are lost or destroyed.
10. If PG&E provides physical (which includes paper) documents to Consultant to convert them to digital electronic format, Consultant shall return both the original physical (which includes paper) documents used to create the digital electronic format and the converted digital electronic format to PG&E.
11. Consultant is responsible for ensuring that its Subcontractors (regardless of tier) comply with the obligations of the Consultant under this **Exhibit 5.**
12. Consultant, and any Subcontractor with access to PG&E Contractor Documents, is required to complete training requirements as provided by PG&E for Records and Information Management and Security & Privacy Awareness. Failure to comply with this requirement may result in termination of Contract for cause.
13. The terms and conditions of this **Exhibit 5** shall survive the termination of this Contract.

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August 2020

EXHIBIT 6
AUDIT RIGHTS

1. ACCURACY OF RECORDS.

   1.1 Contractor shall keep accurate records and books of accounts showing the items and costs billed under this Contract, as well as cost data supporting the Contract proposal and/or other representations, including detailed supporting cost data for assumptions and calculation of indirect cost rates specified in the Contract. Contractor shall also maintain nonfinancial documentation and records related to Work performed hereunder but not delivered to PG&E.

   1.2 Contractor's books and records must provide sufficient detail to verify the charges shall include, without limitation, the following:

   - Payroll records (hours, employee name, employee classification, multiplier breakdown, etc.) that account for total time worked under the Contract;
   - Canceled payroll checks or signed receipts for cash payroll;
   - Invoices (including all back-up details) for purchases, receiving and issuing documents, and all inventory records for Contractor's stock or capital items;
   - Paid invoices and canceled checks for purchased materials, Subcontractor, and third-party charges;
   - Records relating to air freight and ground transportation, including but not limited to handling, hauling, and disposing of materials/equipment; and
   - Accurate, auditable records of gifts and entertainment to individual PG&E personnel.

2. AVAILABILITY OF RECORDS. Contractor shall preserve and make available its records and books of accounts, both manual and those which are in machine readable form (collectively, "Records"), for a period of three years from the date of final payment under this Contract. If this Contract is terminated, Contractor's Records shall be preserved and made available for a period of three years from the date of termination or of any resulting final settlement, whichever is later. Records which relate to litigation or the settlement of claims arising out of the performance of this Contract, or costs and expenses of this Contract to which exception has been taken by PG&E, shall be retained until such appeals, litigations, claims, or exceptions have been concluded.

3. AUDIT. Upon reasonable notice, PG&E or its representatives shall have the right to audit, without restrictions and at no additional cost to PG&E, at any time during normal business hours, the items and costs described in this Section, including without limitation, all fees and direct and indirect costs incurred by Contractor and billed to PG&E, to verify the rates and costs billed to PG&E hereunder are as represented by Contractor. PG&E may use recognized statistical sampling methods to determine an estimate of the total amount, if any, of PG&E overpayments or underpayments to Contractor.

4. OVERPAYMENTS. Contractor shall refund to PG&E any payments to Contractor which are not in accordance with Contract terms or are not supported by Contractor Records or other valid evidence.

5. ERRORS/IRREGULARITIES. If errors, irregularities, inaccuracies, mistakes or the like ("Errors") are discovered by audit or other means and PG&E relied upon such Errors in accepting the rates, the affected rates shall be adjusted accordingly, with such adjustment retroactive to the effective date of the Contract and any overpayments refunded to PG&E.

6. MISREPRESENTATION OF COST OR PRICING DATA. If any price, including profit or fee, negotiated in connection with this Contract, or any cost reimbursable under this Contract, was increased by any significant amount because Contractor or a Subcontractor misrepresented cost or pricing data in negotiations, the price or cost shall be reduced accordingly. This provision also applies to any future change order or modification to this Contract which involves the submission of cost or pricing data. The knowing misrepresentation of cost or pricing data by Contractor shall be considered a material breach of this Contract.

7. TRANSACTION COSTS. If an audit determines that Contractor overcharged PG&E or if Contractor knowingly submits overcharges or misrepresents cost or pricing data in any amount, Contractor agrees to reimburse PG&E both the amount of the overcharges plus PG&E's associated transaction costs, including but not limited to costs associated with the discovery and determination of the overcharge amount, the discovery of misrepresented cost or pricing data, and the quantification of any resulting overcharges.

8. INTEREST ON OVERPAYMENTS. If PG&E makes an overpayment to Contractor as a result of Contractor over billings, Contractor shall be liable to PG&E for interest on the amount of such overpayment to be computed (1) for the period beginning on the date the overpayment was made to Contractor and ending on the date Contractor repays the amount of such overpayment to PG&E, and (2) at a rate equal to the prime rate charged by the Bank of America, NT&SA, San Francisco, California.

9. SUBCONTRACTS. Contractor shall include the requirements of this Exhibit in each Subcontract.

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July 2020

Exhibit 7

NERC REQUIREMENTS

1. Applicability to Bulk Electric System Cyber Systems and Information

1.1 Pursuant to a directive from the North American Electric Reliability Corporation ("**NERC**"), PG&E has implemented policies and procedures for the protection of facilities, systems, assets and information that are critical to the operation or support of the Bulk Electric System ("**BES**"). PG&E identifies these facilities, systems, assets and information in accordance with its internal utility procedures.

1.2 If this Contract relates to BES Cyber Systems or BCSI (as designated by PG&E), then Contractor must comply with the additional requirements described in this Exhibit 7. Contractor represents and warrants that it has consulted with PG&E to determine whether Exhibit 7 is applicable.

2. Definitions

2.1 The following terms are defined for use in this Exhibit:

2.1.1 "**Access**" means:

a) Unescorted access by any person to facilities, systems and functions that PG&E deems critical to the support of the Bulk Electric System ("**Critical Facilities and/or Critical Systems**"), including persons working within PG&E Critical Facilities and/or Critical Systems; and

b) Physical or electronic access by any person to BCSI, or administrative control over BCSI or systems containing BCSI. For the avoidance of doubt, disclosing BCSI to a person by any means constitutes Access to such information by that person.

2.1.2 "**BCSI**" means Bulk Electric System Cyber System Information in any form (whether printed or electronic) including data, files, and file attributes. BCSI is information about a BES Cyber System that could be used to gain unauthorized access or pose a security threat to the BES Cyber System, as determined by PG&E. BCSI is typically classified by PG&E as "NERC CIP Confidential – BCSI" or "Restricted – BCSI," but not all BCSI data will be designated as such in all formats.

2.1.3 "**BES**" means Bulk Electric System.

2.1.4 "**BES Cyber Asset**" ("**BCA**") means a programmable electronic device, including the hardware, software, and data in the device, that if rendered unavailable, degraded, or misused, would within 15 minutes of its required operation, mis-operation, or non-operation, adversely impact one or more facilities, systems, functions, applications, or equipment, and which, if destroyed, degraded, or otherwise rendered unavailable when needed, would affect the reliable operation of the BES.

2.1.5 "**BES Cyber System**" ("**BCS**") means a grouping of BCAs.

2.1.6 "**CIP**" means Critical Infrastructure Protection

2.1.7 "**Disclosed**" means any circumstance when the security, integrity, or confidentiality of any PG&E Information has been compromised, including, but not limited to incidents where PG&E Information has been damaged, lost, corrupted, destroyed; or accessed, acquired, modified, or used by, or disclosed to, an unauthorized third-party by any person in an unauthorized manner, or for an unauthorized purpose.

2.1.8 "**FERC**" means the Federal Energy Regulatory Commission.

2.1.9 "**PRA**" means Personal Risk Assessment.

2.1.10 "**NERC**" means the North American Electric Reliability Corporation or its successor.

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2.1.11 "**Security Incident**" means any circumstance when (i) Contractor knows or should have reason to believe that PG&E Information that is protected, hosted or stored by the Contractor has been Disclosed; (ii) Contractor knows or should have reason to believe that its act or omission has compromised or may reasonably compromise the confidentiality or cybersecurity of PG&E Information or of the products and services provided to PG&E by Contractor or the physical, technical, administrative, or organizational safeguards protecting Contractor's or PG&E's systems responsible for protecting, storing or hosting PG&E Information; or (iii) Contractor receives any complaint, notice, or communication which relates directly or indirectly to (A) Contractor's handling and safeguarding of PG&E Information, Contractor's compliance with the data safeguards in the Agreement or any applicable law, (B) or regulation in connection with protection or safeguarding of the PG&E Information, or (C) the confidentiality or cybersecurity associated with the products or services provided to PG&E by the Contractor.

2.1.12 "**PG&E Information**" means, for the purposes of these terms and conditions, any and all information concerning PG&E, and its business in any form, including, without limitation, the products and services provided under this Agreement that is disclosed to otherwise learned by Contractor during the performance of this Agreement.

2.1.13 "**WECC**" means the Western Electricity Coordinating Council or its successor.

3. NERC CIP Security Obligations

3.1 Contractor shall comply with all cyber security policies, plans and procedures relating to the BES Cyber Systems and/or BCSI as directed by PG&E. As directed by PG&E, Contractor shall provide documentation and evidence demonstrating such compliance. This may include the conduct of periodic tests and audits as specified by PG&E from time to time. Contractor acknowledges that Contractor's failure to comply and demonstrate compliance may subject Contractor and/or PG&E to fines and other sanctions.

3.2 Before being granted Access, Contractor must satisfactorily complete PG&E's Vendor Security Review process. If Work is to be performed at Contractor locations, those locations must be approved by PG&E following completion of the Vendor Security Review Process. PG&E's approval does not limit its rights to conduct periodic audits and reviews as provided in the Contract.

3.3 Contractor shall ensure that (i) any BCSI that is obtained by Contractor is stored and Accessed only within the United States, (ii) BCSI is not copied, exported, transferred or otherwise transmitted outside the United States, and (iii) no third party (including without limitation any individual, corporation, government or governmental agency), system or environment located outside the United States obtains Access to BCSI through Contractor. Without limiting any other term of this Contract, a third party, system, or environment will be deemed to have Access to BCSI if Contractor shares BCSI with such third party, system, or environment in any manner, or if such third party uses access tokens, cards, credentials, or other means of authentication furnished to Contractor by PG&E to obtain, view, download, or copy BCSI.

3.4 Contractor shall ensure that any personnel requiring Access successfully complete background checks ("**Personnel Risk Assessments**" or "**PRAs**") and PG&E-mandated security training before they obtain Access, in accordance with the following requirements:

3.4.1 Contractor shall perform a background screening for each individual that includes each of the following criteria: (i) Social Security Number verification; (ii) City, County, State and Federal Criminal Check for felonies and misdemeanors over the past seven years (in up to three counties where the individual has lived in the past seven years); (iii) "Global Watch" (check of 19 Federal and International Terrorist Watch lists); and (iv) validation of current residence and confirmation of continuous residence at this site for a minimum of the most recent 6 months (confirmed by period of residence, employment, or education at a specific site)

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and validation of other locations where, during the seven years immediately prior to the date of the foregoing Federal Criminal Check, the individual has resided for six consecutive months or more.

3.4.2 After performing an acceptable background check, the Contractor shall provide PG&E's Human Resources Department with a Non-Employee Worker Attestation Form in the form attached hereto as **Exhibit 7A** for the individual prior to the individual being granted Access. PG&E may request that Contractor provide a copy of the complete Non-employee Worker Attestation Form results at the time the PRA Form is submitted.

3.4.3 Contractor shall require that each individual complete an initial training and annual PG&E web-based training session on safety, information security, compliance with PG&E codes and procedures, including but not limited to CORP-0804 Cyber and Physical Security Awareness training (or alternative training as designated by PG&E). PG&E training shall be completed by using the provided CD; however, if the web-based training is not feasible, Contractor shall inform PG&E and may then complete the training using the hard copy format.

3.4.4 After Contractor certifies to PG&E completion of the requirements set forth in paragraphs 3.4.1 through 3.4.3 above, PG&E will issue appropriate Access credentials. PG&E will deny Access to any individual for whom Contractor has not certified completion of the requirements set forth in such referenced paragraphs.

3.4.5 Every seven years, Contractor shall perform background screening as described herein for each individual on continuing assignment who has Access.

3.4.6 Contractor shall retain documentation supporting the Personnel Risk Assessment Attestation Form for each individual with Access for a minimum of seven years.

3.4.7 PG&E may audit Contractor's background screening methodology and substantiate the accuracy of Personnel Risk Assessment Attestation Forms for each individual. Contractor shall respond to any auditing requests and activities, including but not limited to data requests, within one business day. PG&E and/or WECC will set the frequency of auditing the Contractor's PRA process and supporting records.

3.5 After being granted access, Contractor agrees to notify PG&E at the sooner of close of business or 11:59 PM on the same day of any personnel departures or changes in roles of Contractor personnel who no longer require Access.

3.6 Unless otherwise indicated, Contractor agrees to notify PG&E of any Security Incidents within 24 hours of discovery.

3.7 Unless otherwise indicated, Contractor agrees to work with PG&E on a coordinated response to any Security Incidents as defined in this Exhibit.

3.8 Unless otherwise indicated, Contractor agrees to notify PG&E of any known vulnerabilities related to the products or services provided to PG&E within 1 business day of discovery of the vulnerability.

3.9 Unless otherwise indicated, Contractor agrees to work and cooperate with PG&E, to the satisfaction of PG&E, to develop mechanisms that verify the software integrity and authenticity of all software and patches provided by the Contractor for use in the BES Cyber Systems.

3.10 Unless otherwise indicated, Contractor agrees to adhere to PG&E's requirements for vendor-initiated Interactive Remote Access, as well as system-to-system remote access with a vendor.

3.11 In addition to its other indemnity obligations hereunder, Contractor shall indemnify and hold harmless PG&E for any fines, penalties or other sanctions assessed against PG&E (including but not limited to fines, penalties or sanctions assessed against PG&E by the WECC, NERC, or the FERC for a violation of any NERC reliability standard) caused by Contractor's failure to perform its obligations under this Contract.

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Nov 2019

NOT APPLICABLE

Exhibit 7A

PG&E NERC CIP PROGRAM

NON-EMPLOYEE WORKER ATTESTATION FORM

Non-Employee Name: Click or tap here to enter text.

Contractor Name: Click or tap here to enter text.

Date NERC Background Check Completed: Click or tap to enter a date.

COMPLETION OF PERSONNEL RISK ASSESSMENT (PRA):

By initialing next to each line item below, Contractor confirms that the Non-Employee identified above has received satisfactory results for each of the required NERC CIP seven (7) year background check components:

_____ Social Security Number (SSN) Validation or Verification from Social Security Administration (SSA)

_____ Social Security Number (SSN) Address History Trace

_____ County Criminal Check

_____ Federal Criminal Check

_____ Statewide Criminal Check

_____ Global Watch/Prohibited Parties

By completing and signing this form, Contractor confirms that the background investigation has been executed and yielded satisfactory results according to PG&E's NERC CIP Program specifications for the Non-Employee. Contractor must keep all supporting documentation on file with the Contractor for a minimum of 7 years following the end of the Supplier's last non-employee worker's assignment at PG&E. As stated in the contract between Contractor and PG&E, Contractor is subject to random audits of PRA/background check documentation by PG&E or its designee to ensure compliance with the requirements designated in the certification and contract.

☐ **I certify that I am authorized to sign on behalf of the Contractor.**

Contractor Representative Signature: Click or tap here to enter text.

Contractor Representative Name: Click or tap here to enter text.

Date Signed: Click or tap to enter a date.

If you have any questions and need additional details regarding this process, please contact PG&E's NERC/NEWP Administrator or Human Resources Solutions Center at (415) 973-4357.

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August 2020

Exhibit 8

PG&E Supplier Code of Conduct[1]
Acknowledgement

On behalf of the Company identified below, I acknowledge that I have read the PG&E *Supplier Code of Conduct.*

I certify that the Company and its subcontractors and agents shall conduct work for or on behalf of PG&E in full compliance with the applicable standards and expectations described in the PG&E *Supplier Code of Conduct*, as it may be modified from time to time.

I am authorized to sign this Acknowledgement on behalf of the Company.

Company: Community Action Partnership of Kern

By: _____

Name: Jeremy Tobias

Title: Chief Executive Officer

Date Signed: _____

1 Locate the Code online by typing “PGE Supplier Code of Conduct” into your browser, or by cutting and pasting the following url into your browser:
https://www.pge.com/includes/docs/pdfs/b2b/purchasing/suppliers/SupplierCodeofConductPGE.pdf

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EXHIBIT DATA- A

CONFIDENTIALITY AND DATA SECURITY

1.In addition to the Contract requirements set out in the Confidentiality provisions, Contractor shall comply with the following additional terms of this **Exhibit DATA- A** (Confidentiality and Data Security) regarding the handling of Confidential Information and PG&E Data from PG&E or its Customers.

2.NON-DISCLOSURE AGREEMENTS: Contractor shall have all of its employees, Subcontractors, and Subcontractor employees who will perform Work or services under this Contract sign a non-disclosure agreement in the form attached hereto as **Exhibit B-NDA** (Non-disclosure and Use of Information Agreement [“NDA”]). Prior to starting said Work or services, Contractor shall promptly furnish the original signed non-disclosure agreements to PG&E.

3.SECURITY MEASURES: Contractor shall take “Security Measures” with the handling of Confidential Information to ensure that the Confidential Information will not be compromised and shall be kept secure. Security Measures shall mean industry standards and techniques, physical and logical, including but not limited to:

a. written policies regarding information security, disaster recovery, third-party assurance auditing, penetration testing,

b. password protected workstations at Contractor’s premises, any premises where Work or services are being performed and any premises of any person who has access to such Confidential Information,

c. encryption of Confidential Information, and

d. measures to safeguard against the unauthorized access, destruction, use, alteration or disclosure of any such Confidential Information including, but not limited to, restriction of physical access to such data and information, implementation of logical access controls, sanitization or destruction of media, including hard drives, and establishment of an information security program that at all times is in alignment with the industry requirements of ISO 2700X or SOC2 Type 2.

4.COMPLIANCE AND MONITORING: Contractor shall comply with security policies relating to the handling of Confidential Information.

a. Prior to PG&E’s first transfer of Confidential Information to Contractor, Contractor shall provide PG&E with documentation satisfactory to PG&E that it has undertaken Security Measures.

b. Contractor and PG&E agree to meet periodically, if requested by PG&E, to evaluate Contractor's Security Measures and to discuss, in good faith, means by which the Parties can enhance such protection, if necessary.

c. Contractor shall update its Security Measures, including procedures, practices, policies and controls so as to keep current with industry standards, including but not limited to NIST and NERC/CIP, as applicable.

d. PG&E reserves the right to perform onsite security assessments to verify the implementation and ongoing operation and maintenance of security controls. At least annually, Contractor shall assist PG&E in obtaining a copy of any report that documents Contractor's Security Measures.

e. In the event, PG&E determines Contractor has not complied with Security Measures, PG&E shall provide written notice to Contractor describing the deficiencies. Contractor shall then have sixty (60) calendar days to cure. If Contractor has not cured the deficiencies within sixty (60) calendar days, PG&E may cancel this Contract for cause in accordance with the Contract’s termination provisions.

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5.PG&E DATA: PG&E Data shall mean:

a. all data or information provided by or on behalf of PG&E, including, but not limited to, personally identifiable information relating to, of, or concerning, or provided by or on behalf of any Customers,

b. all data or information input, transferred, uploaded, migrated, or otherwise sent by or on behalf of PG&E to Contractor as PG&E may approve of in advance and in writing (in each instance),

c. account numbers, forecasts, and other similar information disclosed to or otherwise made available to Contractor by or on behalf of PG&E and Customers, and

d. all data provided by PG&E's licensors, including any and all survey responses, feedback, and reports, as well as information entered by PG&E, Contractor or Subcontractor, and Customers.

6.SECURITY OF PG&E DATA: Contractor agrees that Contractor's collection, management and use of PG&E Data during the Term shall comply with these security requirements and all applicable laws, regulations, directives, and ordinances.

a. Vendor Security Review: Before receiving any PG&E Data, Contractor shall undergo PG&E's Vendor Security Review process. Contractor may receive PG&E Data if the security review reveals no high-risk security control deficiencies. If Contractor's security review reveals high-risk security control deficiencies, Contractor may not receive PG&E Data until such time Contractor mitigates the risk(s).

7.USE OF PG&E DATA:

a. License: PG&E may provide PG&E Data to Contractor to perform its obligations hereunder. Subject to the terms of the Contract, PG&E grants Contractor a personal, non-exclusive, non-assignable, non-transferable limited license to use the PG&E Data solely for the limited purpose of performing the Work or services during the Term, but not otherwise.

b. Limited Use of PG&E Data: Contractor agrees that PG&E Data will not be (a) used by Contractor for any purpose other than that of performing Contractor's obligations under this Contract, (b) disclosed, sold, assigned, leased or otherwise disposed of or made available to third parties by Contractor, (c) commercially exploited by or on behalf of Contractor, nor (d) provided or made available to any other party without written authorization, subject to these General Conditions and Exhibit DATA-A, Confidentiality and Data Security, and **Exhibit B-NDA**, Non-Disclosure and Use of Information Agreement.

c. Application Development: Contractor agrees that it will not engage in any application development without or until it has demonstrated compliance with the Contract provisions and it's **Exhibit DATA-A and Exhibit B-NDA.**

8.SECURITY BREACH: Contractor shall immediately notify PG&E in writing of any unauthorized access or disclosure of Confidential Information and/or PG&E Data.

a. Contractor shall take reasonable measures within its control to immediately stop the unauthorized access or disclosure of Confidential Information and/or PG&E Data to prevent recurrence and to return to PG&E any copies.

b. Contractor shall provide PG&E (i) a brief summary of the issue, facts and status of Contractor's investigation; (ii) the potential number of individuals affected by the security breach; (iii) the Confidential Information and/or PG&E Data that may be implicated by the security breach; and (iv) any other information pertinent to PG&E's understanding of the security breach and the exposure or potential exposure of Confidential Information and/or PG&E Data.

c. Contractor shall investigate such breach or potential breach, and shall inform PG&E, in writing, of the results of such investigation, and assist PG&E (at Contractor's sole cost and expense) in maintaining the confidentiality of such Confidential Information and/or PG&E Data. Contractor agrees to provide, at Contractor's sole cost and expense, appropriate data security monitoring services for all potentially affected persons for one (1) year following the breach or potential breach, subject to PG&E's prior approval.

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d. If requested in advance and in writing by PG&E, Contractor will notify the potentially affected persons regarding such breach or potential breach within a reasonable time period determined by PG&E and in a form as specifically approved in writing by PG&E. In addition, in no event shall Contractor issue or permit to be issues any public statements regarding the security breach involving Confidential Information and/or PG&E Data unless PG&E requests Contractor to do so in writing.

9.RIGHT TO SEEK INJUNCTION: Contractor agrees that any breach of this **Exhibit DATA-A** (Confidentiality and Data Security) would constitute irreparable harm and significant injury to PG&E. Accordingly, and in addition to PG&E's right to seek damages and any other available remedies at law or in equity in accordance with this Contract, Contractor agrees that PG&E will have the right to obtain, from any competent civil court, immediate temporary or preliminary injunctive relief enjoining any breach or threatened breach of this Contract, involving the alleged unauthorized access, disclosure or use of any Confidential Information and/or PG&E Data. Contractor hereby waives any and all objections to the right of such court to grant such relief, including, but not limited to, objections of improper jurisdiction or forum non convenient.

10.CPUC and IOU DISCLOSURE: Notwithstanding anything to the contrary contained herein, but without limiting the general applicability of the foregoing, Contractor understands, agrees and acknowledges as follows.

a. PG&E hereby reserves the right in its sole and absolute discretion to disclose any and all terms of this Contract and all exhibits, attachments, and any other documents related thereto to the California Public Utilities Commission (CPUC), and that the CPUC may reproduce, copy, in whole or in part or otherwise disclose the Contract to the public.

b. PG&E may be required or may deem it to be in the best interest of the Work being performed under this Contract that Work related information be disclosed to other IOUs (excluding any pricing information).

11.SUBPOENAS: In the event that a court or other governmental authority of competent jurisdiction, including the CPUC, issues an order, subpoena or other lawful process requiring the disclosure by Contractor of the Confidential Information and/or PG&E Data provided by PG&E, Contractor shall notify PG&E immediately upon receipt thereof to facilitate PG&E's efforts to prevent such disclosure, or otherwise preserve the proprietary or confidential nature of the Confidential Information and/or PG&E Data. If PG&E is unsuccessful at preventing the disclosure or otherwise preserving the proprietary or confidential nature of the Confidential Information and/or PG&E Data, or has notified Contractor in writing that it will take no action to prevent disclosure or otherwise preserve the proprietary or confidential nature of such Confidential Information and/or PG&E Data, then Contractor shall not be in violation of this Contract if it complies with an order of such court or governmental authority to disclose such Confidential Information and/or PG&E Data.

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EXHIBIT B-NDA

NON-DISCLOSURE AND USE OF INFORMATION AGREEMENT ("NDA")

THIS NON-DISCLOSURE AND USE OF INFORMATION AGREEMENT (NDA) is by and between Community Action Partnership of Kern ("Company"), Jeremy Tobias, ("Undersigned") authorized employee of Company (together, Company and Undersigned are referred to as the "Recipient"), and PACIFIC GAS AND ELECTRIC COMPANY ("PG&E") on the date set forth below. Undersigned and Company agree as follows:

1. The Recipient acknowledges that in the course of performing services or work (Work) for PG&E, the Recipient will be given access to certain Confidential Information, which may include (a) PG&E residential or commercial utility Customer's (Customer) personal identifiable information, energy usage data, billing data, account information and information relating to their facilities, equipment, processes, products, specifications, designs, records, data, software programs, finances, technologies, trade secrets, Customer identities, marketing plans or manufacturing processes or products, (b) any technical, commercial, financial, or Customer information of PG&E obtained by Contractor in connection with the Parties Contract, either during the Contract or applicable CWA Terms or prior to these Terms but in contemplation that Contractor might be providing the Work or services, including, but not limited to a Customer's energy usage and billing data, data, matters and practices concerning technology, ratemaking, personnel, business, marketing or manufacturing processes or products, which may be information owned by PG&E or by a third party and which may be in the custody of PG&E or third party and which constitutes valuable confidential and proprietary information and or trade secrets belonging to PG&E, and/or third parties, (c) any confidential information of any third party disclosing such confidential information to PG&E or Contractor in the course of such third party's , engagement, business, or other relationship with PG&E or its parent, subsidiary, or affiliated companies, (d) Personal Information as defined in California Civil Code Section 1798.140(o)(1), and (e) PG&E Data as defined in **Exhibit DATA-A,** Confidentiality and Data Security (collectively, "Confidential Information").

2. In consideration of being made privy to such Confidential Information, and of the contracting for the Recipient's professional services by PG&E, the Recipient hereby shall hold the same in strict confidence, and not disclose it, or otherwise make it available, to any person or third party (including but not limited to any affiliate of PG&E that produces energy or energy-related products or services) without the prior written consent of PG&E. Any Personal Information, as defined in California Civil Code Section 1798.140(o)(1), shall not be sold under any circumstances The Recipient agrees that all such Confidential Information:

a. Shall be used only for the purpose of providing Work or services for PG&E;

b. Shall not be reproduced, copied, in whole or in part, in any form, except as specifically authorized and in conformance with PG&E's instructions when necessary for the purposes set forth in (a) above; and

c. Shall, together with any copies, reproductions or other records thereof, in any form, and all information and materials developed by Undersigned there from, be returned to PG&E when no longer needed for the performance of Undersigned's Work or services for PG&E.

3. The Recipient hereby agrees that any third parties owning any Confidential Information are express third party beneficiaries of this Agreement.

4. The Recipient hereby acknowledges and agrees that because (a) an award of money damages is inadequate for any breach of this NDA by the Recipient or any of its representatives and (b) any breach causes PG&E irreparable harm, that for any violation or threatened violation of any provision of this NDA, in addition to any remedy PG&E may have at law, PG&E is entitled to equitable relief, including injunctive relief and specific performance, without proof of actual damages.

5. This NDA shall be governed by and interpreted in accordance with the laws of The State of California, without regard to its conflict of laws principles.

UNDERSIGNED	CONTRACTOR
By: _____	Company Name: _____
Name: Jeremy Tobias	Authorized Agent: _____
Title: Chief Executive Officer	Name: _____
Company: Community Action Partnership of Kern	Title: _____
Date: _____	Date: _____

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Community Based Outreach Resource
2021 Wildfire Season Resource Statement of Work

1. BACKGROUND/ PROJECT SUMMARY

Pacific Gas and Electric Company PG&E seeks to work with Community Action Partnership of Kern, a Community Based Organization (CBO) to provide mitigation resources to customers located in High Fire-Threat Districts (HFTD) that may be impacted by a Public Safety Power Shutoff (PSPS) or other emergencies, to provide people with access and functional needs to a source of food replacement. PG&E will like to work with Community Action Partnership of Kern to promote available resources as well as provide PSPS, emergency preparedness and other critical customer information.
High temperatures, extreme dryness and record-high winds have created conditions in our state where any spark can lead to a major wildfire. Within PG&E service area in Northern and Central California, more than half of our electric lines are in High Fire-Threat District (HFTD) areas, according to the California Public Utilities Commission (CPUC). That is why it may be necessary for PG&E to turn off electricity in the interest of public safety if severe weather threatens the electric system, known as PSPS.

Community Action Partnership of Kern have established relationships and will ensure customers have a trusted channel to get the information and resources that they need. PG&E seeks coordination with Community Action Partnership of Kern to leverage their existing networks and strengths for communications and resources. PG&E prioritizes preparedness outreach to take place in the highest fire threat areas. The main expectation of Community Action Partnership of Kern is to provide food distribution for replacement during and immediately following PSPS events and important safety messaging to their networks of customers. PG&E will provide Community Action Partnership of Kern with some flexibility in the food items that are distributed to customers.

PG&E and Community Action Partnership of Kern agree that the Community Action Partnership of Kern will deploy resources to support during any PSPS event or wildfire. Specifically, Community Action Partnership of Kern will provide one box of food, per family, to supplement food loss due to a PSPS event/wildfire. This box will equal in value and cannot exceed $40 per box. Community Action Partnership of Kern can also provide mutual aid to neighboring impacted food bank if requested. The food distribution will be for replenishing spoiled foods during and 3 days following a PSPS event or wildfire. Households will be vetted to ensure they reside in an area impacted by a recent PSPS event or wildfire. Community Action Partnership of Kern will promote available resources to existing networks in advance of a PSPS or wildfire and will report out on resources delivered during and after a PSPS event.

2. CONTRACT TERM

This contract shall commence upon signature by both parties and extend through December 31, 2021 unless terminated sooner by either party.

3. WORK LOCATION

Community Action Partnership of Kern shall perform services at one or more of the following locations: Community Action Partnership of Kern ’s primary place of business located at 5005 Business Park North, Bakersfield, CA 93309 and their partner distribution organizations, or any other locations approved by PG&E.

4. Project Scope

The labor rate for this program shall remain throughout the term of this SOW. Any conflict between the rates in the SOW and invoicing, the SOW shall prevail.

4.1 Task 1: Planning and Administration

4.1.1 CUSTOMER TARGETING – The target audience for these resources are low-income customers located in Tiers 2 and 3 HFTDs who are part of the access and functional

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needs. These customers have a pre-existing relationship with Community Action Partnership of Kern or newly formed relationship as a support of PG&E's PSPS Outreach efforts. The Community Action Partnership of Kern understands their customer base and will develop distribution methods accordingly.

4.1.2 RESOURCE PRIORITIZATION – Based on the unique and dynamic circumstances that dictate where PSPS events will occur, PG&E will provide guidance on prioritizing deployment of resources in specific geographies (counties) based on forecasted conditions and/or wildfire footprint. Guidance will be delivered via email. Community Action Partnership of Kern will be responsible for distribution of the resources based on methods identified in this SOW. Community Action Partnership of Kern agrees to comply with all safety and health criteria provided by PG&E and in compliance with all current COVID-19 federal, state and local regulations, including use proper personal protective equipment (PPE) including face coverings and gloves. Community Action Partnership of Kern should have resources available to respond and distribute resources during their normal business hours. If there is an emergency or PSPS event falls on a weekend Community Action Partnership of Kern is required to have a representative available to contact for coordination plan to help provide resources.

4.1.3 TRACKING AND REPORTING – PG&E will provide a mechanism to track outreach to customers and report (Tracking and Reporting) the number of potential customers served during a PSPS event. This Tracking and Reporting mechanism will be provided to Community Action Partnership of Kern within 5 days of execution of Contract Work Authorization (CWA) containing this SOW. Community Action Partnership of Kern has 2 weeks from execution of SOW agreement to review and provide feedback. This Tracking and Reporting must be completed before, during and after each PSPS event and be submitted to PG&E within 5 days of power being restored.

4.1.4 PROGRAM PROCESS – Community Action Partnership of Kern will work with PG&E to jointly determine and agree upon processes and procedures for the following:

4.1.4.1 DURING PSPS or WILDFIRE – When possible attend a once daily Resource Partner Call and/or attend once daily Cooperator Call, provide a point of contact for PG&E to notify before and coordinate with during PSPS events via email including details for outreach and regular updates related to PSPS event or other emergency.

4.2 Task 2: Engagement with Customers for PSPS and Emergency Preparedness Planning

CUSTOMER OUTREACH – Community Action Partnership of Kern will perform outreach to the customers located in Tier 2 and Tier 3 HFTD to promote and educate the customers about available resources during PSPS events. This Outreach effort may be limited to posting available resources prior to, during and 3 days after a PSPS event on Community Action Partnership of Kern County's social media sites.

4.3 Task 3: Engagement with Customers During PSPS events or Wildfires

When a PSPS event is imminent or if a wildfire threatens a portion of PG&E service territory, Community Action Partnership of Kern will be notified by PG&E and requested to attend emergency preparedness meetings. Community Action Partnership of Kern will designate staff to be available for coordination and engagement prior to, during, and after a PSPS event or wildfire. Community Action Partnership of Kern will be requested to implement the following agreed upon engagement activities with their constituents:

- ☐ When possible share PG&E's social media posts through Community Action Partnership of Kern's existing social media channels
- ☐ Provide one meal box to qualified customer households during and 3 days following a PSPS event or wildfire

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4.4 Task 4: Reporting Outcomes

When a PSPS event is imminent or if a wildfire threatens a portion of PG&E service territory, Community Action Partnership of Kern will report food distribution after 3 days of power restoration of a PSPS event.

4.4.1 Reporting (PSPS or Wildfire)

4.4.1.1 Community Action Partnership of Kern will provide summary report 5 business days following conclusion of PSPS event/wildfire via email to EOC-CSO-SituationRoom-Support@pge.com summarizing daily and total number of and boxes distributed by zip code.

4.4.2 Billing and Invoicing

Community Action Partnership of Kern will provide and invoice to PG&E within 30 days of the conclusion of a PSPS event or wildfire detailing number of customers served.

5. Community Action Partnership of Kern Roles / Responsibilities

Community Action Partnership of Kern will

- Have a designated point contact who will be available via email and phone for regular communication and coordination with PG&E
- Will share PG&E PSPS emergency preparedness and other relevant information and education material with customers
- Will provide customers food boxes during and 3 days after a PSPS event as appropriate
- Community Action Partnership of Kern will comply with all state and federal regulations
- Community Action Partnership of Kern will provide PSPS outreach before and during events

6. Reporting

Community Action Partnership of Kern will report food distribution reference above in Task 4; Reporting Outcomes outlined below. Community Action Partnership of Kern lead will be in contact with PG&E representative before, during and after PSPS event/wildfire. During a PSPS event Community Action Partnership of Kern will check-in with PG&E representative as needed. Post event reports are due no later than 5 days after the conclusion of a PSPS event/wildfire. Financial reporting for payments is due no later than 30 days after the conclusion of a PSPS event/wildfire.

In Event/Post Event Reporting (PSPS or Wildfire)

- Community Action Partnership of Kern will provide the following data on the number of food boxes distributed at the conclusion of the PSPS event, including the 3 days after restoration.
- Event Reporting of:
  - Summarize number of food boxes provided by geography (zip code) for the entirety of the event plus the 3 days following

Feedback Reporting

- Provide the number of customers reached for food replacement
- Provide success stories on how the program has prepared or made a significant difference for an individual or groups of individuals
- Provide feedback on what aspects of the communication strategy is working and what areas are identified as needing adjustment

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- Provide feedback on what aspects of the food replacement services are working and what areas are identified as needing adjustments
- Respond to PG&E's post event communications and surveys

7. Payment

The payment for in-event resources will be provided following receipt of invoice. Community Action Partnership of Kern will invoice PG&E related to this Task in accordance with the Invoicing procedures outlined in the General Conditions within 30 days of PSPS event end.

FEE BREAKDOWN –

The following cost estimates are used to determined task-based

8.1Project Fees by task: Food Banks

Task	Not-to-Exceed Amount
Task 1 – $40 per box, per family, per event	*$ 40.00 x 850 = $34,000*
Project Scope Total (assuming max of 9 events 2021)	***$306,000***
Charges not to exceed total project scope	

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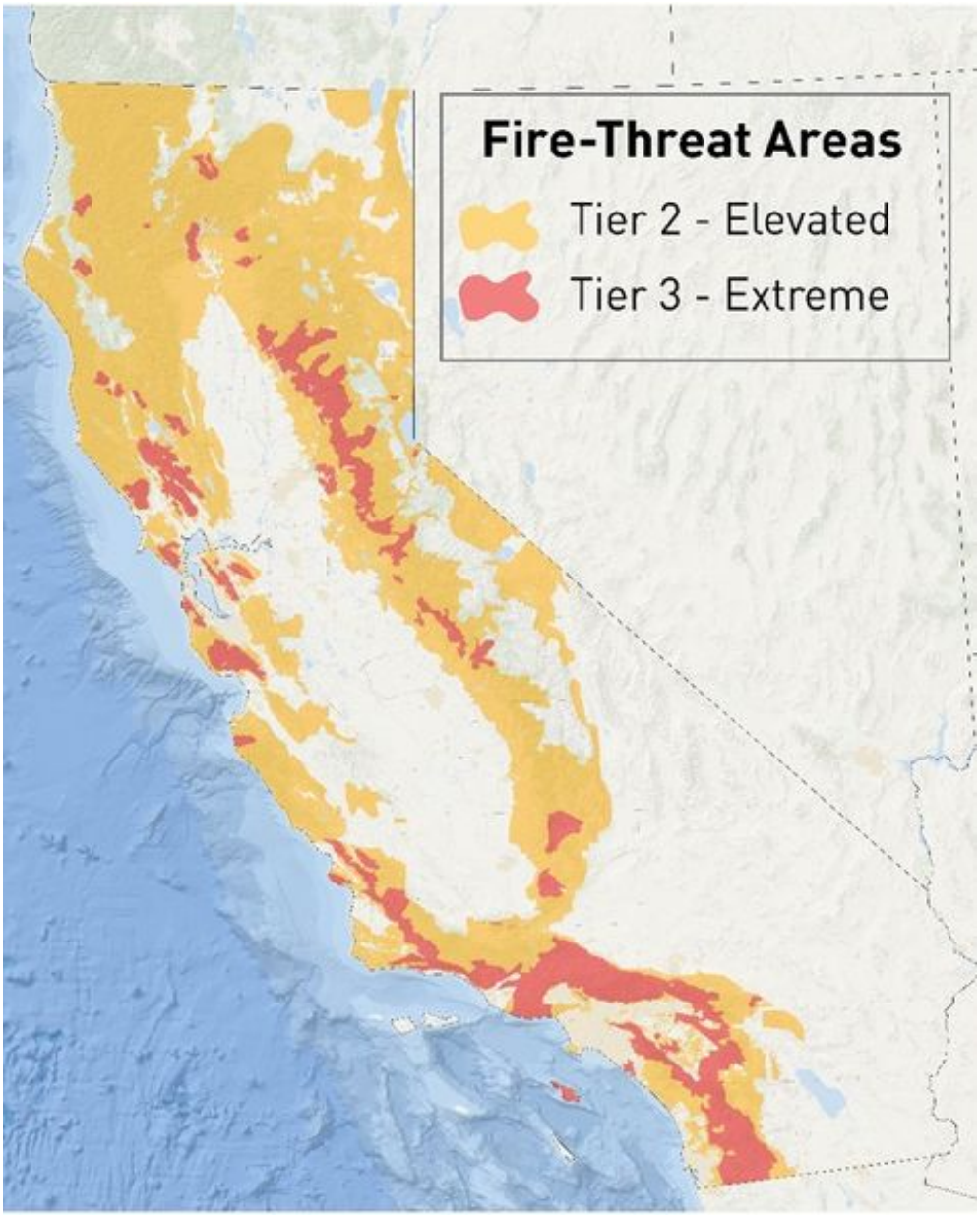
Appendix



California Public Utilities Commission (CPUC) High-Fire Threat District

AFN Defined by the CPUC: Individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutional settings or those who ware low income, homeless, or transportation disadvantaged, including but not limited to those who are dependent on public transit or those who are pregnant.

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Head Start Assistant Director - Program

Date: May 19, 2021

Subject: *Agenda Item 4(c):* Early Head Start San Joaquin County Carryover Request 2021– ***Action Item***

Early Head Start San Joaquin County is requesting a Carryover Request for the 2021-2022 budget year. This request will permit the transfer of a balance from a budget period that has ended into a current budget period to support incomplete projects from the budget period in which funds were originally awarded. The Head Start and State Child Development Division seeks a budget carryover of $588,553. This includes $466,014 in base funding, $15,742 in Training and Technical Assistance (T&TA), and $106,797 in CARES Act funding.

Base funds will be utilized to support expenses in the Equipment, Supply, and Other categories. These funds will be allocated towards outdoor environments, playground equipment, and other minor renovations and repairs needs within the program. These projects will be completed by the end of the current fiscal year. T&TA funds will be utilized to deliver training on Trauma-Informed Care. This training is a critical component of early childhood education whose principals enable providers to better identify health risk and determine critical steps for supporting children's care. CARES Act funds will be used to support continued efforts introduced in response to the COVID-19 pandemic.

This proposal was formulated through discussions with the Region IX Office. These consultations have supported CAPK's request to carryover the $ 588,553 balance into the 2021-2022 fiscal year. In consultation with Finance, we have determined that the un-obligated balance is equal to the amount that is being requested.

These projects align with CAPK's strategic goal to support school readiness by increasing the number of classrooms and supporting the delivery of services. The program will move forward with the maintenance/repairs and the delivery of trainings when the budget carryover has been approved.

Recommendation

Staff recommends the Budget and Finance Committee approves with resolution the submission of the Early Head Start San Joaquin County Carryover Request 2021 for the grant #09CH011406.

Attachments:

EHS SJC Carryover Request Resolution 2021-06
EHS SJC Budget Detail

RESOLUTION # 2021-06

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Carryover Request for Early Head Start San Joaquin County

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 26 2021, 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 Early Head Start San Joaquin County Grant #09CH011406, has requested to submit a Carryover Request for the 2021-2022 budget year; and

WHEREAS, the Head Start and State Child Development Division seeks a budget carryover of $588,553; $466,014 in Base, $15,742 in Training and Technical Assistance, and $106,797 in CARES Act Funding; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Early Head Start San Joaquin County contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Carryover Request for the Early Head Start San Joaquin County Grant; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of a Carryover Request for the Early Head Start San Joaquin County Grant #09CH011406.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of May 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Community Action Partnership of Kern

Early Head Start San Joaquin County Budget Detail:

Carryover Request Utilizing the Budget to Actual Report

Budget Period: February 1, 2020 - January 31, 2021

BASE

	BUDGET	ACTUAL	REMAINING	% SPENT	CARRYOVER REQUEST
PERSONNEL	3,173,727	2,987,584	186,143	94%	**0**
FRINGE BENEFITS	959,615	758,151	201,464	79%	**0**
TRAVEL	0	1,916	-1,916	0%	**0**
SUPPLIES	125,025	191,868	-66,843	153%	**25,000**
EQUIPMENT	0	0	0	0%	**20,000**
CONTRACTUAL	10,600	13,807	-3,207	130%	**0**
OTHER	741,956	634,346	107,610	85%	**378,251**
INDIRECT	478,171	435,408	42,763	91%	**42,763**
TOTAL	**5,489,094**	**5,023,080**	**466,014**	**92%**	**466,014**

TRAINING & TECHNICAL ASSISTANCE FUNDS

	BUDGET	ACTUAL	REMAINING	% SPENT	CARRYOVER REQUEST
PERSONNEL	21,912	32,895	-10,983	150%	**0**
FRINGE BENEFITS	13,758	13,536	222	98%	**0**
TRAVEL	18,226	0	18,226	0%	**0**
SUPPLIES	6,815	603	6,212	9%	**4,000**
CONTRACTUAL	3,845	0	3,845	0%	**8,000**
OTHER	43,785	46,999	-3,214	107%	**2,308**
INDIRECT	10,834	9,400	1,434	87%	**1,434**
TOTAL	**119,175**	**103,433**	**15,742**	**87%**	**15,742**

COVID CARES

	BUDGET	ACTUAL	REMAINING	% SPENT	CARRYOVER REQUEST
PERSONNEL		37,181	-37,181	0%	**0**
FRINGE BENEFITS		4,608	-4,608	0%	**0**
SUPPLIES	187,546	108,266	79,280	58%	**75,000**
OTHER	62,515	3,731	58,784	6%	**21,275**
INDIRECT	25,006	14,484	10,522	58%	**10,522**
TOTAL	**275,067**	**168,270**	**106,797**	**61%**	**106,797**

TOTAL CARRYOVER REQUEST: $588,553

Revised 5/5/21

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Head Start Assistant Director - Programs

Date: May 19, 2021

Subject: *Agenda Item 4(d):* Head Start and Early Head Start Kern - Supplemental Funds Request for Oasis **Action Item**

The Head Start and State Child Development program is requesting approval to submit a Supplemental Funds Request of $390,616 to the Office of Head Start. Funds will be utilized to repair damages from the settling of the 2019 Ridgecrest earthquakes. A 6.4 magnitude foreshock and 7.1 magnitude mainshock occurred in 2019 on July 4th and July 5th, respectively. The strongest shaking occurred within a 25-mile-wide radius of each epicenter, an area that includes our center Oasis.

A preliminary assessment of Oasis took place to assess safety issues prior to the return of staff and families. Damages to the center were quickly assessed and addressed through minor renovations to ensure no health and safety conditions exist. CAPK is now requesting to make large scale renovations. While minor renovations have mended the damages, the major renovations requested will fully repair the issues to create long-lasting and durable structures. A recent site inspection conducted by Operations located damage to sidewalks, outdoor play area, landscaping, parking lot, block wall, and to the roof. Projected expenses include the repairs of these damages, as well as payment for required permits. Additionally, a 5% contingency was allocated to the budget to support unexpected charges that may occur.

The projected timeline for the completion of these projects is Fall and Winter of 2021. Proposed strategies with staff from Head Start, WIC, and Eastern Kern Family Resource would allow these repairs to take place during the hours of operations without interrupting services. The square footage of the center allows reconfiguration of site staff and children to ensure that workers are able to access areas of concern without posing safety concerns. In compliance with the Head Start Act, CAPK will submit a 45 CFR 1303 application, required for major renovations that exceed $250,000. This request is currently being drafted and will be submitted upon review of this application.

Recommendation

Staff recommends the Budget and Finance Committee approves with resolution the Head Start and Early Head Start Kern Grant #09CH011132 - Supplemental Funds Request for Oasis.

Attachments:

Supplemental Funds Request Resolution – 2021-07
Supplemental Funds Request Budget Detail

RESOLUTION # 2021-07

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Supplemental Funds Request for Oasis

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on May 26, 2021, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Head Start and Early Head Start Kern Grant #00CH011132, has requested to submit a Supplemental Funds Request for $390,616 to be utilized in the 2021-2022 budget year in Head Start Oasis State Child Development Center; and

WHEREAS, the Head Start and State Child Development Division is requesting repairs to damaged sidewalks, outdoor play area, landscaping, parking lot, block wall, and the roof that resulted from the settling of the 2019 Ridgecrest earthquakes;

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Supplemental Funds Request; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Supplemental Funds Request that will make Oasis a safer environment for families and staff long term; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of a Supplemental Funds Request for Oasis for the Head Start and Early Head Start Kern grant, #00CH011132.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of May 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Community Action Partnership of Kern
Head Start and Early Head Start Kern
BUDGET DETAIL
2021-2022

Location: Oasis CDC
Project: Retrofit Improvements - Result of settling due to earthquake

Description	QTY Unit	Unit Cost	Unit Total	Total
Ramps				**$50,265**
ADA Accessibility	1117 SF	$45.00	$50,265	
Outdoor play area				**$93,250**
Flatwork	2400 LS	$25.00	$60,000	
Poured in place	950 SF	$35.00	$33,250	
General Site Work				**$111,000**
Landscaping repair	1500 SF	$12.00	$18,000	
Block wall repair and extension	200 LF	$45.00	$9,000	
Parking lot paving	20000 SF	$4.20	$84,000	
RE-Roof				**$108,000**
Mechanical Well	9000 SF	$8.00	$72,000	
Pitched roof	2000 SF	$18.00	$36,000	
Subtotal				**$362,515**
General Conditions				
Permitting				**$9,500**
Subtotal				**$372,015**
5% Contingency				$18,601
Total Construction Cost				**$390,616**

MEMORANDUM

To: Budget & Finance Committee

From: Sheila Shegos, Director of Outreach & Grants Administrator

Date: Wednesday, May 19, 2021

Subject: *Agenda Item 4(e)*: Central California Asthma Corporation (CCAC) Subcontract Agreement Revision – **Action item**

Approved by the Board of Directors on June 24, 2020, CAPK entered an agreement with the State of California Department of Health Care Services (CDHCS) and Sierra Health Foundation (SHF) for the Kern Asthma Preventive Services Project to provide asthma home visitor services for the contract period August 1, 2020 to May 15, 2023. (Contract funding of $500,000 supports 211 personnel, programming and 10% administrative costs). As part of the project scope and desired project deliverables for success, CAPK subcontracted with the Central California Asthma Corporation (CCAC) to implement the Asthma Impact Model (AIM) and provide direct services to 230 eligible Kern Health Systems (KHS) asthma patients as part of the Asthma Mitigation Project.

Subcontract agreement revision in red highlight below, under 3. Payment for Services (only) further defines the invoicing schedule and payment for services process between CCAC and CAPK, to include:

- **PAYMENT FOR SERVICES.** Payment shall be made to Subcontractor by CAPK when CAPK has confirmed receipt of invoices. Invoices must include documentation to support all costs included in the invoices. Supporting documentation and all services rendered for payment must conform to the requirements defined in the Grant Agreement located at the link above. Subcontractor will submit quarterly invoices over the term of this agreement, with opportunity for advance payment and to invoice quarterly based on mutual agreement between CAPK and Subcontractor and are not to exceed the total Subcontractor amount of $402,000. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department. Subcontractor acknowledges that payment to Subcontractor for invoices are contingent upon the timely submission and approval of Subcontractor's Progress Reports and other submissions required by the California Department of Health Care Services and Sierra Health Foundation. Additionally, Subcontractor acknowledges that wait time for payment is subject to the payment schedule for the Grant Agreement located at the link above.
- **QUARTERLY INVOICE SCHEDULE.** March, June, September, and December (quarter ending periods); with invoices due to CAPK's Finance Department no later than the 15th of the month following each quarter ending period.

Recommendation

Staff recommends approval for CEO to sign revised subcontract agreement with the Central California Asthma Corporation (CACC) under the Sierra Health Foundation Asthma Mitigation Grant.

Attachment:

Sierra Health Foundation Asthma Mitigation Grant, Subcontract Agreement – Central California Asthma Corporation (CACC).

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 864-1312

ACCOUNT CODE:

Contract Log:

SUBCONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 16th day of December 2020 by and between Central California Asthma Collaborative ("Subcontractor") and Community Action Partnership of Kern ("CAPK/Grantee"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Subcontractor is to perform Asthma Home Visiting Services to assist CAPK in executing the Kern Asthma Preventative Services Project as described in the Grant Agreement (**Exhibit A**) found at the following link:

   https://www.capk.org/wp-content/uploads/2020/11/GA20APS006-Fully-Executed-Agreement-Signed.pdf

2. **LOCATION FOR SERVICES.** Kern County

3. **PAYMENT FOR SERVICES.** Payment shall be made to Subcontractor by CAPK when CAPK has confirmed receipt of invoices. Invoices must include documentation to support all costs included in the invoices. Supporting documentation and all services rendered for payment must conform to the requirements defined in the Grant Agreement located at the link above. Subcontractor will submit invoices over the term of this agreement that are not to exceed the total amount of $500,00.00. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department. Subcontractor acknowledges that payment to Subcontractor for invoices are contingent upon the timely submission and approval of Subcontractor's Progress Reports and other submissions required by the California Department of Health Care Services and Sierra Health Foundation. Additionally Subcontractor acknowledges that wait time for payment is subject to the payment schedule for the Grant Agreement located at the link above.

   Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

4. **TERM.** The period of performance for this Agreement is December 16, 2020 through May 15, 2023. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.

5. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Subcontractor is an independent contractor and is not an officer or employee of CAPK.

6. **INSURANCE.** Subcontractor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, incorporated herein by reference, and will name CAPK as an additional insured.

7. **RESPONSIBILITIES.** Subcontractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Subcontractor's effective representation of CAPK's interests. Subcontractor shall comply with instructions and deadlines given from CAPK to Subcontractor in order to meet the requirements of the Grant Agreement referenced above. Any form of noncompliance may affect each parties ability to executive their duties under this Services Agreement. Both CAPK and Subcontractor shall remain in regular contact in order to ensure execution of this agreement is carried out as effective as reasonably possible.

8. **CONFIDENTIALITY.** Subcontractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Subcontractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.

9. **RELEASE OF PAPERS AND PROPERTY.** Upon termination of this Agreement, Subcontractor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Subcontractor on behalf of CAPK during the term of this Agreement. In the event that CAPK requests that Vendor relinquish CAPK's original

documents in its file, CAPK agrees to give Subcontractor at least five (5) working days written notice of CAPK's request in order to provide Subcontractor sufficient time to make a copy for Subcontractor's records.

10. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Subcontractor:	CAPK:
Central California Asthma Collaborative	Community Action Partnership of Kern
ATTN: Kevin D. Hamilton, RRT	ATTN: Sheila Shegos
4991 E. McKinley Ave, Ste 109	5005 Business Park North
Fresno, CA 93727	Bakersfield, CA 93309
Phone: (559) 272-4874	Phone: (661) 336-5236

11. **INDEMNIFICATION.** Subcontractor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Subcontractor while executing this Agreement.
12. **HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 4 above, not to exceed 12 months.
13. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
14. **SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
15. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
16. **ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

SUBCONTRACTOR: CENTRAL CALIFORNIA ASTHMA COLLABORATIVE

Signature: _____ **Date:** Dec 29, 2020

Printed Name: Kevin Hamilton **Title:** CEO

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: Jeremy T. Tobias
Jeremy T. Tobias (Dec 29, 2020 09:49 PST) **Date:** Dec 29, 2020

Printed Name: Jeremy T. Tobias **Title:** CEO

Attachment B

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Subcontractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.

2. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Subcontractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Subcontractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Subcontractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.

3. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Subcontractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Subcontractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Subcontractor and CAPK's Chief Executive Officer.
4. **CLAIMS.** All claims for money due or to become due to the Subcontractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
5. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
6. **AFFIRMATIVE ACTION.** The Subcontractor agrees to abide by all State and Federal Affirmative Action policies and laws.
7. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
8. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Subcontractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
9. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
10. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Subcontractor will be American made.
11. **CONFIDENTIALITY.** The Subcontractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
12. **RESPONSIBILITY.** If Subcontractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
13. **PROTEST BY VENDOR:** If the Subcontractor wishes to file a protest against CAPK for any action, the Subcontractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
14. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of

CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Subcontractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Subcontractor may file a protest with CAPK as specified in the section titled "Protest by Subcontractor."

15. **DEBARMENT AND SUSPENSION CERTIFICATION**: Subcontractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

    "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

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

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

17. **INSURANCE REQUIREMENTS:** Subcontractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

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

personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

e. Provide Contractual Liability coverage for the terms of the Agreement.
f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

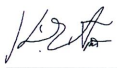
All policies required of the Subcontractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated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

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

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

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

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



Dec 29, 2020

Signature **Date**

Kevin Hamilton

Print Name

Central California Asthma Collaborative

Company Name

Memorandum of Understanding

This Agreement is made on this 11/1/2020 between the Central California Asthma Collaborative, hereafter referred to as CCAC; Kern Health Systems, hereafter referred to as KHS; and Community Action Partnership of Kern, hereafter referred to as CAPK.

Purpose of Agreement

CAPK has contracted with CCAC to implement the Asthma Impact Model, hereafter known as AIM, to provide asthma home visitor services to 230 eligible KHS asthma patients as part of the Asthma Mitigation Project (AMP), funded by Sierra Health Foundation (SHF). As a part of this project, CAPK, CCAC and KHS agree to the following:

1. KHS will identify asthma patients who are eligible for the AMP based on utilization (inpatient, emergency department and urgent care visits) and Managed Care Accountability Set (MCAS) measures (asthma medication ratio). CCAC and KHS will execute a business associate agreement that will allow KHS to share patient health information (PHI) with CCAC.
2. CCAC will work directly with CAPK to help KHS patients who are enrolled in AIM (AMP) access additional community resources of benefit to the patient and their family. However, PHI will not be share with CAPK by KHS or CCAC.
3. The three organizations (CAPK, CCAC and KHS) hereby agree to hold regular meetings to discuss project activities and progress. Meeting frequency will be determined by the lead personnel from each organization participating in the AMP.
4. The three organizations (CAPK, CCAC and KHS) hereby agree to provide written project updates to meet the SHF AMP grant reporting requirement.
    a. CCAC will provide monthly patient-level updates to KHS and quarterly reports of aggregate AIM (AMP) enrollment and visits to KHS and CAPK.
    b. KHS will provide quarterly reports of patient-level healthcare utilization and asthma medication use (rescue and controller prescriptions filled) to CCAC for all patients enrolled in AIM (AMP).
    c. CAPK will provide monthly updates of household-level access to CAPK programs by AIM (AMP) participants to CCAC. CCAC will include this data in its monthly patient level updates to KHS.
    d. CCAC will provide biannual reports of aggregate AIM (AMP) participant enrollment, visits completed, home remediation actions, gift card incentives, healthcare utilization, AMR, asthma control test (ACT) and asthma quality of life questionnaire (AQLQ) measures.
5. This agreement will be subject to review Annually from the date herein executed and will terminate if any of the following events occur:
    a. Any of the organizations (CAPK, CCAC or KHS) fail to perform or observe any covenant of this agreement, and this failure remains unremedied thirty (30) days after notice in writing.

b. Upon expiration of four weeks after either CAPK, CCAC or KHS has given written notice of its intent to terminate the agreement.

In witness whereof, the parties hereto have executed this Agreement on the day and year written above.

Accepted for Central California Asthma Collaborative:

	11/11/2020
Authorized Signature	Date Signed

Accepted for Kern Health Systems:

Authorized Signature	Date Signed

Accepted for Community Action Partnership of Kern:

Jeremy T. Tobias Jeremy T. Tobias (Dec 29, 2020 09:49 PST)	Dec 29, 2020
Authorized Signature	Date Signed

CCAC Subcontract Agreement & Memorandum of Understanding (CCAC,KHS,CAPK)

Final Audit Report 2020-12-29

Created:	2020-12-23
By:	Michael Herrera (mherrera@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAALHnSHnGZSBK1ualNU3noN2-9Rd3z1uc0

"CCAC Subcontract Agreement & Memorandum of Understanding (CCAC,KHS,CAPK)" History

Document created by Michael Herrera (mherrera@capk.org)
2020-12-23 - 4:13:59 PM GMT- IP address: 50.91.56.96

Document emailed to Kerri Davis (kdavis@capk.org) for approval
2020-12-23 - 4:16:37 PM GMT

Email viewed by Kerri Davis (kdavis@capk.org)
2020-12-23 - 4:32:40 PM GMT- IP address: 104.47.58.254

Document approved by Kerri Davis (kdavis@capk.org)
Approval Date: 2020-12-23 - 4:33:39 PM GMT - Time Source: server- IP address: 162.225.170.150

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2020-12-29 - 5:43:52 PM GMT- IP address: 104.47.57.254

Document approved by Traco Matthews (tmatthews@capk.org)
Approval Date: 2020-12-29 - 5:44:17 PM GMT - Time Source: server- IP address: 174.134.134.166

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2020-12-29 - 5:44:20 PM GMT

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Signature Date: 2020-12-29 - 5:49:53 PM GMT - Time Source: server- IP address: 12.244.102.66

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2020-12-29 - 5:49:55 PM GMT

Email viewed by Kevin Hamilton (kevin.hamilton@centralcalasthma.org)
2020-12-29 - 5:58:27 PM GMT- IP address: 66.249.84.226

Document e-signed by Kevin Hamilton (kevin.hamilton@centralcalasthma.org)
Signature Date: 2020-12-29 - 6:00:42 PM GMT - Time Source: server- IP address: 73.90.94.60

Agreement completed.
2020-12-29 - 6:00:42 PM GMT

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: Wednesday, May 19, 2021

Subject: *Agenda Item 4(f)*: Agency-Wide Budget Revision #2 – **Action Item**

The proposed revised annual budget for the 2021/22 Fiscal Year is presented using the following functional categories:

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

The annual operating budget (program services and support services) has been revised from $87,430,802 to $88,221,361. The increase is attributed to the additional funding received for the Head Start/Early Head Start COVID funding and ESG Coordinated Entry Services funding from the City of Bakersfield. Attached is the 2021/22 annual budget with category support schedules.

The Indirect budget has been revised from $6,781,472 to $6,838,126 for the five support divisions: Executive, Human Resources, Finance, Operations, and Program Administration. Staff is proposing renaming the Community Development category to Program Administration. The additional cost in salaries and benefits for the indirect budget represents the additional cost for adding two additional staff to the Human Resources division.

Recommendation

Staff recommends that the Budget and Finance Committee approve the revised annual budget for FY 2021/22.

Attachments:

Revised Annual Budget for FY 2021/22
Detail of Budget Revision Changes for FY 2021/22

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2021/22

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	$ 62,443,160	$ 8,126,350	$ 6,424,164	$ 4,105,872	$ 1,535,543	$ -	$ 3,468,476	$ 84,433,010	$ -
Head Start Subsidy for CACFP	(870,245)	870,245	-	-	-	-	-	-	-
Private Revenue	-	40,000	-	649,115	-	11,520	-	700,635	-
Other Revenue	1,602	222,250	-	-	-	1,205	-	225,057	7,399,241
Donations	-	120,000	-	10,000	-	10,000	-	140,000	-
Total Revenue	**$ 59,903,962**	**$ 9,378,845**	**$ 6,424,164**	**$ 4,764,987**	**$ 1,535,543**	**$ 22,725**	**$ 3,468,476**	**$ 85,498,702**	**$ 7,253,944**
Expenditures									
Salaries	28,385,371	3,972,150	1,913,466	2,369,590	731,011	92,700	906,774	37,570,828	3,947,662
Benefits	8,621,872	1,132,141	437,356	535,487	201,980	19,467	247,051	10,931,277	931,140
Travel	481,785	98,318	61,498	25,140	11,490	18,150	26,622	591,445	65,350
Space Cost	6,597,185	694,465	224,567	609,768	119,233	2,200	130,719	8,369,519	183,370
Supplies	1,650,819	310,315	94,064	375,109	17,508	19,000	172,673	2,417,192	145,200
Equipment	249,000	-	8,603	-	-	-	33,750	237,353	196,000 A
Consultant/Contract	1,383,171	594,403	1,604,510	275,443	1,750	62,500	302,730	4,224,507	937,500
Other Operating Costs	1,134,919	392,841	784,803	149,211	37,330	44,410	27,679	2,526,718	352,250
Program Costs	7,854,382	1,451,836	712,064	6,562	3,000	-	1,308,180	11,336,024	-
Depreciation	297,840	3,600	-	-	-	-	-	301,440	23,000
Indirect	4,918,173	728,776	583,233	418,677	412,241	25,843	312,298	7,253,944	-
Total Expenditures	**$ 59,903,962**	**$ 9,378,845**	**$ 6,424,164**	**$ 4,764,987**	**$ 1,535,543**	**$ 284,270**	**$ 3,468,476**	**$ 85,760,247**	**$ 6,720,488**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (261,545)**	**$ -**	**$ (261,545)**	**$ 533,456**

One-Time COVID Indirect Surplus **(312,298)**

Ongoing Indirect Surplus **$ 221,158**

A. $196,000 budgeted for replacement of servers (one-time expense)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
BUDGET REVISION #2 (PROPOSED CHANGES)

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ 790,559	$ 790,559	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	71,869
Donations	-	-	-	-	-	-	-	-	-
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 790,559**	**$ 790,559**	**$ 71,869**
Expenditures									
Salaries	-	-	-	-	-	-	561,476	-	35,482
Benefits	-	-	-	-	-	-	157,214	-	172
Travel	-	-	-	-	-	-	-	-	(3,000)
Space Cost	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	5,000
Equipment	-	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	-	-	-	-	18,500
Other Operating Costs	-	-	-	-	-	-	-	-	500
Program Costs	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Indirect	-	-	-	-	-	-	71,869	-	-
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 790,559**	**$ 790,559**	**$ 56,654**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 15,215**

One-Time COVID Indirect Surplus	**(71,869)**
Ongoing Indirect Surplus	**$ (56,654)**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
BUDGET REVISION #2

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	$ 62,443,160	$ 8,126,350	$ 6,424,164	$ 4,105,872	$ 1,535,543	$ -	$ 4,259,035	$ 86,894,124	$ -
Head Start Subsidy for CACFP	(870,245)	870,245	-	-	-	-	-	-	-
Private Revenue	-	40,000	-	649,115	-	11,520	-	700,635	-
Other Revenue	1,602	222,250	-	-	-	1,205	-	225,057	7,471,110
Donations	-	120,000	-	10,000	-	10,000	-	140,000	-
Total Revenue	**$ 61,574,517**	**$ 9,378,845**	**$ 6,424,164**	**$ 4,764,987**	**$ 1,535,543**	**$ 22,725**	**$ 4,259,035**	**$ 87,959,816**	**$ 7,471,110**
Expenditures									
Salaries	28,385,371	3,972,150	1,913,466	2,369,590	731,011	92,700	1,468,250	38,932,538	3,983,144
Benefits	8,621,872	1,132,141	437,356	535,487	201,980	19,467	404,265	11,352,568	931,312
Travel	481,785	98,318	61,498	25,140	11,490	18,150	26,622	723,003	62,350
Space Cost	6,597,185	694,465	224,567	609,768	119,233	2,200	130,719	8,378,137	183,370
Supplies	1,650,819	310,315	94,064	375,109	17,508	19,000	172,673	2,639,488	150,200
Equipment	249,000	-	8,603	-	-	-	33,750	291,353	196,000 A
Consultant/Contract	1,383,171	594,403	1,604,510	275,443	1,750	62,500	302,730	4,224,507	956,000
Other Operating Costs	1,134,919	392,841	784,803	149,211	37,330	44,410	27,679	2,571,193	352,750
Program Costs	7,854,382	1,451,836	712,064	6,562	3,000	-	1,308,180	11,336,024	-
Depreciation	297,840	3,600	-	-	-	-	-	301,440	23,000
Indirect	4,918,173	728,776	583,233	418,677	412,241	25,843	384,167	7,471,110	-
Total Expenditures	**$ 61,574,517**	**$ 9,378,845**	**$ 6,424,164**	**$ 4,764,987**	**$ 1,535,543**	**$ 284,270**	**$ 4,259,035**	**$ 88,221,361**	**$ 6,838,126**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (261,545)**	**$ -**	**$ (261,545)**	**$ 632,984**

One-Time COVID Indirect Surplus **(384,167)**

Ongoing Indirect Surplus **$ 248,817**

A. $196,000 budgeted for replacement of servers (one-time expense)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
FUNDING RELATED TO COVID

	Education COVID Response & CARES	Nutrition COVID Response	Energy CARES	Community Services COVID Response	CSBG CARES	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ 1,152,313	**$ 1,152,313**
Other Government Revenue	670,559	-	83,447	2,352,716	-	**3,106,722**
Head Start Subsidy for CACFP	-	-	-	-	-	**-**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 670,559**	**$ -**	**$ 83,447**	**$ 2,352,716**	**$ 1,152,313**	**$ 4,259,035**
Expenditures						
Salaries	476,249	-	23,262	506,559	462,180	**1,468,250**
Benefits	133,350	-	6,247	132,284	132,384	**404,265**
Travel	-	-	1,068	8,124	17,430	**26,622**
Space Cost	-	-	3,580	77,892	49,247	**130,719**
Supplies	-	-	1,360	108,664	62,649	**172,673**
Equipment	-	-	-	33,750	-	**33,750**
Consultant/Contract	-	-	18,870	-	283,860	**302,730**
Other Operating Costs	-	-	11,257	4,332	12,090	**27,679**
Program Costs	-	-	10,217	1,270,296	27,667	**1,308,180**
Depreciation	-	-	-	-	-	**-**
Indirect	60,960	-	7,586	210,815	104,806	**384,167**
Total Expenditures	**$ 670,559**	**$ -**	**$ 83,447**	**$ 2,352,716**	**$ 1,152,313**	**$ 4,259,035**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	0.0%	0.0%	26.9%	26.1%	28.6%	27.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ 301,580	**$ 301,580**
Other Government Revenue	39,021,522	8,204,779	2,171,553	3,460,624	9,584,682	**62,443,160**
Head Start Subsidy for CACFP	(870,245)	-	-	-	-	**(870,245)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	1,602	-	-	-	**1,602**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 38,151,277**	**$ 8,206,381**	**$ 2,171,553**	**$ 3,460,624**	**$ 9,886,262**	**$ 61,876,097**
Expenditures						
Salaries	18,739,980	5,588,875	1,550,624	1,798,592	707,300	**28,385,371**
Benefits	5,549,693	1,830,351	450,807	593,535	197,486	**8,621,872**
Travel	336,275	910	-	138,600	6,000	**481,785**
Space Cost	6,285,717	3,728	-	225,440	82,300	**6,597,185**
Supplies	1,361,086	9,270	-	270,263	10,200	**1,650,819**
Equipment	195,000	-	-	54,000	-	**249,000**
Consultant/Contract	1,348,609	14,300	-	10,562	9,700	**1,383,171**
Other Operating Costs	973,404	12,936	-	72,961	75,618	**1,134,919**
Program Costs	(52,980)	-	-	-	7,907,362	**7,854,382**
Depreciation	297,840	-	-	-	-	**297,840**
Indirect	3,116,653	746,011	170,122	296,671	890,296	**5,219,753**
Total Expenditures	**$ 38,151,277**	**$ 8,206,381**	**$ 2,171,553**	**$ 3,460,624**	**$ 9,886,262**	**$ 61,876,097**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	29.6%	32.7%	29.1%	33.0%	27.9%	30.4%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 384,011	**$ 384,011**
Other Government Revenue	4,001,061	1,641,056	1,272,351	177,633	1,449,984	1,034,249	**8,126,350**
Head Start Subsidy for CACFP	-	-	743,585	126,660	870,245	-	**870,245**
Private Revenue	-	-	-	-	-	40,000	**40,000**
Other Revenue	-	-	-	-	-	222,250	**222,250**
Donations	-	-	-	-	-	120,000	**120,000**
Total Revenue	**$ 4,001,061**	**$ 1,641,056**	**$ 2,015,936**	**$ 304,293**	**$ 2,320,229**	**$ 1,800,510**	**$ 9,762,856**
Expenditures							
Salaries	2,378,713	565,549	605,614	-	605,614	686,551	**4,236,427**
Benefits	666,039	175,846	187,407	-	187,407	187,672	**1,216,964**
Travel	12,000	22,068	27,000	-	27,000	37,250	**98,318**
Space Cost	367,854	69,036	121,700	-	121,700	135,875	**694,465**
Supplies	43,657	33,715	86,000	-	86,000	146,943	**310,315**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	583,803	-	-	-	10,600	**594,403**
Other Operating Costs	207,198	41,852	62,600	-	62,600	81,191	**392,841**
Program Costs	3,000	-	809,946	-	809,946	350,745	**1,163,691**
- Vended Meals	-	-	-	288,145	288,145	-	**288,145**
Depreciation	3,600	-	-	-	-	-	**3,600**
Indirect	319,000	149,187	115,669	16,148	131,817	163,683	**763,687**
Total Expenditures	**$ 4,001,061**	**$ 1,641,056**	**$ 2,015,936**	**$ 304,293**	**$ 2,320,229**	**$ 1,800,510**	**$ 9,762,856**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	28.0%	31.1%	30.9%		30.9%	27.3%	28.7%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,424,164**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,424,164**
Expenditures	
Salaries	**1,913,466**
Benefits	**437,356**
Travel	**61,498**
Space Cost	**224,567**
Supplies	**94,064**
Equipment	**8,603**
Consultant/Contract	**1,604,510**
Other Operating Costs	**784,803**
Program Costs	**712,064**
Depreciation	**-**
Indirect	**583,233**
Total Expenditures	**$ 6,424,164**
Gain/(Loss)	**$ -**
Benefit Rate	**22.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
COMMUNITY SERVICES

	211	Homeless Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 205,204	$ -	$ 14,651	$ -	$ 184,729	$ 445,368	**$ 849,952**
Other Government Revenue	796,241	2,407,799	354,877	90,717	336,238	120,000	**4,105,872**
Private Revenue	639,115	10,000	-	-	-	-	**649,115**
Other Revenue	-	-	-	-	-	-	**-**
Donations	-	-	-	-	10,000	-	**10,000**
Total Revenue	**$ 1,640,560**	**$ 2,417,799**	**$ 369,528**	**$ 90,717**	**$ 530,967**	**$ 565,368**	**$ 5,614,939**
Expenditures							
Salaries	896,819	1,124,701	249,009	58,966	246,799	260,030	**2,836,324**
Benefits	228,689	230,404	61,821	14,742	51,981	65,007	**652,644**
Travel	8,740	2,500	5,200	1,200	8,950	10,040	**36,630**
Space Cost	44,356	515,122	17,300	3,500	23,490	125,233	**729,001**
Supplies	81,563	277,516	2,165	2,700	12,456	16,217	**392,617**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	173,768	-	875	-	101,800	750	**277,193**
Other Operating Costs	57,484	47,754	9,742	5,687	34,186	31,688	**186,541**
Program Costs	-	-	-	-	3,500	6,062	**9,562**
Depreciation	-	-	-	-	-	-	**-**
Indirect	149,141	219,802	23,416	3,922	47,805	50,341	**494,427**
Total Expenditures	**$ 1,640,560**	**$ 2,417,799**	**$ 369,528**	**$ 90,717**	**$ 530,967**	**$ 565,368**	**$ 5,614,939**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	25.5%	20.5%	24.8%	25.0%	21.1%	25.0%	**23.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	MCAP	Food Bank	211	E Kern	VITA	Youth Ctrs	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 301,580	$ 384,011	$ 205,204	$ 14,651	$ 184,729	$ 445,368	**$ 1,535,543**
Other Government Revenue	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenue	**$ 301,580**	**$ 384,011**	**$ 205,204**	**$ 14,651**	**$ 184,729**	**$ 445,368**	**$ 1,535,543**
Expenditures							
Salaries	-	264,277	149,239	9,476	104,653	203,366	**731,011**
Benefits	-	84,823	37,310	2,843	26,163	50,841	**201,980**
Travel	-	-	-	1,000	3,950	6,540	**11,490**
Space Cost	-	-	-	-	12,200	107,033	**119,233**
Supplies	-	-	-	-	5,158	12,350	**17,508**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	-	1,000	750	**1,750**
Other Operating Costs	-	-	-	-	12,275	25,055	**37,330**
Program Costs	-	-	-	-	3,000	-	**3,000**
Depreciation	-	-	-	-	-	-	**-**
Indirect	301,580	34,911	18,655	1,332	16,330	39,433	**412,241**
Total Expenditures	**$ 301,580**	**$ 384,011**	**$ 205,204**	**$ 14,651**	**$ 184,729**	**$ 445,368**	**$ 1,535,543**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate		**32.1%**	**25.0%**	**30.0%**	**25.0%**	**25.0%**	**27.6%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	11,520	-	**11,520**
Other Revenue	1,205	-	**1,205**
Donations	10,000	-	**10,000**
Transfer Released From Restriction	(276,064)	276,064	**-**
Total Revenue	**$ (253,339)**	**$ 276,064**	**$ 22,725**
Expenditures			
Salaries	-	92,700	**92,700**
Benefits	-	19,467	**19,467**
Travel	-	18,150	**18,150**
Space Cost	2,200	-	**2,200**
Supplies	-	19,000	**19,000**
Equipment	-	-	**-**
Consultant/Contract	-	62,500	**62,500**
Other Operating Costs	5,260	39,150	**44,410**
Program Costs	-	-	**-**
Depreciation	-	-	**-**
Indirect	746	25,097	**25,843**
Total Expenditures	**$ 8,206**	**$ 276,064**	**$ 284,270**
Gain/(Loss)	**$ (261,545)**	**$ -**	**$ (261,545)**
Benefit Rate	0.0%	21.0%	**21.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
INDIRECT FUND

	Human Resources	Operations	Executive	Program Administration	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	-	-	-	-	-	**-**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**7,471,110**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,471,110**
Expenditures						
Salaries	861,538	1,000,070	784,103	243,441	1,093,992	**3,983,144**
Benefits	206,769	279,020	164,662	51,123	229,738	**931,312**
Travel	9,000	15,600	26,500	3,250	8,000	**62,350**
Space Cost	-	181,200	-	-	2,170	**183,370**
Supplies	23,000	65,000	27,200	5,000	30,000	**150,200**
Equipment	-	196,000	-	-	-	**196,000**
Consultant/Contract	143,500	352,500	56,500	20,000	383,500	**956,000**
Other Operating Costs	18,500	212,400	74,850	7,850	39,150	**352,750**
Program Costs	-	-	-	-	-	**-**
Depreciation	-	23,000	-	-	-	**23,000**
Indirect	-	-	-	-	-	**-**
Total Expenditures	**$ 1,262,307**	**$ 2,324,790**	**$ 1,133,815**	**$ 330,664**	**$ 1,786,550**	**$ 6,838,126**
Gain/(Loss)						**$ 632,984**
Benefit Rate	24.0%	27.9%	21.0%	21.0%	21.0%	**23.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2020/21 Budget to 2019/20 Budget
Revenue	$ 4,827,346	$ 5,059,589	$ 5,799,844	$ 6,862,349	$ 7,471,110	8.9%
Expenditures						
Personnel Costs						
Salaries	2,614,903	2,820,260	3,070,550	3,601,982	3,983,144	10.6%
Benefits	605,877	674,091	756,241	875,486	931,312	6.4%
Benefit Rate	*23.2%*	*23.9%*	*24.6%*	*24.3%*	*23.4%*	
Total Personnel Costs	$ 3,220,780	$ 3,494,351	$ 3,826,791	$ 4,477,468	$ 4,914,456	9.8%
	67.6%	*71.3%*	*72.5%*	*71.2%*	*71.9%*	
Operating Costs						
Travel	79,900	88,750	93,650	56,750	62,350	9.9%
Space Costs	190,700	187,900	186,800	193,300	206,370	6.8%
Supplies	147,277	138,400	166,500	119,400	150,200	25.8%
Equipment	5,223	-	-	-	196,000	0.0%
Consultant/Contract	783,320	630,725	659,100	1,144,066	956,000	-16.4%
Other Operating Costs	339,600	363,950	345,050	298,600	352,750	18.1%
Total Operating Costs	$ 1,546,020	$ 1,409,725	$ 1,451,100	$ 1,812,116	$ 1,923,670	6.2%
	32.4%	*28.7%*	*27.5%*	*28.8%*	*28.1%*	
Total Expenditures	$ 4,766,800	$ 4,904,076	$ 5,277,891	$ 6,289,584	$ 6,838,126	8.7%
Excess Indirect Revenue	$ 60,546	$ 155,513	$ 521,953	$ 572,765	$ 632,984	10.5%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2020/21 Budget to 2019/20 Budget
Operations	$ 1,526,000	$ 1,394,366	$ 1,355,800	$ 2,113,869	$ 2,324,790	10.0%
Human Resources	1,151,500	1,223,465	1,034,632	917,844	1,262,307	37.5%
Finance	1,049,800	1,046,900	1,563,775	1,757,619	1,786,550	1.6%
Program Administration	525,400	704,410	705,930	354,917	330,664	-6.8%
Executive	514,100	534,935	612,204	1,145,335	1,133,815	-1.0%
TOTAL	$ 4,766,800	$ 4,904,076	$ 5,272,341	$ 6,289,584	$ 6,838,126	8.7%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2021/22 Budget to 2020/21 Budget
Education	$ 41,464,388	$ 42,473,221	$ 54,886,617	$ 60,024,566	$ 61,574,517	2.6%
Nutrition	6,539,729	7,569,576	8,687,954	9,221,197	9,378,845	1.7%
Energy Conservation	4,538,500	4,138,200	5,746,308	6,867,228	6,424,164	-6.5%
Community Services	1,714,393	1,194,256	1,549,312	4,715,591	4,764,987	1.0%
CSBG	1,469,183	1,469,183	1,489,531	1,489,531	1,535,543	3.1%
Discretionary & Fund Raising	49,725	41,035	41,233	203,689	284,270	39.6%
COVID Response	-	-	-	-	4,259,035	100.0%
Total Annual Budget	$ 55,775,918	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 88,221,361	6.9%

RECAP - EXPENDITURES BY CATEGORY	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2021/22 Budget to 2020/21 Budget
Salaries	$ 24,469,045	$ 25,995,600	$ 30,816,989	$ 33,631,062	$ 38,932,538	15.8%
Benefits	6,985,209	7,979,525	9,792,653	10,374,228	11,352,568	9.4%
Travel	613,404	536,271	604,666	814,611	723,003	-11.2%
Space Cost	3,203,818	3,458,335	7,496,553	10,436,885	8,378,137	-19.7%
Supplies	2,024,115	1,796,041	2,343,556	2,061,180	2,639,488	28.1%
Equipment	992,500	211,038	99,000	92,760	291,353	214.1%
Consultant/Contract	1,086,652	954,462	2,765,704	4,177,786	4,224,507	1.1%
Other Operating Cost	2,730,585	2,259,160	2,805,782	2,720,184	2,571,193	-5.5%
Program Costs	8,502,693	8,328,674	9,513,508	11,039,753	11,336,024	2.7%
Depreciation	-	306,776	362,700	311,004	301,440	-3.1%
Indirect	5,167,897	5,059,589	5,799,844	6,862,349	7,471,110	8.9%
TOTAL	$ 55,775,918	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 88,221,361	6.9%



BUDGET AND FINANCE COMMITTEE

MAY 19, 2021

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/21 - 02/28/22	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/21 - 02/28/22	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/21 - 02/28/22	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/21 - 02/28/22	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/21 - 02/28/22	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/21 - 02/28/22	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	541	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/21 - 02/28/22	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION EARLY HEAD START EXPANSION - CARES ACT	2,454,592 133,579	93.600	09HP000163-03 09HP000163-02C3	03/01/21 - 02/28/22 03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START EARLY HEAD START/HEAD START - CARES ACT	27,045,025 1,549,338	93.600	09CH011132-03 09CH011132-02C3	03/01/21 - 02/28/22 03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN EARLY HEAD START SAN JOAQUIN - CARES ACT	5,608,269 275,067	93.600	09-CH011406-02 09-CH011406-01C3	02/01/21 - 01/31/22 02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/20 - 04/01/21	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	166,842	21.009	21VITAA0243	10/01/20 - 09/30/21	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,535,543 1,535,543	93.569	20F - 3015 21F - 4015	01/01/20 - 05/31/21 01/01/21 - 05/31/22	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,000,000	93.391		9/17/20 - 12/30/20	137	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
CSBG CARES ACT DISCRETIONARY (YOUTH CENTER CARES)	40,370	93.569	20F - 3654	03/27/20 - 05/31/22	175/008	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,606,069 9,323,755	93.568 93.568	20B - 2012 21B - 5012	10/01/19 - 06/30/21 11/01/20 - 06/30/22	122-30 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443	93.568	20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 0052	07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 0052	07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 28,000	93.575	CMAP - 9000 CMAP - 0000	07/01/20 - 06/30/21 07/01/20 - 06/30/21	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.575	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,735,694	10.561	19-10324	10/01/20 - 09/30/21	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
UNITED WAY STANISLAUS 211 RENTAL ASSISTANCE	93,600	21.023		03/01/21 - 12/31/21	185	U.S. DEPT OF HEALTH & HUMAN SERVICES, COUNTY OF STANISLAUS, UNITED WAY OF STANISLAUS
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CA	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/.569	15 - MOU - 00118	10/01/20 - 09/30/21	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	20,205	10.568/.569		10/01/20 - 09/30/21	105-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	113,134	10.568/.569		10/01/20 - 09/30/21	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRS)	288,169	10.568/.569		10/01/20 - 09/30/21	105-098	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 37	58,005	97.024		4/1/2020 - 5/31/2021	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S CARES Act	82,698	97.024		7/1/2020 - 3/31/2021	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S State Set Aside (SSA)	18,900	97.024		7/1/2020 - 3/31/2021	114-097	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$1,992.62 PER TRUCK LOAD	10.178		10/01/20 - 09/30/21	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, CITY OF BAKERSFIELD
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/20 - 09/30/21	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/20 - 09/30/21	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/20 - 09/30/21	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/20 - 09/30/21	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG SSI	43,513	10.561		10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/20 - 06/30/21	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/20 - 06/30/21	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/20 - 06/30/21	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	4,173,683		CMAP - 0000	07/01/20 - 06/30/21	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 0052	07/01/20 - 06/30/21	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,367,697		CSPP-0126	07/01/20 - 06/30/21	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 0004	07/01/20 - 06/30/21	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 0004	07/01/20 - 06/30/21	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	348,000		19T - 9011	10/01/19 - 06/30/22	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	3,460,624 4,227,141		N/A	07/01/20 - 06/30/21 07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	328,862		509-2019	07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	363,636		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/20 - 06/30/21	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/20 - 06/30/21	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/20 - 06/30/21	280	OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	82,149 87,948		2020.2.05	07/01/20 - 06/30/21 07/01/21 - 06/30/22	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	138,262 142,167		2020.2.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	156,092 163,032		2020.1.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERI FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	90,717 154,174		2020.2.18	01/01/21 - 06/30/21 07/01/21 - 06/30/22	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/20 - 06/30/21	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/20 - 06/30/21	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
FEEDING AMERICA SENIOR HUNGER	50,000		25618	11/01/20 - 01/31/22	422	FEEDING AMERICA SENIOR HUNGER, MULTI-PRIVATE DONORS
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681 25,000		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
211 ENERGY UPGRADE CA PROGRAM	30,000		N/A	11/01/20 - 09/30/21	432	COMMUNITY RESOURCE PROJECT, INC.
SVCF MIGRANT CHILDCARE ALTERNATIVE PAYMENT	250,000		N/A	08/01/20 - 07/31/21	451	SILICON VALLEY COMMUNITY FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868		N/A	07/01/20 - 06/30/21	536-231	KINGS UNITED WAY

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 TULARE COUNTY	63,017		N/A	07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	70,019		N/A	07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	TBD	429	SOUTHERN CALIFORNIA EDISON
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	100,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

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

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
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		
533	East Kern Family Resource Center				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		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	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		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2021/22

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/21	n/a				
03/31/21	n/a				
04/30/21	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for $1.5 million during January , February, July, August 2021 and will increasae to $350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022. A varied amount decrease to better manage the cash flow need during peak months.

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

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/20 - 3/31/21	90 days	$ 1,781.05	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF APRIL 30, 2021

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(181,682.75)
HEAD START/EARLY HEAD START	771,198.87
SUBTOTAL	**589,516.12**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	(7,567.40)
MIGRANT A/P	1,987,691.82
MIGRANT CHILD CARE	24,243.78
MIGRANT SPECIALIZED SERVICES	(36,985.19)
SAN JOAQUIN COE GENERAL CHILD CARE	(120,244.41)
STATE PRESCHOOL	287,940.34
SUBTOTAL	**2,135,078.64**
ANTHEM BLUE CROSS FOOD BANK	18,515.95
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	220,601.52
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(122,311.91)
COUNTY OF KERN CARES ACT	(20,469.60)
EF&S	(23,039.91)
EFAP	(97,566.83)
FEEDING AMERICA SENIOR HUNGER	48,142.06
FOOD BANK	446,051.53
FOOD BANK EXPANSION	22,739.27
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	133,637.95
KAISER	95,000.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	16,254.00
TRADE MITIGATION	22.00
WONDERFUL FOUNDATION	63,109.14
SUBTOTAL	**982,503.17**
ENERGY	(206,707.75)
DOE WAP	25,010.84
LIHEAP	(236,702.46)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(57,660.83)
TRANSFER NEGATIVE BALANCE	491,781.19
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	518,224.28
211 ENERGY UPGRADE CA PROGRAM	4,778.37
211 HOSPITAL PREPAREDNESS PROGRAM	(10,493.56)
AMERICORPS - CALIFORNIA VOLUNTEERS	(84,543.39)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(3,184.89)
CAL FRESH	(22,454.53)
CALEITC	(60,694.07)
CAPK FOUNDATION	(45,351.81)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(7,686.92)
COST POOLS	(30,186.47)
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	(9,000.73)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(72,803.24)
CSBG	184,058.93
CSBG CARES ACT	(7,834.00)
CSBG DISCRETIONARY	(31,653.58)
DIFFERENTIAL RESPONSE	(42,587.05)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,988,144.19
ECONOMIC EMPOWERMENT	(5,795.72)
EAST KERN FAMILY RESOURCE CENTER	9,447.79
ESG CARES ACT HOMELESS SERVICES	(207,337.18)
FIRST 5 KERN 211	(17,587.69)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(36,380.85)
FIRST 5 HELP ME GROW	(2,388.73)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(14,207.90)
FRIENDSHIP HOUSE	(3,843.78)
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	29,656.88
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	5,484.55
HOME VISIT INITIATIVE (CO OF KERN)	(92,337.89)
HUD-COORDINATED ENTRY SYSTEM	(20,373.31)
INDIRECT FUND	547,301.36
IRS - VITA	(74,038.87)
M ST NAVIGATION CENTER	15,411.57
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(234,747.15)
POSITIVE YOUTH DEV SVC	(4,742.95)
POSITIVE YOUTH M	(33,522.24)
SHAFTER YOUTH CENTER	30,269.78
SIERRA FOUNDATION - ASTHMA MITIGATION	135,338.61
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	87,497.51
SO CA EDISON - 211 CUSTOMER RELATIONS	18,705.56
UNITED WAY 211	981.55
UNITED WAY CESH	(3,093.10)
UW STANTISLAUS 211 RENTAL ASSISTANCE	(4,546.26)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	87,396.40
WELLS FARGO FOUNDATION	46,981.80
WIC	(353,611.51)
LESS: ENERGY NEGATIVE BALANCE	(491,781.19)
ADD: LINE OF CREDIT	
SUBTOTAL	**1,967,715.31**
TOTAL OPERATING CASH	5,676,813.24

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
March 31, 2021

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 03/31/21		6,308,528.64
LESS: OUTSTANDING CHECKS	617,996.82	
ADJUSTED BANK BALANCE AT 03/31/21		5,690,531.82
GENERAL LEDGER BALANCE AT 02/28/21		5,061,196.15
ADD: DEPOSITS	2,351,600.82	
US TREAS DRAWDOWNS	3,044,060.02	
FUNDS FROM OTHER GRANTS	291,109.95	
TRANSFERS FROM RESTRICTED ACCOUNTS	657,500.00	
ADP /HEALTH EQUITY REFUND	1,176.75	
LINE OF CREDIT LOAN	-	
ONLINE DONATION	-	
REIMBURSEMENT OF ALTERED PAYEE	-	
LESS: CHECKS	1,350,814.26	
ADP PAYROLL 4/7/21	1,448,318.37	
ADP PAYROLL 4/21/21	1,465,636.81	
EFTS FOR HRA/HSA/ STD/403B	212,465.50	
REC LOAN PRINCIPAL/INT EXPENSES	71,127.33	
CREDIT CARD	10,744.68	
BANK FEES	1,280.46	
ACH VOUCHERS	1,155,724.46	
GENERAL LEDGER BALANCE AT 03/31/21		5,690,531.82
	DIFFERENCE:	-

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 05/12/2021

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/12/2021

Lorraine Casillas

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2021

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**04/30/21**		**977,913.62**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/21**		**977,913.62**

BALANCE PER G/L	**03/31/21**		**977,785.03**
ADD: DEPOSITS		0.00	
INTEREST		128.59	
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	**04/30/21**		**977,913.62**

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: 05/12/21

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/12/21

Lorraine Caillles

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2021

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**04/30/21**		**1,090,034.16**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/21**		**1,090,034.16**

BALANCE PER G/L	**03/31/21**		**1,459,785.01**
ADD:	DEPOSITS	287,583.24	
	INTEREST	165.91	
	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	657,500.00	
BALANCE PER G/L	**04/30/21**		**1,090,034.16**

** 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: 05/12/21

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/12/21

Lorraine Casillas

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2021

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**04/30/21**		**76,785.96**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**04/30/21**		**76,785.96**
BALANCE PER GENERAL LEDGER	**03/31/21**		**70,966.53**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		6,056.60	
PAYPAL DEPOSIT		0.00	
INTEREST		9.76	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		12.45	
BANKCARD FEES		234.48	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**04/30/21**		**76,785.96**

** 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: 05/11/21

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/11/21

Lorraine Cadillas

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2021

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**04/30/21**		**7,529.05**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/21**		**7,529.05**

BALANCE PER G/L	**03/31/21**		**7,528.06**
ADD: DEPOSITS		0.00	
INTEREST		0.99	
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	**04/30/21**		**7,529.05**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 05/11/21

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/11/21

Lorraine Caballero

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2021

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**04/30/21**		**34,976.58**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/21**		**34,976.58**
BALANCE PER G/L	**03/31/21**		**34,971.98**
ADD: DEPOSITS		0.00	
INTEREST		4.60	
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	**04/30/21**		**34,976.58**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 05/11/21

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/11/21

Lorraine Casillas

May 12, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED April 1, 2021 - April 30, 2021

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	262.84
Yolanda Gonzales	Director of Head Start/State Child Development Programs	999.90
Freddy Hernandez	Director of Youth and Community Services	4,243.34
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resoures	640.50
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	-
Pritika Ram	Director of Administration	1,123.76
Carmen Segovia	Director of Health & Nutrition Services	532.03
Sheila Shegos	Director of Community Development	274.48
Jeremy Tobias	Chief Executive Officer	189.18
Emilio Wagner	Director of Operations	782.33
Tracy Webster	Chief Financial Officer	2,480.21
	Total	$ 11,528.57

WELLS FARGO

Statement Expenses

05/10/2021 09:09 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**AP, CAPK**	Start Date:	**04/01/2021**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**04/30/2021**
Status:	**Open**	Reminder Period:	**05/01/2021** through **05/03/2021**
Charges:	**0.00 USD**	Grace Period:	**05/04/2021** through **05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021** through **05/10/2021**
Total Amount:	**0.00 USD**	Download Period:	**05/11/2021** through **05/28/2021**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

05/12/2021 10:24 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**04/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**04/30/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021**	through	**05/03/2021**
Charges:	**262.84 USD**	Grace Period:	**05/04/2021**	through	**05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021**	through	**05/10/2021**
Total Amount:	**262.84 USD**	Download Period:	**05/11/2021**	through	**05/28/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/09/2021	04/12/2021	Vcn Sanjoaquincommdev Stockton,CA		CAPK Pcard(CAPL Pcard)	No	262.84 USD / 262.84
	Description	Payment for Kennedys Annual Fire Clearance					

Total Charges: 262.84 USD

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WELLS FARGO

Statement Expenses

05/10/2021 09:12 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**04/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**04/30/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021**	through	**05/03/2021**
Charges:	**999.90 USD**	Grace Period:	**05/04/2021**	through	**05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021**	through	**05/10/2021**
Total Amount:	**999.90 USD**	Download Period:	**05/11/2021**	through	**05/28/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	04/05/2021	04/06/2021	Zoom.us 888-799-9666 Www.zoom.us,CA		CAPK Pcard(CAPL Pcard)	No	149.90 USD / 149.90
	Description	Zoom Purchase for Policy Council Parent Meetings.					
2.	04/05/2021	04/07/2021	Zoom.us 888-799-9666 Www.zoom.us,CA		CAPK Pcard(CAPL Pcard)	No	(149.90) USD / (149.90)
	Description	Refund because this option does not allow more than 100 participants.					
3.	04/06/2021	04/07/2021	Zoom.us 888-799-9666 Www.zoom.us,CA		CAPK Pcard(CAPL Pcard)	No	749.90 USD / 749.90
	Description	Zoom Purchase for Policy Council Parent Meetings. This option provides more needed features such as the capacity to host more than 100 participants.					
4.	04/19/2021	04/20/2021	Eb Equity Summit 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	250.00 USD / 250.00
	Description	Registration for Yolanda Gonzales to attend the 2021 National Equity Summit, 4/21-4/21.					

Total Charges: 999.90 USD

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WELLS FARGO

Statement Expenses

05/10/2021 09:13 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**HERNANDEZ, FREDDY**	Start Date:	**04/01/2021**
Card Number:	**xxxx-xxxx-xxxx-8850**	End Date:	**04/30/2021**
Status:	**Open**	Reminder Period:	**05/01/2021** through **05/03/2021**
Charges:	**0.00 USD**	Grace Period:	**05/04/2021** through **05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021** through **05/10/2021**
Total Amount:	**0.00 USD**	Download Period:	**05/11/2021** through **05/28/2021**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

05/10/2021 09:14 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**HERNANDEZ, FREDDY**	Start Date:	**04/01/2021**
Card Number:	**xxxx-xxxx-xxxx-8889**	End Date:	**04/30/2021**
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021** through **05/03/2021**
Charges:	**4,243.34 USD**	Grace Period:	**05/04/2021** through **05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021** through **05/10/2021**
Total Amount:	**4,243.34 USD**	Download Period:	**05/11/2021** through **05/28/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	03/31/2021	04/01/2021	Sparkling Image 202 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	299.99 USD / 299.99
	Description	Maintenance for Shafter Youth Center vehicle					
2.	03/31/2021	04/01/2021	Snap Inc Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	Yes	82.14 USD / 82.14
	Description	Outreach per CalEITC grant					
3.	04/01/2021	04/02/2021	Snap Inc Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	Yes	22.06 USD / 22.06
	Description	Outreach per CalEITC grant					
4.	04/06/2021	04/06/2021	Doordash Smashmouth Bu Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	30.52 USD / 30.52
	Description	Meals for VITA volunteers					
5.	04/08/2021	04/08/2021	Doordash Tacos La Vill Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	19.17 USD / 19.17
	Description	Meals for VITA volunteers					
6.	04/09/2021	04/09/2021	Doordash Chipotle Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	26.48 USD / 26.48
	Description	Meals for VITA volunteers					
7.	04/10/2021	04/12/2021	Doordash Round Table P Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	23.63 USD / 23.63
	Description	Meals for VITA volunteers					

8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/12/2021	04/13/2021	Doordash Mountain Mike Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	68.72 USD / 68.72
	Description	Meals for VITA volunteers					
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/14/2021	04/14/2021	Doordash Panda Express Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	42.41 USD / 42.41
	Description	Meals for VITA volunteers					
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2021	04/16/2021	Doordash Tacos La Vill Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	24.56 USD / 24.56
	Description	Meals for VITA volunteers					
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/17/2021	04/19/2021	Doordash Too Fats Sand Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	38.23 USD / 38.23
	Description	Meals for VITA volunteers					
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/25/2021	04/26/2021	Canva 03036-17393857 Httpscanva.co,DE		CAPK Pcard(CAPL Pcard)	Yes	12.95 USD / 12.95
	Description	Software subscription for VITA program					
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/24/2021	04/26/2021	Iheart Media 800-999-,TX		CAPK Pcard(CAPL Pcard)	Yes	2,000.00 USD / 2,000.00
	Description	CalEITC Marketing Campaign VITA					
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/26/2021	04/27/2021	Agm California Inc 661-3280118,CA		CAPK Pcard(CAPL Pcard)	Yes	1,500.00 USD / 1,500.00
	Description	CalEITC Marketing Campaign VITA					
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/28/2021	04/28/2021	Doordash Too Fats Sand Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	33.81 USD / 33.81
	Description	Meals for VITA volunteers					
16.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/29/2021	04/29/2021	Doordash Tacos La Vill Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	Yes	18.67 USD / 18.67
	Description	Meals for VITA volunteers					

Total Charges: 4,243.34 USD

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WELLS FARGO

Statement Expenses

05/10/2021 09:15 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**MATTHEWS, TRACO**	Start Date:	**04/01/2021**
Card Number:	**xxxx-xxxx-xxxx-3726**	End Date:	**04/30/2021**
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021** through **05/03/2021**
Charges:	**0.00 USD**	Grace Period:	**05/04/2021** through **05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021** through **05/10/2021**
Total Amount:	**0.00 USD**	Download Period:	**05/11/2021** through **05/28/2021**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

05/12/2021 10:26 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**MCGRANAHAN, LISA**	Start Date:	**04/01/2021**
Card Number:	**xxxx-xxxx-xxxx-9914**	End Date:	**04/30/2021**
Status:	**Open**	Reminder Period:	**05/01/2021** through **05/03/2021**
Charges:	**640.50 USD**	Grace Period:	**05/04/2021** through **05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021** through **05/10/2021**
Total Amount:	**640.50 USD**	Download Period:	**05/11/2021** through **05/28/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	04/01/2021	04/02/2021	Paypal Kleindenata 402-935-7733,CA		CAPK Pcard(CAPL Pcard)	No	100.00 USD / 100.00
	Description	Training on 4/14 Employee Leaves of Absence: Practical Guidance for Challenging Issues Attendees: Erica Calistro $20 , Lupe Flores $20, Valerie Serna $20, Maura Sandoval $20, Delia Cobian $20					
2.	04/15/2021	04/16/2021	Societyforhumanresource 800-2837476,VA		CAPK Pcard(CAPL Pcard)	No	219.00 USD / 219.00
	Description	SHRM Professional Membership for Lisa McGranahan HR Director					
3.	04/16/2021	04/19/2021	Ihire, Llc 301-668-4437,MD		CAPK Pcard(CAPL Pcard)	No	299.00 USD / 299.00
	Description	Charges made for vacant Position needed in Health Nutrition Division Position -WIC Administrator					
4.	04/21/2021	04/23/2021	Biometrics4all Inc 714-568-9888,CA		CAPK Pcard(CAPL Pcard)	No	8.25 USD / 8.25
	Description	Relay Fees for running New Hire Fingerprints Invoice Period 02/01/2021-02/28/2021					
5.	04/21/2021	04/23/2021	Biometrics4all Inc 714-568-9888,CA		CAPK Pcard(CAPL Pcard)	No	14.25 USD / 14.25
	Description	Relay Fees for running New Hire Fingerprints Invoice Period 03/01/2021-03/31/2021					

Total Charges: 640.50 USD

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Statement Expenses

05/10/2021 09:24 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**MEADE, JERRY**	Start Date:	**04/01/2021**
Card Number:	**xxxx-xxxx-xxxx-5025**	End Date:	**04/30/2021**
Status:	**Open**	Reminder Period:	**05/01/2021** through **05/03/2021**
Charges:	**0.00 USD**	Grace Period:	**05/04/2021** through **05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021** through **05/10/2021**
Total Amount:	**0.00 USD**	Download Period:	**05/11/2021** through **05/28/2021**

Charges

There are no results.

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Statement Expenses

05/10/2021 09:24 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**RAM, PRITIKA**	Start Date:	**04/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**04/30/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021**	through	**05/03/2021**
Charges:	**1,123.76 USD**	Grace Period:	**05/04/2021**	through	**05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021**	through	**05/10/2021**
Total Amount:	**1,123.76 USD**	Download Period:	**05/11/2021**	through	**05/28/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/01/2021	04/05/2021	Thj 823 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	114.76 USD / 114.76
	Description	CAPK Foundation Business Lunch. P. Ram, T. Matthews, K. Wofford-Nelson Victor Martin from CSUB					

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/09/2021	04/12/2021	Elementor Pro Httpselemento,DE		CAPK Pcard(CAPL Pcard)	No	49.00 USD / 49.00
	Description	Recurring charge for plug-in to US Census website used in 2020. Refund has been requested.					

3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/21/2021	04/22/2021	Issuu 844-477-8800,CA		CAPK Pcard(CAPL Pcard)	No	960.00 USD / 960.00
	Description	Digital Publishing Platform 2-Year Subscription					

Total Charges: 1,123.76 USD

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WELLS FARGO

Statement Expenses

05/10/2021 09:25 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**04/01/2021**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**04/30/2021**
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021** through **05/03/2021**
Charges:	**532.03 USD**	Grace Period:	**05/04/2021** through **05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021** through **05/10/2021**
Total Amount:	**532.03 USD**	Download Period:	**05/11/2021** through **05/28/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	03/31/2021	04/01/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	157.32 USD / 157.32
	Description	Central Kitchen - food for special diets					
2.	04/02/2021	04/05/2021	Paypal Californiah 402-935-7733,CA		CAPK Pcard(CAPL Pcard)	Yes	120.00 USD / 120.00
	Description	Central Valley Lactation Conference - 4 tickets for WIC					
3.	04/16/2021	04/19/2021	Facebk Ha37czj252 Fb.me/ads,CA		CAPK Pcard(CAPL Pcard)	Yes	8.99 USD / 8.99
	Description	WIC Outreach ad					
4.	04/21/2021	04/22/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	99.96 USD / 99.96
	Description	Central Kitchen - food for special diets					
5.	04/28/2021	04/29/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	145.76 USD / 145.76
	Description	Central Kitchen - food for special diets					

Total Charges: 532.03 USD

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WELLS FARGO

Statement Expenses

05/10/2021 09:26 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**SHEGOS, SHEILA**	Start Date:	**04/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-0776**	End Date:	**04/30/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021**	through	**05/03/2021**
Charges:	**274.48 USD**	Grace Period:	**05/04/2021**	through	**05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021**	through	**05/10/2021**
Total Amount:	**274.48 USD**	Download Period:	**05/11/2021**	through	**05/28/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	03/31/2021	04/01/2021	Eb Equity Summit 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	Yes	250.00 USD / 250.00
	Description	NCA Equity Summit - Sheila Shegos					

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/02/2021	04/05/2021	Eb Annual Salute To F 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	Yes	12.24 USD / 12.24
	Description	Ticket for Annual Salute to Fair Housing - Joseph Aguilar					

3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/02/2021	04/05/2021	Eb Annual Salute To F 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	Yes	12.24 USD / 12.24
	Description	Ticket for Annual Salute to Fair Housing - Sheila Shegos					

Total Charges: 274.48 USD

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WELLS FARGO

Statement Expenses

05/10/2021 09:27 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**04/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**04/30/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021**	through	**05/03/2021**
Charges:	**189.18 USD**	Grace Period:	**05/04/2021**	through	**05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021**	through	**05/10/2021**
Total Amount:	**189.18 USD**	Download Period:	**05/11/2021**	through	**05/28/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	03/31/2021	04/01/2021	Chevron 0380243 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	65.40 USD / 65.40
	Description	Gasoline for CEO Company Vehicle					
2.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2021	04/16/2021	Logcabinflorist Httpslogcabin,CA		CAPK Pcard(CAPL Pcard)	No	56.18 USD / 56.18
	Description	Flowers for Mayor Karen Goh - Thank You for being guest speaker at Head Start Training Event on 4/15/21					
3.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/29/2021	04/30/2021	Chevron 0380243 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	67.60 USD / 67.60
	Description	Gasoline for CEO Company Vehicle					

Total Charges: 189.18 USD

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Statement Expenses

05/10/2021 09:27 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**04/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**04/30/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021**	through	**05/03/2021**
Charges:	**782.33 USD**	Grace Period:	**05/04/2021**	through	**05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021**	through	**05/10/2021**
Total Amount:	**782.33 USD**	Download Period:	**05/11/2021**	through	**05/28/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/19/2021	04/20/2021	Msft E0600e4v2h 800-642-7676,WA		CAPK Pcard(CAPL Pcard)	Yes	127.68 USD / 127.68
	Description	Head Start Child Plus connection					

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/19/2021	04/20/2021	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	Yes	209.25 USD / 209.25
	Description	Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1					

3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/20/2021	04/21/2021	Mindbody 805-5462000,CA		CAPK Pcard(CAPL Pcard)	Yes	445.40 USD / 445.40
	Description	Mindbody Premier Basic Monthly Charge and Subscriptions Fee for April 2021 service SEE ATTACHED					

Total Charges: 782.33 USD

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WELLS FARGO

Statement Expenses

05/10/2021 09:28 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**04/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**04/30/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**05/01/2021**	through	**05/03/2021**
Charges:	**2,480.21 USD**	Grace Period:	**05/04/2021**	through	**05/06/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**05/07/2021**	through	**05/10/2021**
Total Amount:	**2,480.21 USD**	Download Period:	**05/11/2021**	through	**05/28/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	04/07/2021	04/08/2021	American Payroll Assoc 210-226-4600,TX		CAPK Pcard(CAPL Pcard)	No	390.23 USD / 390.23
	Description	Payroll Source book for Payroll team					
2.	04/08/2021	04/09/2021	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	975.00 USD / 975.00
	Description	Virtual Training Conference for T. Webster					
3.	04/28/2021	04/29/2021	Apa Learning System 651-905-2600,MN		CAPK Pcard(CAPL Pcard)	No	1,114.98 USD / 1,114.98
	Description	Payroll team training					

Total Charges: 2,480.21 USD

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

---End of Report---

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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022 (2 OF 12 MONTHS OR 16.66%)

Line Item	2021/22 Budget	3/1/21 - 2/28/22 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,272,351	197,871	15.6%	1,074,480
Head Start Subsidy	623,738	112,174	18.0%	511,564
Total Revenue	1,896,089	310,045	16.4%	1,586,044
Expenditures (Note B)				
Salaries	605,614	81,052	13.4%	524,562
Benefits	187,409	30,331	16.2%	157,078
Vehicle Gasoline, Repair/Maintenance	51,300	5,217	10.2%	46,083
Space Costs	94,700	10,048	10.6%	84,652
Supplies - Office & Food Service	86,000	12,418	14.4%	73,582
Equipment Repair/Maintenance & Lease	38,000	2,475	6.5%	35,525
Communication	13,000	2,594	20.0%	10,406
Risk Insurance	12,700	2,729	21.5%	9,971
Printing	1,000	-	0.0%	1,000
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	586,803	133,831	22.8%	452,972
Sub Total	1,677,126	280,694	16.7%	1,396,432
Adult Meals Prepared	51,251	13,338	26.0%	37,913
Indirect	167,712	16,012	9.5%	151,700
Total Expenditures	1,896,089	310,045	16.4%	1,586,044

	Prior Period	April 2021	Cumulative
Total Meals Prepared and Vended (Note C)	70,235	66,262	136,497
Total Meals Claimed	44,836	41,148	85,984
Difference	25,399	25,114	50,513

Percentage Claimed to Prepared/Vended		62.1%	63.0%

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/20 - 6/30/21 (9 OF 12 MONTHS = 75.0%)

Contract CMAP-0000	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	Total	%	% Earned to MRA
Provider Payments	$ 431,498	$ 519,622	$ 587,970	$ 548,956	$ 552,571	$ 542,057	$ 537,155	$ 568,201	$ 612,185				$ 4,900,215		
Add: Family Fees	-	-	8,573	10,051	10,477	11,989	12,474	12,677	12,000	-	-	-	$ 78,241		
Net Provider Payments	$ 431,498	$ 519,622	$ 596,543	$ 559,007	$ 563,048	$ 554,046	$ 549,629	$ 580,878	$ 624,185	$ -	$ -	$ -	$ 4,978,456	85.05%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**62.96%**
Administration & Support Services Revenue															
Provider Payments	$ 431,498	$ 519,622	$ 596,543	$ 559,007	$ 563,048	$ 554,046	$ 549,629	$ 580,878	$ 624,185	$ -	$ -	$ -	$ 4,978,456		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	$ 91,530	$ 110,223	$ 126,539	$ 118,577	$ 119,434	$ 117,525	$ 116,588	$ 123,216	$ 132,403	$ -	$ -	$ -	$ 1,056,035		
Program Administration/Support Services Costs	65,934	71,199	62,745	61,441	58,730	85,290	55,534	125,281	3,284				589,438	10.07%	
Indirect (10% x MTDC) Costs	57,151	58,299	66,003	62,267	62,443	64,350	60,978	71,096	63,164				565,751	4.88%	
Transfer Indirect to CSBG	-	(42,232)	(12,105)			(225,908)							(280,246)		
Total Operating Costs	$ 123,085	$ 87,266	$ 116,643	$ 123,709	$ 121,172	$ (76,269)	$ 116,512	$ 196,377	$ 66,448	$ -	$ -	-	874,943	14.95%	
Revenue Earned Over/(Under) Costs	$ (31,555)	$ 22,957	$ 9,896	$ (5,132)	$ (1,738)	$ 193,793	$ 76	$ (73,161)	$ 65,955	$ -	$ -	-	181,092		
TOTAL COSTS - NET OF FAMILY FEES	$ 554,583	$ 606,888	$ 713,186	$ 682,715	$ 684,221	$ 477,777	$ 666,141	$ 777,255	$ 690,633	$ -	$ -	$ -	5,853,400	100.00%	

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

Provider payments	4,978,456
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,056,035

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/20 - 6/30/21 (10 OF 12 MONTHS = 83.33%)

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	2,921	2,982	2,982	4,174	3,418	5,326	4,536	4,334	6,073	5,757			42,503	
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	$ 144,717	$ 147,753	$ 147,728	$ 206,780	$ 169,309	$ 263,850	$ 224,713	$ 214,706	$ 300,856	$ 285,202	$ -	$ -	$ 2,105,615	**59.56%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%	97.42%	98.93%	98.97%	98.34%	99.45%	98.39%	99.22%				**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%				100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,220	5,396	4,615	5,977	6,813	6,520	7,934	7,779			51,008	
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	$ 58,501	$ 78,791	$ 160,517	$ 268,991	$ 230,058	$ 297,953	$ 339,628	$ 325,003	$ 395,510	$ 387,783	$ -	$ -	$ 2,542,735	**58.22%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%	98.38%	97.03%	99.55%	99.31%	99.51%	98.92%	98.41%				**98.02%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%				100.00%
MIGRANT CHILD CARE (CMIG-0004)														
	195	159	138	159	147	331	171	145	190	196			1,831	
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	$ 9,664	$ 7,886	$ 6,837	$ 7,868	$ 7,276	$ 16,398	$ 8,471	$ 7,191	$ 9,413	$ 9,710	$ -	$ -	$ 90,713	**35.66%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%	100.00%	98.52%	100.00%	100.00%	100.00%	94.08%	100.00%				**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.08%	100.00%				100.00%

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 2020/21 State contracts.

Division/CFO: Tracy Webster, CFO **Month/Year:** April-2021

Program/Work Unit: Not Applicable **Director of Finance:** Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	April-2021		Year to Date 03/1/21 -4/30/21	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	17	2,351,578	31	3,959,622
Wire Deposits	7	967,126	18	1,161,078
Head Start/IRS Drawdowns	5	3,026,744	10	5,335,730
Vendor Checks Issued	573	1,903,632	1,208	3,793,107
Payroll Disbursed		2,913,955		5,864,248
Grant Reports Prepared	37		68	
CalFresh Outreach				
CalFresh SSI				
CALEITC				
CAL Food				
CESH				
City of Bakersfield Homeless Housing & Prevention				
Commodity Supplemental Food Prog				
County of Kern - 211				
CMAP				
CMIG				
CMSS				
CSPP				
CSBG 2020				
CSBG Cares				
CSBG 2021				
Differential Response				
Energy Upgrade CA Program - 211				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Ridgecrest Family Resource				
Goodwill				
Head Start/Early Head Start Kern SF-425				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start Quarterly FFR				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANTISLAUS 211 RENTAL ASSISTANCE				
WIC				

Total Division Staffing 22 positions + 1 Temp

CFO
Director of Finance
Finance Manager
Payroll Manager
Accounting Manager
Accountant (4)
Accounting Specialist
Accounting Technician (4)
Benefits Specialist
Benefits Technician
Fiscal Technician (2)
Payroll Specialists (3)
Administrative Assistant to CFO

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	6,786,928
Cash - Vacation Reserve	977,652
Petty Cash	-
Accounts Receivable	1,195,563
Travel Advance	-
Prepaid Expense	357,118
Inventory	1,464,153
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,072,088
Total Assets	21,195,648
LIABILITES AND NET ASSETS	
Accounts Payable	2,209,796
Accrued Expenses	795,541
Accrued Vacation	1,663,810
Line of Credit	-
Note Payable	1,473,224
Advance Payable	317,173
Deferred Revenue	-
Total Liabilites	6,459,544
Total Net Assets	14,736,104
Total Liabilities and Net Assets	21,195,648

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

REVENUE	
Grant Revenue	73,502,874
Donations	517,235
Other Revenue	6,929,477
In-Kind	9,308,544
Total Revenue	90,258,130
EXPENDITURES	
Salaries	35,688,498
Benefits	9,938,788
Travel	275,785
Space Costs	6,704,625
Supplies	3,175,174
Consultant/Contract Services	3,205,531
Other Costs	3,276,350
Program Costs	11,391,343
Capital Expenditures	-
Indirect	6,457,333
In-Kind	9,308,544
Total Expenditures	89,421,971
Net Change in Assets	836,159
Net Assets, beginning	13,899,945
Net Assets, ending	14,736,104

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF APRIL 30, 2021

ASSETS	
Cash in Bank	6,928,818
Cash - Vacation Reserve	977,785
Petty Cash	-
Accounts Receivable	44,283,529
Travel Advance	-
Prepaid Expense	767,278
Inventory	1,499,626
Net Fixed Assets - Unrestricted	1,288,489
Net Fixed Assets - Restricted	9,125,744
Total Assets	64,871,269
LIABILITES AND NET ASSETS	
Accounts Payable	990,515
Accrued Expenses	0
Accrued Vacation	977,532
Line of Credit	-
Note Payable	1,419,568
Advance Payable	311,018
Deferred Revenue	46,442,230
Total Liabilites	50,140,862
Total Net Assets	14,730,408
Total Liabilities and Net Assets	64,871,270

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2021 TO APRIL 30, 2021

REVENUE	
Grant Revenue	9,419,650
Donations	36,793
Other Revenue	956,468
In-Kind	42,564
Total Revenue	10,455,475
EXPENDITURES	
Salaries	4,496,518
Benefits	1,548,921
Travel	38,092
Space Costs	765,513
Supplies	420,831
Consultant/Contract Services	320,836
Other Costs	474,247
Program Costs	1,233,764
Capital Expenditures	246,348
Indirect	873,538
In-Kind	42,564
Total Expenditures	10,461,171
Net Change in Assets	(5,697)
Net Assets, beginning	14,736,104
Net Assets, ending	14,730,408

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 04-30-21 (16.67%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,371,062	4,368,629	34,002,433	11%
BENEFITS	11,195,354	1,448,243	9,747,111	13%
TRAVEL	723,003	43,946	679,057	6%
SPACE COST	8,679,577	725,465	7,954,112	8%
SUPPLIES	2,639,488	382,077	2,257,411	14%
EQUIPMENT	291,353	29,618	261,735	10%
CONSULTANT/CONTRACT SERVICES	4,224,507	214,662	4,009,845	5%
OTHER COSTS	2,571,193	390,611	2,180,582	15%
PROGRAM COSTS	11,336,024	1,214,966	10,121,058	11%
INDIRECT	7,399,241	846,984	6,552,257	11%
TOTAL	87,430,802	9,665,202	77,516,600	11%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 04-30-21 (16.67%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,385,371	3,500,901	24,884,470	12%
BENEFITS	8,621,872	1,151,288	7,470,584	13%
TRAVEL	481,785	22,465	459,320	5%
SPACE COST	6,895,025	494,875	6,400,150	7%
SUPPLIES	1,650,819	291,609	1,359,210	18%
EQUIPMENT	249,000	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,383,171	51,384	1,331,787	4%
OTHER COSTS	1,134,919	167,946	966,973	15%
PROGRAM COSTS	7,854,382	660,507	7,193,875	8%
INDIRECT	4,918,173	619,734	4,298,439	13%
TOTAL	61,574,517	6,960,708	54,364,809	11%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 04-30-21 (16.67%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,972,150	389,561	3,582,589	10%
BENEFITS	1,132,141	134,412	997,729	12%
TRAVEL	98,318	10,590	87,728	11%
SPACE COST	698,065	105,378	592,687	15%
SUPPLIES	310,315	45,482	264,833	15%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	594,403	25,087	569,316	4%
OTHER COSTS	392,841	67,650	325,191	17%
PROGRAM COSTS	1,451,836	492,873	958,963	34%
INDIRECT	728,776	112,930	615,846	15%
TOTAL	9,378,845	1,383,961	7,994,884	15%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 04-30-21 (16.67%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,936,728	152,944	1,783,784	8%
BENEFITS	443,603	57,120	386,483	13%
TRAVEL	62,566	2,807	59,759	4%
SPACE COST	228,147	23,709	204,438	10%
SUPPLIES	95,424	13,225	82,199	14%
EQUIPMENT	8,603	-	8,603	0%
CONSULTANT/CONTRACT SERVICES	1,623,380	97,493	1,525,887	6%
OTHER COSTS	796,060	90,438	705,622	11%
PROGRAM COSTS	722,281	36,064	686,217	5%
INDIRECT	590,819	45,825	544,994	8%
TOTAL	6,507,611	519,625	5,987,986	8%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 04-30-21 (16.67%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,790,922	223,641	2,567,281	8%
BENEFITS	643,907	60,376	583,531	9%
TRAVEL	33,264	8,064	25,201	24%
SPACE COST	687,660	91,573	596,087	13%
SUPPLIES	483,773	24,326	459,447	5%
EQUIPMENT	33,750	29,618	4,132	88%
CONSULTANT/CONTRACT SERVICES	275,443	37,462	237,981	14%
OTHER COSTS	153,543	59,623	93,920	39%
PROGRAM COSTS	1,276,858	25,522	1,251,336	2%
INDIRECT	618,583	51,721	566,862	8%
TOTAL	6,997,703	611,925	6,385,778	9%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 04-30-21 (16.67%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,193,191	78,268	1,114,923	7%
BENEFITS	334,364	38,793	295,571	12%
TRAVEL	28,920	21	28,899	0%
SPACE COST	168,480	9,935	158,545	6%
SUPPLIES	80,157	7,436	72,721	9%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	285,610	31	285,579	0%
OTHER COSTS	49,420	4,154	45,266	8%
PROGRAM COSTS	30,667	-	30,667	0%
INDIRECT	517,047	13,453	503,594	3%
TOTAL	2,687,856	152,092	2,535,764	6%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 04-30-21 (16.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	92,700	23,315	69,385	25%
BENEFITS	19,467	6,254	13,213	32%
TRAVEL	18,150	-	18,150	0%
SPACE COST	2,200	(5)	2,205	0%
SUPPLIES	19,000	-	19,000	0%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	62,500	3,206	59,294	5%
OTHER COSTS	44,410	801	43,609	2%
PROGRAM COSTS	-	-	-	0%
INDIRECT	25,843	3,321	22,522	13%
TOTAL	284,270	36,891	247,379	13%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2021/22
BUDGET TO ACTUAL - 03/1/21 TO 04/30/21 (2 OF 12 MONTHS = 16.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 7,399,241**	**$ 846,984**	**11.4%**	**$ 6,552,257**
Expenditures				
Salaries	3,947,662	490,688	12.4%	3,456,974
Benefits @ 23.6% actual	931,140	127,578	13.7%	803,562
Total Personnel Costs	4,878,802	618,266	12.7%	4,260,536
Operating Costs				
Travel	65,350	1,545	2.4%	63,805
Space Costs	206,370	92,434	44.8%	113,937
Supplies	145,200	14,656	10.1%	130,544
Equipment	196,000	216,730	110.6%	(20,730)
Consultant/Contract	937,500	122,984	13.1%	814,516
Other Operating Costs	352,250	82,336	23.4%	269,914
Total Operating Costs	1,902,670	530,684	27.9%	1,371,986
Total Expenditures	**$ 6,781,472**	**$ 1,148,950**	**16.9%**	**$ 5,632,522**
Excess Indirect Revenue	**$ 617,769**	**$ (301,966)**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,098,193	$ 139,767	12.7%	$ 958,426
Operations	2,324,790	537,299	23.1%	1,787,491
Executive	1,347,339	217,356	16.1%	1,129,983
Community Development	224,600	21,592	9.6%	203,008
Finance	1,786,550	232,936	13.0%	1,553,614
Youth and Community Svcs	0	0	0.0%	0
	$ 6,781,472	$ 1,148,950	16.9%	$ 5,632,522

Prepared Date: 05/12/2021

MEMORANDUM

To: Budget & Finance Committee

From: Lisa McGranahan, Director of Human Resources

Date: May 19, 2021

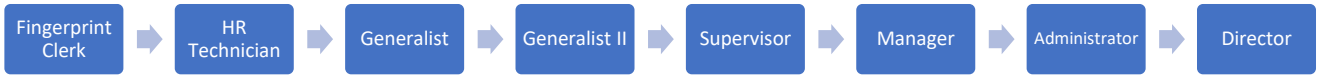
Subject: *Agenda Item 4(h):* Human Resources Division Reorganization Proposal –**Action Item**

Executive Summary

As Community Action Partnership of Kern (CAPK) continues to expand both in services and workforce, the Human Resources Division requires a department restructure to better support the organization and create the greatest impact for success. Also, to better serve the employees, the Human Resources Division is preparing to move into a new suite in the main administrative building at 5005 Business Park North. As such, CAPK leadership is proposing the following reorganization of the Human Resources Division.

Background

Research indicates that the rule-of-thumb staff ratio for an organization is 1.4 full-time HR staff per 100 employees. Currently, CAPK has 938 employees, and the proposal of a total of 11 staff members supports the additional staffing needs. Additionally, the proposal supports Career Development Planning to help evolve employee's occupational status. An example of career development can look like the following:



Proposal

Below are the details of the proposed reorganization of the Human Resources Division:

Changes to Existing Positions

- Redirect the Receptionist to Human Resources and repoint job title from Receptionist to Fingerprint Clerk.
- Repoint current Fingerprint Clerk to HR Technician and revise job description.
- Repoint Benefits Specialist to Benefits Manager and reporting to the Director of Human Resources (Grade 9 > 10).
- Revise job description for San Joaquin HR Specialist and reallocate to HR Administrator.

New Positions

- New position of Assistant to the Director, reporting to the Director of HR (Grade 8).
- New position of HR Generalist II, reporting to the HR Administrator (Grade 10).

Fiscal Impact and Timeframe

The proposed reorganization would result in a fiscal increase to Indirect Fund expenditures of $75,416. This proposed expenditure has been reviewed by the CFO. There are adequate unbudgeted revenues in Indirect Fund to include this request, and if approved this request will be incorporated into a budget amendment. Once Board approved, the Human Resources department would immediately implement these changes and begin recruiting for the new positions.

Recommendation:

Staff recommends that the Personnel Committee approve the Human Resources Division reorganization proposal as presented.

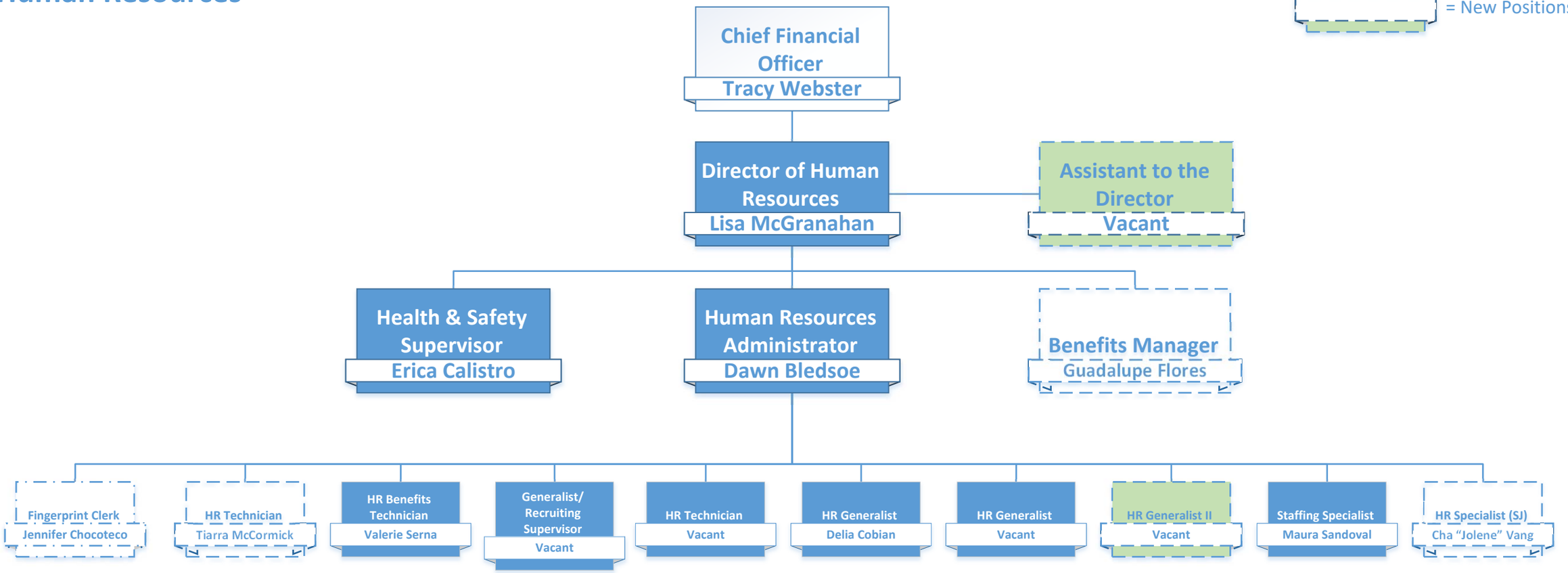
Attachments:

Proposed Organizational Chart
Revised Job Descriptions

Human Resources

= Changes

= New Positions



Revised 04-21

Assistant to the Director

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

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:TBD**

SUMMARY:
Performs sensitive and confidential administrative assistant/secretarial functions for the Director with special assistance to the Division's team. Maintains official records and provides administrative support to the Division.

SUPERVISION RECEIVED:
Receives supervision from HR Director.

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. Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
2. Maintains official records system for the Division.
3. Coordinates, plans, and serves as the primary point of contact for Director's management team meetings.
4. Manages and coordinates the Director's calendar, meetings, phone calls, and other administrative tasks to help manage the priorities of the Director.
5. Acts as the primary liaison for communication within the Agency's departments and responds to queries for general information
6. Furnish general information to the public as required.
7. Monitors budget for department managed by the Director.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
3. Performs any other like duties as assigned or as needed.

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

Knowledge of:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Correspondence and report writing practices and procedures.
Modern office practice, procedures, and equipment, including computers.

Record-keeping and report writing techniques.
Current problems of socially and economically challenged families.
The contributions of parents and volunteers who may be non-professional.
Word processing, spreadsheet, database, and other related software applications.
Organizational and procedure principles and research techniques.
Basic budgetary principles.
Language translation and interpretation strategies and techniques.

Ability to:
Deal with conceptual matters.
Demonstrate excellent problem-solving skills.
Communicate effectively, verbally and in writing.
Communicate orally in public.
Prepare official agendas, meeting minutes, and public and other legal notices.
Compose professional letters, memos, reports, and a variety of internal and external correspondence.
Organize and maintain office files, records, and logs.
Work with minimal supervision.
Maintain confidentiality of sensitive documents and information.
Plan, organize, allocate, and control substantial resources.
Exercise independent discretionary judgment in a professional manner.
Demonstrate good interpersonal skills.
Attend evening and weekend meetings
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration or a related field is desirable.
- Minimum of four (4) years of responsible administrative management work, including document and records management.
- Any combination of education and or experience may be acceptable at the discretion of the Director.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted if required by funding source or state licensing 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.
- Completion of TB screening upon offer of employment and every three years thereafter.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Assistant to the Director			
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					

Human Resources Technician

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

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:** 04/26/2018

SUMMARY:
Assists Human Resources department with all aspects of general human resources inquiries, which include policies and procedures, updates to employee personal information, employee benefits and leave administration, updates HRIS system, and new hire recruitment. Will provide a variety of technical assistance to the department, which requires strong computer skills, proficiency with writing, proof reading, and analytical reports. Will be the front line to customers, acting in a professional and positive manner. Performs operational and clerical duties within the Human Resources Department, ensuring confidentiality always.

SUPERVISION RECEIVED:
Receives direct supervision from either Recruiting Supervisor, Human Resources Administrator or Human Resources Director

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. Provides administrative and clerical support to the Human Resources Director; to include the collection and submission of data for legal matters.
2. Inputs and updates information in HRIS system and SAMBA safety systemto ensure employee data information is current. Double checks their own work and work of others to ensure accuracy in the HRIS and SAMBA safety system. Create and enter Change of Status forms for entry into the HRIS system.
3. Compiles, organizes, and analyzes data for various reports. Must be able to create reports in ADP and analyze the data for accuracy.
4. Reviews, completes and submits EDD forms as appropriate to the State of California. Records attendance policy contact logs and warnings in the Time and Attendance system.
5. Assist with information regarding Human Resources policies and procedures and answers questions regarding the department and CAPK.
6. Assists interested parties in applying for positions at CAPK, including directing them to CAPK website. Assist department with screening of applications, on-boarding, conduct new hire orientation, and creation of personnel files.
7. Works closely with payroll staff in answering and directing questions to the proper staff.
8. Maintains employee HR files and ensures files are complete and documents are filed accordingly and in the proper location.
9. Provides back-up clerical support for Human Resources department, including answering phones, processing mail, data entry, and filing.
10. Provides information requested by employees as appropriate.
11. Maintains job description database. Ensures organizational charts and HR monthly report is

completed in a timely manner.
12. Prepares check requests and purchase orders for the Human Resources Department; assists in termination processes to include final check requests, assembling exit paperwork, distribution of termination paperwork.
13. Assists department with travel arrangements.
14. Creates work orders for the Human Resources Department.

B. Other Job Specific Duties:
1. Works on special projects as assigned or as needed.
2. Conducts and attends meetings, trainings, and professional growth activities, as required.
3. Works alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:
Departmental policies and procedures.
Current problems of socially and economically challenged families.
Modern office procedures and equipment, including computers.
Microsoft Office products, including Excel and PowerPoint.

Ability to:
Work independently and maintain confidentiality.
Prepare clear, concise reports. Must have above average writing skills.
Exercise sound, independent judgment within general policy guidelines.
Communicate effectively, verbally and in writing.
Work with accuracy and attention to detail.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.
Work in a fast-paced environment.
Type 40 WPM.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Associate degree in business administration or related field highly desirable.
- Three (3) years' progressively responsible technical and/or clerical experience in a human resources department or similar environment.
- Vocational training program may substitute for one (1) year of experience requirement.

OTHER REQUIREMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB screening upon employment and annually thereafter.
- Bilingual language fluency (English/Spanish) desirable.

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 Human Resources Technician			
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		

Human Resources Generalist II

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

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY

Performs human resources duties at a complex and professional level and may carry out responsibility in some or all the following functional areas: employee relations, training, benefits, recruitment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

SUPERVISION RECEIVED:

Receives direct supervision from the Director of Human Resources.

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. Partners with employees and leaders of the organization to communicate various human resource policies, procedures, laws, standards, and government regulations.
2. Prepares and conducts human resources related training as required
3. Conducts and coordinates the orientation, training, and separation of personnel for the Agency and activities involved in staff development and training.
4. Assures related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
5. Advises management with corrective action and disciplinary documentation.
6. Addresses employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensure proper steps are taken to address employee concerns.
7. Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Policy Manual, internal resource documents, and by seeking advice from the HR Director.
8. Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance with the unemployment insurance program.
9. Provides and supports staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.
10. Interpret policies, procedures, and regulations; makes recommendations for corrective action
11. Prepares reports, correspondence, and a variety of written materials
12. Leads complex investigations; prepares summary/termination recommendation documents
13. Monitors and prepares appropriate employee status changes.
14. Conducts exit interviews and analyzes data; makes recommendations to departments on remedies to turnover.
15. Assists in providing office training programs in areas related to personnel management.

16. Coordinates and conducts training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver presentations.
17. Provides support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
18. Assists in the design and creation and updating of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
19. Assists in the monitoring evaluation and updating of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
20. Provides information and assistance to new employees including following up post-hire to ensure understanding of information including policies, procedures, and fringe benefits.
21. Serves as contact for employees regarding benefit related issues and questions.
22. Receive and prioritize claims, questionnaires, and other unemployment related data.
23. Uses details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
24. Represents the office in unemployment hearings as needed.
25. Travels to worksites to provide information and meet with employees on various matters.

B. Other Job Specific Duties:

1. Works on special projects as assigned.
2. Conducts and attends meetings, trainings, and professional growth activities, as required.
3. Works alternative hours as required.
4. 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.
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 independently.
Prepare clear and concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret 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 other people.

EDUCATION AND EXPERIENCE:

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

- Four (4) year degree in public or business administration, personnel administration, education administration, or closely related field. Demonstrated experience as a Human Resources Specialist may be substituted for the education requirement on a year for year basis.
- Five to seven (5-7) years' experience in human resources; emphasis on experience as a Human Resources generalist
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing. Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion TB screening upon employment and annually thereafter.
- Drive vehicle to conduct work

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 Human Resources Generalist			
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		

Human Resources Specialist – San Joaquin

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:** 07/01/2015

SUMMARY:
Performs human resources duties at a professional level and may carry out responsibility in some or all the following functional areas: employee relations, training, employment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

Support and assist in planning and coordinating department operations. Will perform a variety of professional and technical activities of the Agency's human resources management system, including recruitment and selection, affirmative action, employee relations, wage compensation and classifications, training, and benefits.

SUPERVISION RECEIVED:
Receives direct supervision from Human Resources Administrator Director of Human Resources and indirect supervision from Early Head Start/Head Start Assistant Director

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. Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations Supervises, monitors, directs, and reviews performance of HR Technicians, HR Clerk, and Receptionist staff.
2. Manages the internal and external recruitment process Facilitates staff training and development, including onsite consultation, coaching, and mentoring to subordinates and other staff.
3. Process and review employment applications, evaluate qualifications for eligibility, set up and conduct interviews, complete reference checks, make job offers, ensure pre-employment process is completed Coordinates recruitment packages, job announcements, advertisements, and brochures.
4. Coordinates and conducts new hire orientation and training Screens applications and evaluates work history and education to ensure applications are complete and that applicant meets minimum qualifications for position.
5. Assures HR related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures Schedules and conducts Agency testing and interviews and recommends candidates.
6. Assists management with corrective action and disciplinary documentation Ensure all phases of recruitment and selection procedures meet applicable federal, state, and local laws and regulations.

7. Assists with employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensure proper steps are taken to address employee concerns.
8. Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Policy Manual, internal resource documents, and by seeking advice from the HR Director/HR Administrator Conducts background and reference checks.
9. Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance with the unemployment insurance program Conducts orientation for all new employees.
10. Administers employee medical, dental, vision, life AD&D insurance plans, and retirement including open enrollment Assists the Director of Administrative Services with activities related to Agency Affirmative Action Plans.
11. Manages all tasks to employee leaves, Coordinates leave of absence (FMLA/CFRA/ADA/ etc.). Correspondence with employees on leave, ensure proper medical certification is received, and ensure insurance premiums are made in a timely manner Interprets policies, procedures, and regulations.
12. Coordinate benefit enrollment, COBRA, changes, beneficiary and death claims. Prepares reports, correspondence, and a variety of written materials.
13. Assist with Workers Comp claims and ensure proper procedures are followed. Reporting injury and accidents and proper paperwork is completed Monitors and prepares appropriate employee status changes.
14. Assists with investigations when needed Prepares and conducts human resources related employee and supervisory training, as required.
15. Process all HR paperwork for staff, new hire personnel files (paper and electronic), including status changes. Ensures all changes are recorded in ADP and ChildPlus as required and personnel files are current.
16. Assists with DMV pull notice and ensure agency drivers meet minimum risk standards. Assists the Director of HR with special projects.
17. Participates in recruiting efforts at job fairs, educational institutions, and other events as needed Assists the Director of HR in conducting investigations, as required.
18. Coordinates and conducts training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver oral presentations.
19. Conducts exit interviews.
20. Protects confidentiality of all employee's data by ensuring that documents are secured during processing, maintenance and destruction.
21. Completes miscellaneous Human Resources projects are assigned.
22. Performs other duties as assigned.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings, and professional growth activities, as required.
2. Must read and understand the Employee policy Manual and be a resource to employees when necessary
3. Communicate effectively, verbally and in writing Performs any other like duties as assigned
4. Work alternative hours when needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
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 and implement developmentally appropriate routines, activities, and experiences.
Plan, organize, and allocate resources.
Work independently.
Prepare clear and concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems and identify alternative solutions.
Communicate effectively, verbally and in writing.
Work with accuracy and attention to detail.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

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

- Four (4) year degree from a college or university in public or business administration, human resources administration, education administration, or closely related field.
- Three (3) years' experience in human resources with an emphasis on experience as a human resources Specialist generalist, one (1) year of which is in a supervisory role.
- Demonstrated experience as a human resources specialist may be substituted for the education requirement on a year for year basis.

OTHER REQUIREMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion 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 Human Resources Specialist – San Joaquin			
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		

BENEFITS MANAGER

Disclaimer: Job descriptions are written as a representative list off 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:** Non-Exempt **Date Approved:** TBD

SUMMARY:
With minimal supervision, under the direction of the Human Resource Administrator, supports the administration of all health insurance benefits and the Human Resources Information System (HRIS). Manages all tasks related to employee leaves, including determining eligibility in compliance with federal and state laws. Functions as team player in the HR Department and is responsible for all aspects of the Partnership's employee benefits program.

SUPERVISION RECEIVED:
Receives direct supervision from the Human Resources Administrator.

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Administers employee medical, dental, vision, life, AD&D insurance plans, and retirement.
2. Acts as an information resource on employee benefits and coverage.
3. Processes enrollments, changes, cancellations, and COBRA notifications.
4. Ensures employees pay proper insurance premiums based on employee status.
5. Calculates and mails reminder notices for insurance premiums to employees on leave. Exercises proper and respectful collection techniques.
6. Maintains regular communication with employees on leave regarding insurance contribution obligations.
7. Manages all tasks related to employee leaves, including tracking, determining eligibility in compliance with federal and state laws (FMLA, CFRA, PDA, ADA, etc.), ensures correspondence with employees on leave, and ensures insurance premiums are made in a timely manner. Assembles information and fosters employee engagement in support of the Interactive Process.
8. Notifies managers of employee status and when employee is expected to return to work.
9. Coordinates with manager on any work modifications.
10. Communicates to employee verbally and in writing regarding leave benefit status.
11. Assists with new hire orientation and new hire enrollment.
12. Coordinates benefits open enrollment to include agency communication and education of benefit plans
13. Must be proficient in presenting information to employees in small and large groups and in one-on-one situations.
14. Assembles benefit packages and maintains vendor information and form supply and ensures documents are up to date.
15. Ensures new hire enrollment is completed for mandatory benefits and employee is aware of enrollment deadlines.

16. Oversees the coordination and communication of enrollment meetings for annual benefits enrollment. Ensures all benefits information is up to date for new benefit year. Ensures timely communication to employees on benefit changes, enrollment dates, and completion of enrollment. Ensures file feeds to vendors for new benefit year are accurate and complete for new year.
17. Reconciles monthly premium statements. Works with Finance to ensure allocations are correct. Works with vendor on any payments and/or reconciliations. Tracks employee changes, making sure they are in correct corporate group. Responsible for accuracy of data.
18. Coordinates retirement meetings with vendor. Communicates eligibility notices and compliance documents as required.
19. Performs routine reconciliation of employee benefit deductions and calculates, enters, and monitors special-circumstance deduction per employee as needed.
20. Reviews enrollment forms for accuracy and follows up in timely manner with applicants regarding enrollment requirements.
21. Prepares and distributes follow-up correspondence pertaining to personnel actions.
22. Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint. Will be expected to accurately manipulate and summarize spreadsheet data, compose grammatically appropriate correspondence by email and letter, and use visual presentation software during meetings. Will participate in reviewing, editing, and presenting written and visual benefit materials.
23. Compiles statistical reports and data.
24. Protects confidentiality of all employee data by ensuring that documents are secured during processing, maintenance, and destruction.
25. Completes miscellaneous Human Resources projects as assigned.
26. Performs other duties as assigned.

B. Other Job Specific Duties:

1. Must have excellent general office practices and skills. Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint.
2. Must become familiar with HR department operations and be able to work in a shared office workstation setting with regular peer and employee interaction.
3. Must read and understand the Employee Handbook and be a resource to employees when necessary.
4. Must be able to prioritize and complete multiple tasks simultaneously, effectively, and on time despite regular interruptions.
5. Must have good writing, spelling, and math skills.
6. Must be able to work under minimal supervision.
7. Must be able to develop and maintain effective work relationships with other employees and representatives of private and public agencies.
8. Must have strong interpersonal skills, emphasizing listening and communicating, and be able to remain professional and composed in difficult work situations.
9. Must be able to follow verbal and written instructions.
10. Must be able to maintain confidentiality in all aspects of work.

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.

Ability to:
Plan, organize, and allocate resources.
Work independently.
Prepare clear and concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret 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 other people.

EDUCATION AND EXPERIENCE:

- Associate degree and four (4) years' related experience or a combination of education and experience in benefits administration, human resources, insurance, or related field equal to six (6) years.
- Four (4) years' previous experience in benefits administration and FMLA/CFRA management required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout
- Must have reliable transportation during working hours as traveling throughout Kern County may be necessary.
- 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.
- Completion of a physical and substance abuse screening upon offer of employment.
- Completion of TB screening upon offer of employment and every three (3) 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 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 Benefits Specialist			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x

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

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

MEMORANDUM

To: Budget & Finance Committee Committee

From: Susana R. Magana, Migrant Childcare Program Administrator

Date: May 19, 2021

Subject *Agenda Item 4(i)*: New Family Services Specialist II Position in MCAP Program – **Action Item**

In March 2021, CAPK Migrant Childcare Program (MCAP) staff had a discussion with Human Resources (HR) that lead to the creation of the new MCAP Family Services Specialist II (FSS II) job description to reflect the duties and responsibilities of one position servicing two entry counties. Included with this memo is the FSS II job description that has been reviewed, repointed by HR and is being presented to the Committee for approval.

Currently, the Merced County caseload is being handled by the Fresno County Family Services Specialist (FSS). The staff member has been receiving a 10% pay differential under the CAPK Employee Policy Manual: policy 4.7.2 Extra Duty Assignment. This policy is intended for a temporary assignment and does not reflect the on-going needs of the program. The creation of this new job description reflects the added work and responsibility of managing the Merced County caseload, in addition to the primary assigned county caseload and a permanent 10% pay differential within the FSS II salary scale.

The Merced County FSS position has remained vacant for several years. The agriculture migration pattern changes have resulted in a decrease in the Merced caseload. Merced County is one of the 6 mandated entry counties delineated in our program contract. Our contract requires CAPK to maintain satellite offices in Kern, Tulare, Fresno, Kings, Madera, and Merced. If in the future the caseload supports a full time FSS in Merced, that position will be filled and the FSS II position will be left vacant.

HR staff has determined the FSS II position to be a grade 8 and the same salary range, as the current FSS position. Funding for this is included in the current FY 20-21 $9,584,682.00 contract for CAPK MCAP from the California Department of Education (CDE). The impact on the CAPK MCAP budget is projected to be sustainable.

The updated job descriptions coincide with the CAPK Strategic Goal that will give the program a more engaged staff and better retention. This is an ongoing project to revise all the job descriptions of the CAPK MCAP program to help curve the high turnover rate. The next step will be the approval of the attached job description and salary grade & range for the new FSS II position.

Recommendation:
Staff recommends approval of the CAPK MCAP Family Services Specialist II description and salary grade & range.

Attachment:
MCAP Family Services Specialist II Job Description

Family Service Specialist II - MCAPP

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

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
The Family Service Specialist II (FSS II) is responsible to determine family eligibility and enrollment. The FSS II is responsible to maintaining the family/child files in accordance with state regulations and program policies and procedures, including the Fraud Prevention Protocol and develops and conducts outreach activities to maintain the assigned caseload child count. The FSS II is responsible for the case management of the Merced County caseload, in addition to the primary assigned county caseload and provides technical assistance and supportive services not limited to, any of the following: home visitations, referrals to other community agencies, follow-up, and demographic data tracking. The FSS II has the appropriate education, training, job experience, and/or equivalent experiences to operate both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:
Receives supervision from the Family Service Coordinator.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Responsible for all essential job specific duties listed below for the Merced County caseload, in addition to the primary assigned county caseload.
- Responsible for conducting pre-screening of new applicants to obtain, examine, and verify documentation needed and to complete the required subsidy application for the federal and/or state program.
- Responsible for verifying and determining program eligibility, prioritizing children for enrollment, monitor continued eligibility and recertifications.
- Responsible for calculating the preceding 12 months-worth of income documentation to determine income eligibility and assess family fees.
- Responsible for the input, update, and maintenance of the electronic data files in the program database for all assigned children and families.
- Responsible for accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements and provides caseload reports to Coordinator or MCAPP staff when requested, required, or pertinent.
- Responsible to gather and record family information data and maintain orderly physical files and maintain strict confidentiality of child/family records.
- Responsible for self-auditing reviews of family files to ensure compliance with federal and/or state regulations and program policies and procedures.

- Responsible for conducting program orientations, to inform applicants of their rights and responsibilities associated with their participation in a federal and/or state program.
- Responsible to maintain and manage enrolled family subsidy cases. Provide routine family follow-ups to provide technical assistance and ensure that family is maintaining program participation compliance.
- Provide information and refer applicants to resources available within the Agency and in the community.
- Manage an assigned caseload and complete daily/weekly/monthly statistical enrollment reports.
- Responsible to retrieve call logs and complete Notices of Action or provide referrals as appropriate.
- Work closely with other agencies and organizations in the community as part of a collaborate effort to boost recruitment and maintain enrollments.
- Prepare and present program information to small and large groups.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- 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 and 10-key calculator
- Computer applications, including but not limited to, Windows, Word, and Excel.
- Problems of socially and economically challenged families.

Ability to:
- Plan, prioritize, and organize workload.
- Work independently within scope of authority
- Recommend changes to offices procedures, as appropriate.
- Prepare clear and concise caseload reports.
- Exercise sound, independent judgment within the programs policies & procedures and State mandates/regulations
- Communicate effectively, verbally and in writing fluently in both English and Spanish
- Effectively present program information to the public in small and large group settings
- Demonstrate good interpersonal skills
- Demonstrate excellent customer service
- Operate and use modern office equipment including computer, copier, scanners etc.
- Proficiently work with word processing, spreadsheets, database and related software applications

- Work with accuracy and attention to detail
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- AA degree in business, social work, child development, psychology, or closely related field
- Five (5) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Five (5) years of working in an administrative field with emphasis on case management/administrative functions
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience that will provide the capabilities to perform the described duties

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 physical, TB, and substance abuse screening upon offer of employment.
- Fully fluent in English and Spanish Required (MUST be able read, write, and speak both).

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 Family Service Specialist II			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

MEMORANDUM

To: Budget & Finance Committee

From: Kathlyn Lujan, WIC Program Administrator

Date: May 19, 2021

Subject: *Agenda Item 4(j):* CAPK WIC Revised Job Descriptions – **Action Item**

CAPK WIC is requesting approval of the six revised and re-pointed job descriptions: WIC Nutrition Assistant (WNA), WIC Clerk, Nutrition Education Supervisor, Breastfeeding Education/Peer Counselor Supervisor, Staff Development Supervisor, Training Coordinator.

In September 2020, the CAPK Budget and Finance Committee approved a new organizational structure for the CAPK WIC program, which included the new position of Training Coordinator. Since that time staff have worked with Human Resources (HR) to revise 6 job descriptions to reflect the approved changes within the new structure. Included with this memo are 6 job descriptions that have been reviewed and repointed by HR and are presented to the Committee for approval. The revised job descriptions more closely reflect the job duties. Re pointing was necessary to align job duties with grade level.

The impact on the WIC budget is estimated as an annual increase of $68,140. Funding for these positions is included in the current and projected contract for CAPK WIC from CDPH WIC. The impact on the CAPK WIC budget is projected to be sustainable.

The reorganization will also coincide with the Strategic goals of CAPK by developing organizational goals that unify the program efforts throughout the Agency and the reorganization will give the program a more engaged staff and better retention.

This is an ongoing project to reorganize and revise the organizational structure and job descriptions of CAPK WIC. The next step will be the approval of the attached job descriptions and grade levels. CAPK WIC will return to this Committee in the future to review and approve the remaining leadership and support staff job descriptions and grade levels.

Proposal

- Change WIC Nutrition Education Coordinator job title and job description to WIC Nutrition Education Supervisor repointed at the same grade.
- Change WIC Breastfeeding Education Coordinator job title and job description to WIC Breastfeeding Education/Peer Counselor Supervisor with a change in grade from 10 to 11
- Change WIC Staff Development Coordinator job title and job description to WIC Staff Development Supervisor with a change in grade from 10 to 11
- New position - WIC Training Coordinator
- Revise WIC Nutrition Assistant (WNA) job description and change grade from 2 to 3
- Revise WIC Clerk job description and change grade from 1 to 2

Recommendation:
Staff recommends approval of the CAPK WIC Program changes in position titles and the revision of the job descriptions.

Attachments:

- *WIC Nutrition Education Supervisor.*
- *WIC Breastfeeding Education/Peer Counselor Supervisor*
- *WIC Staff Development Supervisor*
- *WIC Training Coordinator*
- *WIC Nutrition Assistant (WNA)*
- *WIC Clerk*

Nutrition Education Supervisor

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Responsible for developing, implementing, and monitoring the training process for all WIC staff. Develops and implements Community Action Partnership of Kern WIC program's Nutrition Education plan. Provides oversight and supervision for staff training. Provides nutrition assessment and counseling for high risk WIC participants. Supervises WIC sites as needed.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program Manager

SUPERVISION EXERCISED:
Operations Coordinator, WNA IVs, WNA, WIC Clerks

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

Essential Job Specific Duties:
- Responsible for the development and implementation of the Nutrition Services Plan (NSP) as required by California Department of Public Health, WIC Division.
  - Review plan with WIC Program Administrator
  - Successfully complete the NSP Plan and implement activities
  - Maintain documentation of NSP activities
- Responsible for the development and oversight of the Nutrition Education training plan for WIC staff:
  - Responsible for assisting in the development of individual training plans for new hire WNAs that facilitates certification within a year of hire.
  - Works with the Staff Development Supervisor to develop and present in-services and workshops for staff development.
  - Coordinate activity with quantitative outcome of WIC CQI as reported by the Operations Coordinator.
- Develop the lesson plans for WIC participant classes and teach staff how to present the class.
  - Develop and maintain a system of objective observation to ensure that class material is being presented correctly and effectively by staff
- Provide services to high-risk participants:
  - Assess nutrition status and diet histories of participants on an individual basis, provides nutritional counseling and assists participant in setting priorities.
  - Records to provide an inventory of problem, recommendations, and follow-up.
  - At appropriate intervals, re-evaluate the participant's dietary/ nutritional progress and needs to determine continued eligibility.
- Understand the function of each WIC position and performs the function, if necessary, to deliver WIC services.

- Stay abreast of the High-Risk criteria, and other federal and state regulations used in determining eligibility of the WIC sites.
- Prepare and present WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.
- Responsible for the supervision of direct reports

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Provides transportation for herself, WIC equipment and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

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

Ability to:
- Develop interactive lesson plans.
- Communicate effectively, verbally and in writing.
- 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.

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 Nutrition or a related field.
- Shall possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics.
- Minimum of three (3) years' experience working with community groups as a nutritionist developing education curriculum.
- Minimum of two (2) years supervisory experience.

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 fingerprint, 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 Nutrition Education Supervisor			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

Breastfeeding Education /Peer Counselor Supervisor
IBCLC – WIC

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Develops and implements Community Action Partnership of Kern WIC policy and plan for the promotion and support of Breastfeeding. Develops the breastfeeding education plan for staff. Provides nutrition assessment and counseling for high-risk WIC and high-risk Peer Counselor (PC) participants. Provides overall management and supervision to the Peer Counselor program.

SUPERVISION RECEIVED:
Receives supervision from the CAPK WIC Program Manager

SUPERVISION EXERCISED:
WNA III PC Support, Breastfeeding Peer Counselors, Degreed Nutritionist IBCLC, WNA, WNA II, WIC Clerks

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

Essential Job Specific Duties:
- Responsible for the development of the policy and plan for breastfeeding support and promotion.
  - Develops the lesson plans for the breastfeeding class for WIC participants and instructs staff in their use.
  - Provides 20 hours of breastfeeding instruction to all new counseling staff.
  - Provides breastfeeding in-services for staff.
  - Oversees the breast pump inventory and distribution.
  - Oversees the inventory of breastfeeding supplies.
  - Develops and implements breastfeeding support activities.
  - Prepares and presents breastfeeding information to community organizations.
  - Attends/participates in meetings/conferences pertinent to WIC and/or breastfeeding support.
  - Prepares and maintains Breastfeeding reports as required by CDPH WIC.
  - Develops long range plans to increase breastfeeding rates in the Program.
- IBCLC for the Peer Counselor program
  - Work with Program Manager and Program Administrator to provide overall management for the PC program.
  - Provide peer counselors with basic and current information on breastfeeding.
  - Provides breastfeeding counseling for high-risk PC participants
  - Prepares the records and reports required by CDPH WIC Peer Counselor program
- Provides oversight and assistance to the Regional Breastfeeding Liaison (RBL)
  - Assists with the development of the RBL action plan.
  - Acts as a resource for the RBL

- Provide services to high-risk participants.
  - Assess nutrition status and diet histories of participants on an individual basis, provides nutritional counseling and assists participant in setting priorities.
  - Documents counseling session to provide an inventory of problem, recommendations, and follow-up.
  - At appropriate intervals, re-evaluate the participant's dietary/ nutritional progress and needs to determine continued eligibility.
- Maintain regular contact with health care providers.
- Understand the function of each WIC position and performs the function, if necessary, to deliver WIC services.
- Stay abreast of the High-Risk criteria, and other federal and state regulations used in determining eligibility of the WIC sites.
- Attend/participate in meetings/conferences pertinent to the WIC Program.
- Prepare and present WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.
- Responsible for performance evaluations and disciplinary actions of direct reports. Oversees everyday activities of the direct reports.

Other Job Specific Duties:
- Provides transportation for herself, WIC equipment and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- Attends meetings and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- 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:
- The benefits and physiology of breastfeeding.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:
- Develop interactive lesson plans.
- Communicate effectively, verbally and in writing.
- 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.

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 Nutrition or a related field
- Shall possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics.
- Current certification as International Board-Certified Lactation Consultant (IBCLC).
- Minimum of two (2) years supervisory experience
- Minimum of three (3) years' experience working with community groups as a nutritionist, developing education curriculum.

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 fingerprint, 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 Breastfeeding Education/Peer Counselor Supervisor			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x

Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

Staff Development Supervisor

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Responsible for developing, implementing, and monitoring the training process for all WIC staff including use of contemporary methods, materials, technology, and activities that meet WIC program requirements. This position requires adaptation of training techniques and materials specific to staff roles including Registered Dietitians with CPEU opportunities as available, Degreed Nutritionists, WNA I-IV, WNA Candidates, Clerks, and Receptionists. Collaborates with Nutrition Education Coordinator and Breastfeeding Coordinator to plan and execute Nutrition Services Plan (NSP) per program guidelines. Develops training materials, presentations and monitoring tools based on needs assessments, CQI and observational data, NSP, and program/policy updates. Collaborates with WIC coordinators, managers, Outreach, Regional Breastfeeding Liaison, community partners, and State Nutrition Consultant to ensure staff development efforts meet the needs of our community, WIC staff members, and program requirements. Mentors new hire WNAs through the certification process. Provides high risk counseling and supervises WIC sites and staff as assigned.

SUPERVISION RECEIVED:

Receives supervision from the WIC Program Manager

SUPERVISION EXERCISED:

Training Coordinator, WNA IVs

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Develops training materials, presentations and monitoring tools based on needs assessments, CQI and observational data, NSP, and program/policy updates.
- Develop and maintain a training program for new WNA hires based on WNA certification process and incorporation of other pertinent trainings, tools and resources provided to current WNA staff and pertinent to job duties. This includes maintaining records and submitting to State WIC in timely manner.
- Collaborates with Nutrition Education Coordinator and Breastfeeding Coordinator to plan and execute Nutrition Services Plan (NSP) per program guidelines.
- Collaborates with WIC coordinators, managers, Outreach, Regional Breastfeeding Liaison, community partners, and State Nutrition Consultant to ensure staff development efforts meet the needs of our community, WIC staff members, and program requirements.
- Develop training materials and presentations delivered to all WIC Staff and adapt training methods and materials to specific to staff role as needed.
- Develop trainings and monitor efficacy of training process based on utilization of needs assessment, CQI and Observational data, retrain as needed per monitoring process results.
- Mentor new hire WNAs through certification:

- Monitor activities of the Training Coordinator to ensure that training of new WIC staff is progressing along established criteria.
- Mentors new hire WNAs through the certification process and strives for best practice by incorporating additional trainings, tools and resources the staff have received prior to the new hire joining the CAPK WIC team that are not build into the State WIC certification process.
- Meet with the WNA individually to establish a training schedule, assess understanding of material and monitor progress.
- Collaborate with team leaders to establish pool of appropriate WNA staff for new hire WNA candidates to observe, work with team leaders and staff for observation schedules and methods.
- Assure that study sheets are completed correctly and that WNA candidates understand the material.
- Assure that all site paperwork is reviewed, and corrective action completed in a timely manner.
- Assure that necessary observations and CQI are completed.
- Ensure Training Coordinator completes WNA certification process and submits documentation to State WIC in specified timeframe.
- Incorporate best-practice standards to include additional trainings, tools and resources the staff have received prior to the WNA candidate joining the CAPK WIC team that are not built into the State WIC WNA certification process.
- Develop and maintain a nutrition curriculum to enable staff to become WNA certified.

- Stay abreast of the high-risk criteria, and other federal and state regulations used in determining eligibility and providing nutrition services to WIC participants.
- Understand the function of each position and perform the function, if necessary, to deliver WIC services.
- Attend/participate in meetings/conferences pertinent to the WIC Program.
- Prepare and present WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.
- Responsible for the daily operations of Designated WIC sites including:
  - Supervision of staff during the clinic day.
  - Maintaining WIC Card security.
  - Assist with set up of the clinic as needed.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

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

Ability to:
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- 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.

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 nutrition, dietetics, or food science.
- Shall possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration.
- Minimum of two (2) years supervisory experience
- Minimum of three (3) years' experience working with community groups as a nutritionist.

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 fingerprint, 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 Staff Development Supervisor			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		

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

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

Training 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 10 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the direct supervision of the Staff Development Supervisor is responsible to mentor new hire WNAs through the certification process, provide high risk counseling and supervise WIC sites and staff as assigned.

SUPERVISION RECEIVED:
Receives supervision from Staff Development Supervisor

SUPERVISION EXERCISED:
WNA, Clerks

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

Essential Job Specific Duties:
- Under the Direction of the Staff Development Supervisor, mentor new hire WNAs through certification:
  - Assure that study sheets are completed correctly and that WNA candidates understand the material.
  - Assure that all clinic paperwork is reviewed
  - Assure that necessary observations are completed.
  - Report progress of new hire WNAs to the Staff Development Supervisor.
- Understand the function of each position and perform the function, if necessary, to deliver WIC services.
  - Stay abreast of the high-risk criteria, and other federal and state regulations used in determining eligibility and providing nutrition services to WIC participants.
- Attend/participate in meetings/conferences pertinent to the WIC Program.
- Prepare and present WIC information to community organizations as assigned.
- Responsible for the daily operations of designated WIC sites as assigned:
  - Supervision of staff during the clinic day.
  - Maintaining WIC Card security.
  - Performance evaluations of staff direct reports.
  - Assist with set up of the clinic as needed.

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- 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.
- Effectively supervise staff and enforce rules and regulations

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 nutrition, dietetics, or food science.
- Minimum one (1) year supervisory experience
- Minimum of one (1) year experience working with community groups as a nutritionist with some supervisory elements.

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 fingerprint, 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 Training 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					

WIC NUTRITION ASSISTANT (WNA)

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

SUMMARY: Determine eligibility, conduct nutrition assessments, and provide nutrition education for the WIC participants according to CDPH WIC and Community Action Partnership of Kern WIC Program policies.

SUPERVISION RECEIVED:

Receives supervision from the Degreed Nutritionist

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.

Essential Job Specific Duties:

- Learn and become proficient in the CDPH WIC WISE computer system
- Provide WIC services to eligible individuals:
    - Accurately enter data into the CDPH WIC computer system
    - Maintain confidentiality of participant information
    - Determine eligibility of applicants for program benefits according to policy.
    - Perform certification and recertification of participants using the WIC management information system.
    - Provide nutrition education for participants per approved Nutrition Education protocol
    - Refer participants to a RD/DN pursuant to protocol.
- Develop care plans for participants according to CDPH WIC and Community Action Partnership of Kern WIC Program policies
- Communicate, inform, and educate WIC participants during the WIC appointment using information learned during the appointment. Participant Centered Education techniques are used when counseling a participant (explore, offer, explore, and educate).
- Issue appropriate food packages after assessing WIC category and nutrition risk.
- Present group sessions on dietary/nutritional topics concerning women, infants and children.
- Document a summary of pertinent information on the participant's ł records to provide an inventory of problem, recommendations, and follow up.
- Provide referrals as needed to community, State, and Federal assistance programs.
- At appropriate intervals, re-evaluate the participant's progress towards their dietary/nutritional goal and ongoing nutritional needs to determine continued eligibility.
- Perform general clerical duties, accurately issue food benefits, the CA WIC Card to participants, answer telephone, and make appointments.
- Use provided reports to follow up on WIC participants
- Assist with the setup of mobile clinics.

- Assist with office maintenance including janitorial duties as assigned including but not limited to cleaning restrooms, emptying trash.
- Help with maintaining the bulletin boards and other informational displays.
- Provides breastfeeding education and support to WIC participants per breastfeeding protocol.
- Complete WNA Certification within one year of hire.
- Demonstrate competency in the following task areas as outlined in the "California WIC Nutrition Assistant (WNA) Certification Training Manual".
    - Communication and Cultural Competence
    - Certification and Recertification
    - Nutrition and Health
    - Individual Education
    - Food Packages, Benefits, and WIC Card
    - Group Education
    - Baby Behavior
- Demonstrate an interest in Nutrition and Nutrition Education.
- Ability to process information and communicate orally and in writing.
- Ability to learn and be proficient in the CDPH WIC WISE system.
- Other related duties as assigned.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required including Saturday.
- Is proactive in the program effort to recruit and enroll families that qualify for the WIC programs.
- Drive to other CAPK WIC offices in WIC vehicles or in a private vehicle as assigned.
- 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, card readers, signature pads, and scanners
- Microsoft office – Outlook, Word, Excel, Teams
- Basic nutrition practices
- Basic computer knowledge

Ability to:
- Ability to communicate effectively with staff and WIC participants both orally and in writing
- Work independently without direct supervision.
- Effectively present program to the general public.
- Establish professional working relationships with staff, agencies, and parents.
- Bilingual language fluency (Spanish/English) highly preferred

- Ability to effectively communicate with persons of diverse socio-economic and educational backgrounds.
- Must have ability to develop nutrition care plans; analyze diets.

EDUCATION AND EXPERIENCE:

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

- High School Diploma or the equivalent
- Minimum of two (2) years of clerical/office management experience or 2 years working as a WIC Clerk.
- Minimum of two (2) years of experience using MS Word, Excel, PowerPoint
- Complete three units of college level courses in General Nutrition within 12 months of hire.
- Certification as a California WIC Nutrition Assistant by completing 1000 hours of experience and successfully completing the WNA certification TASKS within 12 months of hire
- Successfully complete 20 hours of Breastfeeding education per new WNA training protocol within 12 months of hire.
- Basic computer knowledge.

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.

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 WNA			
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					

WIC Clerk

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

SUMMARY: To provide the clerical functions of determining WIC eligibility, documenting in-take, and medical information, assisting with the physical set up and maintenance of WIC offices.

SUPERVISION RECEIVED:

Receives supervision from the Degreed Nutritionist and WNA *IV.*

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.

Essential Job Specific Duties:

- Learn and become proficient in the CDPH WIC WISE computer system
- Determine eligibility of participants in the WIC program according to CDPH WIC Policies and Procedures
    - Accurately enter data: proof of income, proof of residency, and proof of ID into the CDPH WIC computer system
    - Accurately complete all CDPH WIC WISE computer screens
    - Maintain confidentiality of participant information
    - CA WIC Card authorization, issuance and distribution and record keeping.
    - Maintains CA WIC Card security
    - Maintain and follow up on WIC Card issued report
- Communicate with WIC participants and potential WIC participants via email, phone, text messages, and telehealth.
- Receive confidential information and delete when data input is completed. Send information via multiple methods to participants.
- Investigate and review the WIC participant computer file.
- Answer WIC participant questions regarding use of the CA WIC card, WICHealth.org, food packages, WIC policies and regulations.
- Greets participants as they enter the WIC office. Exhibits good customer service to WIC participants and others.
- Provides breastfeeding education and support to WIC participants within the CAPK WIC protocols.
- Answer the telephone
- Manage and access electronic versions of WIC materials as needed.
- Complete WIC orientation to new enrollees per CAPK WIC policy.
- Make and manage appointments for WIC participants.
- Follow-up on missed appointments

- Provide information to prospective participants about the WIC Program.
- Participate in staff meetings and in-service training.
- Assist with maintaining the clinics including but not limited to cleaning the office and restrooms and taking out the trash.
- Assists with clinic set up of mobile clinics
- Assist with collecting and transporting office and education supplies as needed
- Keeps the front area neat and well organized
- Maintain office supplies
- Helps with maintaining the bulletin boards and other informational displays
- Picks up vehicles from parking area and transports staff and equipment transportation as assigned.
- Performs janitorial duties as assigned.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required.
- Is proactive in the program effort to recruit and enroll families that qualify for the WIC programs.
- Have a clear understanding of WIC services and be able to communicate effectively with WIC participants and potential WIC participants
- Drive to other CAPK WIC sites in a WIC vehicle or private car as assigned
- 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
- Modern office practices, methods, procedures, and equipment including computers
- Word processing, spreadsheet, database, and other related software applications
- CAPK WIC Policies and Procedures

Ability to:
- Ability to communicate effectively both orally and in writing
- Good interpersonal skills.
- Effectively present program to the general public and WIC participants.
- Work independently without direct supervision
- Establish professional working relationships with staff and WIC participants
- Bilingual language fluency (Spanish/English) fluency 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.

- Graduation from High School or the equivalent
- One (1) year experience in a customer service position

- Ability to effectively communicate with people of diverse socio-economic backgrounds.
- Ability to perform general office duties: telephone, texting, and email.
- Basic computer equipment knowledge: card readers, signature pads, and scanners.
- One (1) year experience in Microsoft office – Outlook, Word, Teams

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.

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 WIC Clerk			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x

Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

MEMORANDUM

To: Budget & Finance Committee

From: Emilio G. Wagner, Director of Operations

Date: May 19, 2021

Subject: *Agenda Item 4(k)*: Information Technology & Information Systems Job Descriptions – Emilio Wagner, Director of Operations – **Action Item**

In an effort to enhance support surrounding technology, two positions were approved in the Operations Indirect Budget for the 2021/22 fiscal year: Information Technology Specialist and Information Systems Manager. This proposal is to approve the job descriptions, grades and organizational chart to include the two budgeted positions.

Information systems play a major role in CAPK operations, where data is collected and stored yet is not effectively transformed into information. This information can be used for various purposes such as, but not limited to, strategy, funding requests, referrals, outcomes, and presentations. Developing an Information Systems Business Department will enable CAPK to effectively assist all departments in their data initiatives. The intent is to establish a position titled Information Systems Manager with one direct report, Information Systems Business Analyst.

Information Technology continues to develop on a daily basis and although much of the support to employees can be done remotely there is still a major need for onsite support. San Joaquin County is in need of onsite support. Staff are proposing to add an additional Information Technology Specialist Position to be stationed at the Hunter office in Stockton. This position will not only support staff onsite but also help support all of CAPK employees remotely.

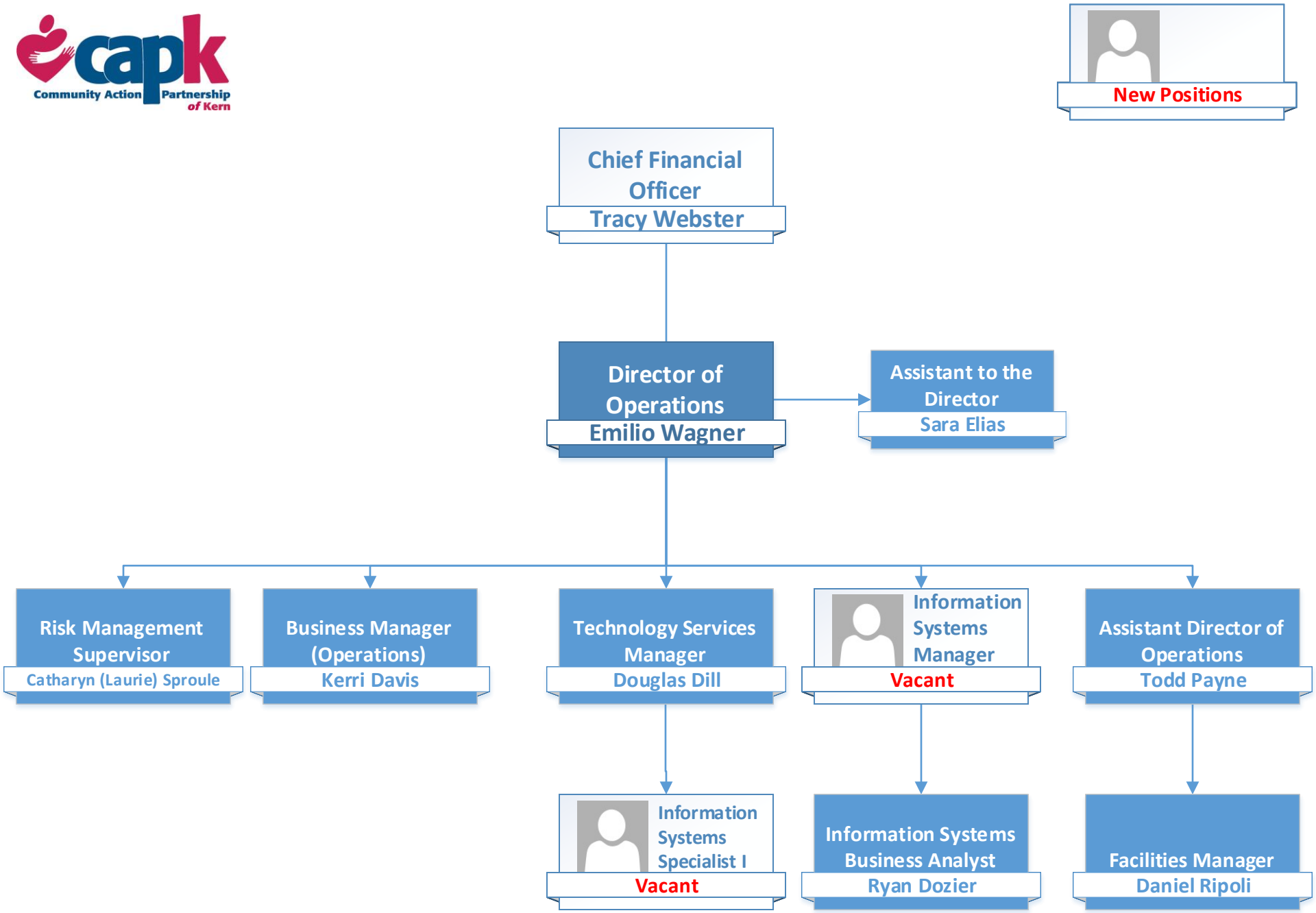
For reference, please see the attached Organizational Chart and associated job descriptions that have been reviewed and approved by the Human Resources Division.

Position	Grade	Min	Mid	Max
Information Systems Manager	11	29.09	36.36	43.64
Information Technology Specialist I	8	19.14	23.9	28.69

This change is in alignment with CAPK Strategic Goal that unifies the efforts throughout the agency and will give the Division a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval of the Information Systems Business Department Job Descriptions, addition of an Information System Specialist I, and the organizational chart.

Attachments:
Operations Organizational Chart
Information Systems Manager
Information Systems Business Analyst



Proposed 5/5/2021

Information Systems (IS) Manager

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under general direction of the Director of Operations, the Information Systems Manager is responsible for identifying user needs to develop systems from concept to user acceptance surrounding Dynamics CRM, SharePoint and other related technologies.

SUPERVISION RECEIVED:
Receives supervision from the Director of Operations

SUPERVISION EXERCISED:
Information Systems Business Analyst

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

Essential Job Specific Duties:

- Accomplishes information systems staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, and counseling, employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Participate and lead analysis and design sessions to capture functional and technical requirements
- Create specifications based on requirements and communicate with third party developers
- With third party developer assistance configure system based on platform best practices
- Lead sessions with users to demonstrate completed features
- Conduct system and integration testing
- Create and execute test scripts, facilitate user acceptance testing
- Train end users on the system platform
- Maintain appropriate communication with all team members to assure the project is proceeding, on-time, on-target and on-budget
- Work in a project team environment, with all team members
- Assign tasks as appropriate to other resources; review their work for accuracy and thoroughness
- Evaluate and identify other potential needs
- Assist in Research and Development capacity understanding the needs of the market and designing solutions to meet those needs. Work with the developers in build those solutions to take to market
- Support marketing efforts through events, webinars, whitepapers and blogging
- Design solutions using Dynamics CRM, SharePoint, and other Microsoft stack technologies to meet needs. Document and work with project team to supervise implementation.

- Assist in research of new technologies and trends that might impact our clients and make appropriate recommendations.
- Advise clients on approaches to solving business needs using Dynamics CRM, SharePoint or related technologies.
- Provide training or assistance to staff relating to Dynamics CRM and SharePoint solutions.
- Pursue advancement in functional and technical service capabilities.

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

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

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

Ability to:
- Solve problems effectively and efficiently.
- Experience leading design sessions and documenting functional specifications
- Understanding of logical data modeling
- Experience troubleshooting and testing skills
- Demonstrated ability to implement tools and strategies to ensure a high standard of quality control.
- Demonstrated systems analysis skills.
- Experience with Microsoft Excel, PowerPoint, and VisioDeal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively.
- Attend evening and weekend meetings.
- Effectively present program to the general public.
- Work independently with little direction; meet schedules and timelines.
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Maintain and organize a variety of files, records, and logs.
- Supervise employees professionally to achieve their goals and be self-motivating.
- Plan and organize work; compose clear, concise reports and recommendations.
- Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

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

- Bachelor of Arts or Bachelor of Science Degree in Management Information Systems (preferred), Information Technology, Business Administration, Entrepreneurship, Engineering, Economics, or other related field of study preferred.
- 4-6 years' experience working with Dynamics 365 and MS SharePoint.
- Experience with advanced Microsoft Excel and Visio concepts
- Experience with relational databases
- Experience with .NET framework (C#, VB.NET, C++)
- UI/UX Development Skills

OTHER REQUIREMENTS

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Information Systems Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x

Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

Information Systems (IS) Business Analyst

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under general direction of the Information System (IS) Business Supervisor, the IS Business Analyst is responsible for identifying user needs to develop systems from concept to user acceptance surrounding Dynamics CRM, SharePoint, Business Intelligence, Power Platform and other related technologies.

SUPERVISION RECEIVED:
Receives supervision from the Information Systems 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.

Essential Job Specific Duties:
- Participate and lead analysis and design sessions to capture functional and technical requirements
- Create specifications based on requirements and communicate with third party developers
- With third party developer assistance configure system based on platform best practices
- Lead sessions with users to demonstrate completed features
- Train end users on the system platform
- Maintain appropriate communication with all team members to assure the project is proceeding, on-time, on-target and on-budget
- Work in a project team environment, with all team members
- Assign tasks as appropriate to other resources; review their work for accuracy and thoroughness
- Evaluate and identify other potential needs
- Assist in Research and Development capacity understanding the needs of the market and designing solutions to meet those needs. Work with the developers in build those solutions to take to market
- Support marketing efforts through events, webinars, whitepapers, and blogging
- Design solutions and reports using Dynamics CRM, SharePoint, BI, and other Microsoft stack technologies to meet needs. Document and work with project team to supervise implementation.
- Assist in research of new technologies and trends that might impact our clients and make appropriate recommendations.

- Advise clients on approaches to solving business needs using Dynamics CRM, SharePoint or related technologies.
- Provide training and Level 2 support for Dynamics CRM, Power Platform, SharePoint, BI environment and other technologies implemented.
- Pursue advancement in functional and technical service capabilities.
- Assess, maintain, and update data level protection policies and security and identify any gaps within our system.
- Develop, maintain, and update any data sharing policies.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as well as provide trainings as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other like duties as assigned or as needed.
- Enroll in self-paced or instructor led training at least once a year if not more.

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
- Power Platform
- SharePoint

Ability to:
- Solve problems effectively and efficiently.
- Experience leading design sessions and documenting functional specifications
- Understanding of logical data modeling
- Experience troubleshooting and testing skills
- Demonstrated ability to implement tools and strategies to ensure a high standard of quality control.
- Demonstrated systems analysis skills.
- Experience with Microsoft Excel, PowerPoint, Power Query, and Visio. Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively.
- Attend evening and weekend meetings.
- Effectively present program to the general public.
- Work independently with little direction; meet schedules and timelines.

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

EDUCATION AND EXPERIENCE:

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

- Bachelor of Arts or Bachelor of Science Degree in Management Information Systems (preferred), Information Technology, Business Administration, Entrepreneurship, Engineering, Economics, or other related field of study preferred.
- 3-5 years' experience working with Dynamics 365 and MS SharePoint.
- Experience with advanced Microsoft Excel and Visio concepts
- Experience with relational databases
- Experience with .NET framework (C#, VB.NET, C++)
- Experience with JavaScript
- UI/UX Development Skills

OTHER REQUIREMENTS

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Information Systems Business Analyst			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x

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

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

MEMORANDUM

To: Budget & Finance Committee



From: Traco Matthews, Chief Program Officer

Date: May 19, 2021

Subject: *Agenda Item 4(l)*: 2-1-1 Program Manager Title Change – **Action item**

CAPK's 2-1-1 Resource and Referral call center has experienced significant growth over the past two years due to multiple factors including COVID-19 and its impact on Kern County residents and other communities. From March 1, 2020 to March 31, 2021, the program answered 201,592 calls for individuals and families in need, serving the most vulnerable with needs ranging from COVID-19 testing and vaccines, coordinated entry and homelessness services, financial insecurity, and more. The 2-1-1 Kern Program also continues to handle information and referrals calls for the counties of Kern, Kings, Stanislaus, and Tulare.

The leadership role has grown to include the negotiation, execution, and oversight of numerous contracts, oversight of more staff (the number of I&R Specialists has increased from approximately 13 to 19), and management of a higher number of calls (total calls handled has grown nearly 100% over the last two years). These aggregate changes have prompted us to review the job description for the 2-1-1 Program Manager.

The purpose of this request is to change the title from 2-1-1 Program Manager to 2-1-1 Program Administrator which more accurately reflects the duties and responsibilities of the position. The 2-1-1 Program Manager position is responsible for the operation and administration of the program and ensures that the program is fully compliant with all state and federal regulations and contract requirements.

The revised job description has been reviewed, approved, and repointed by Human Resources. The results of the repointing are as follows:

Position	Grade	Min	Mid	Max
2-1-1 Program Manager – current	9	21.98	27.50	33.00
2-1-1 Program Administrator - proposed	12	33.45	41.80	50.17

Current funding for the 2-1-1 Program Manager position is from the State of California, Department of Community Services and Development (CSBG) and a few other funding sources. This position is included in the FY 2021-2022 budget and will continue to be included in future budgets.

The revised job description and proposed title change will have a minor fiscal impact since the current the current maximum for Grade 9 is below the minimum for Grade 12. The estimated increase would be just under $0.45/hour or approximately $936/year.

This title change is in alignment with the CAPK Strategic Goal that unifies program efforts throughout the agency and will give the 2-1-1 program a more engaged staff and retained workforce.

Recommendation:

Staff recommends approval to change the title from 2-1-1 Program Manager to 2-1-1 Program Administrator, approval of the revised job description for the 2-1-1 Program Administrator, and approval of pay grade 12.

Attachment:
2-1-1 Program Administrator Job Description

Program Administrator 211

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: 12 **FLSA Status*:*** Exempt **Date Approved:** TBD

SUMMARY:
Responsible for program oversight of the 2-1-1 call center, the community's central 24/7 comprehensive information and referral service for health, human, and disaster services. Responsible for assuring quality service, including hiring, scheduling and training of staff; provide high-level oversight of, planning and developing program policies and procedures for the future direction of 2-1-1, and, as part of the leadership team, for continuous improvement of 2-1-1 and its services. ***Required to be available during declared emergencies to perform duties as directed by the Division Director.***

SUPERVISION RECEIVED:
Receives supervision from the Director of Community Development

SUPERVISION EXERCISED:
Dotted line responsibility of 2-1-1 Supervisor, Senior Information & Referral Specialist, Information & Referral Specialists, Resource Specialist, Program Specialist, Developmental Specialist; direct supervision of department Supervisor

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

Essential Job Specific Duties:
- Provide operational administration of the 2-1-1 Call Center including maintaining most efficient staffing of the call center, development and oversight of policies and procedures, and maintaining program accreditation.
- Recruit, develop, supervise, and provide leadership to 2-1-1 program staff and volunteers.
- Evaluate the program services for efficiency and effectiveness and revise and modify the program, as necessary.
- Negotiate, monitor and evaluate 2-1-1 contracts, which include multiple counties, to ensure contract compliance.
- Work closely with contracted 2-1-1 counties and provide reports, invoicing, and technical support.
- Work collaboratively with grantees to meet sub contractors' requirements.
- Strategically plan and monitor contract expenditures to ensure expenditures are within budget guidelines.
- Must be able to manage the 2-1-1 program phone systems and be able to work with multiple databases, including running and developing various program reports.
- Ensure 2-1-1 program staff and volunteers are appropriately trained and review training program as needed to make any necessary changes.
- Required to participate and represent 2-1-1 program at the Federal, state, and local levels.
- Develop marketing for all aspects of the 2-1-1 program service.
- Provide back up for answering 2-1-1 program calls when needed for adequate coverage.

- Provide oversight for all programs under 2-1-1 to ensure program performance requirements are being met.
- Develop strategies in researching and obtaining new initiatives and/or expansion of existing programs and services.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- 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:
- Correspondence and report writing practices 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:
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Travel for work related meetings, conferences, and events.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff and other agencies

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 business administration or related field. Courses in psychology and/or social work highly desirable.
- Five (5) years of management experience supervising staff and volunteers. Experience in managing a Call Center highly desirable.
- Possession of an advanced degree may be substituted for one (1) year of experience.
- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the described duties may be acceptable
- Must complete I&R Certification testing within the first year of employment (provided testing sites are available).

OTHER REQUIREMENTS:
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records on file as required bythe Department of Justice,
- Completion of a physical and substance abuse screening upon offer of employment.
- Bilingual language fluency (Spanish/English) highly desirable

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

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

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

POSITION TITLE Program Manager 211			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

MEMORANDUM

To: Board of Directors

From: Kathline Moessner, Senior Community Development Specialist

Date: May 26, 2021

Subject: *Agenda Item V(a)*: Approval of the 2022/2023 Community Action Partnership of Kern Community Action Plan– **Action Item**

The 2022/2023 CAPK Community Action Plan (CAP) is a report to the State demonstrating the Agency's compliance with Federal and State regulations governing the use of Community Service Block Grant (CSBG) funds. As part of this bi-annual report, CAPK conducted the 2021 Community Needs Assessment (CNA) to identify a prioritized list of services.

The CNA consisted of qualitative and quantitative data collection as follows:

- US Census and Literature Review
- CAPK Program and CSBG Data
- CAPK client, partners, and staff surveys
- CAPK client, partners, and staff Interviews

Information gathered through the above methods was reviewed by Strategic Plan Goal Group One and the following service priorities were identified:

1. Nutritious Food
2. Affordable Housing
3. Homeless Services
4. Affordable Childcare
5. After School/Summer Recreation
6. Job Skills Training

The CAP was open for public comment from April 15, 2021 – May 15, 2021, and a virtual public hearing was held on May 20, 2021. All comments were reviewed and addressed and are included as Appendix B of the 2022/2023 CAP.

Recommendation:

Staff recommends the Board of Directors approve the 2022/2023 Community Action Partnership of Kern Community Action Plan.

Attachment:

2022/2023 Community Action Partnership of Kern Community Action Plan.

2022/2023
Community Needs Assessment and Community Action Plan

California Department of Community Services and Development

Community Services Block Grant

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Introduction

The Department of Community Services and Development (CSD) has developed the 2022/2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021**. In an effort to reduce administrative burden during the Novel Coronavirus (COVID-19) pandemic, CSD has made changes to the CAP template. The changes are detailed below in the "What's New for 2022/2023?" section. Provide all narrative responses in 12-point Arial font with 1.5 spacing. When the CNA and CAP are complete, they should not exceed 52 pages, excluding the appendices.

Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and certify that they are in compliance.

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies' CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on State Accountability Measures in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) Information Memorandum (IM) #138 dated January 26, 2015, CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New For 2022/2023?

Two-Part Layout. The 2022/2023 template has been divided into two parts:

Part I: Community Needs Assessment (CNA); and

Part II: Community Action Plan (CAP).

The CNA portion has sections for the needs assessment narrative and the results. Surveys and analysis documents may be attached as appendices. The CAP portion encompasses all the usual topics such as Vision and Mission Statement, Tripartite Board of Directors, Service Delivery System, Linkages, Monitoring, etc.

Revised Public Hearing Section. In addition to including the statue for the public hearing requirement, CSD has incorporated new guidelines for issuing the Notice of Public Hearing and the draft CAP, and documenting low-income testimony delivered at the public hearing. The Low-Income Testimony and Agency Response document will be required as an appendix. See the section on Public Hearing(s) for more details.

CNA Helpful Resources. Part I: Community Needs Assessment contains resources on conducting a needs assessment, influence of COVID-19 on the process, and updated links to state and national quantitative data sets.

Revised and Reduced Narrative Sections. Every effort has been made to reduce the administrative burden of conducting a CNA and preparing a CAP during an active pandemic. Although these tasks are fundamental to CSBG and should not be overlooked, CSD is aware of the reduced capacity and other circumstances under which many of the agencies are functioning. CSD has removed questions, utilized check boxes when possible, and made some questions optional. Many questions about the federal and state assurances have been removed. However, agencies are still required to certify that they are in compliance with the assurances. In the sections pertaining to the Tripartite Board of Directors and Linkages, for instance, agencies may indicate whether there are changes to the response in the 2020-2021 CAP or whether they would like CSD to accept the 2020-2021 CAP response without adaptations. Please keep in mind that these flexibilities are made because of the COVID-19 pandemic and may not be utilized in future years.

Additional Information. CSD has added a section to address disaster preparedness and agency capacity building. While this information is not directly mandated by statue, it is important to know agencies have disaster response plans in place and are making efforts to increase their own capacities. Responses to these questions are optional.

Federal and State Assurances Certification. Pertaining to the federal and state assurances, CSD removed questions where possible. If compliance to an assurance could be demonstrated without a narrative, the question was removed. However, agencies will still be required to certify that the Federal CSBG Programmatic Assurances and the State Assurances are being met. Agency certifications are found in those sections.

CSBG State Plan References. Information for the CSBG State Plan comes largely from CAPs submitted by agencies. To help agencies understand their roll in preparing the CSBG State Plan, CSD has indicated which questions contribute to the development of the annual CSBG State Plan.

Checklist

☒ **Cover Page and Certification**
☒ **Public Hearing(s)**

Part I: Community Needs Assessment
☒ **Narrative**
☒ **Results**

Part II: Community Action Plan
☒ **Vision Statement**
☒ **Mission Statement**
☒ **Tripartite Board of Directors**
☒ **Service Delivery System**
☒ **Linkages and Funding Coordination**
☒ **Monitoring**
☒ **Data Analysis and Evaluation**
☒ **Additional Information (Optional)**
☒ **Federal CSBG Programmatic Assurances and Certification**
☒ **State Assurances and Certification**
☒ **Organizational Standards**
☒ **Appendices**

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2022/2023 Community Needs Assessment and Community Action Plan
Cover Page and Certification

Agency Name	**Community Action Partnership of Kern**
Name of CAP Contact	**Pritika Ram**
Title	**Director of Administration**
Phone	**661-336-5236 x1142**
Email	**pram@capk.org**

CNA Completed MM/DD/YYYY:
(Organizational Standard 3.1)

May 26, 2021

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2022/2023 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Curtis Floyd		**May 26, 2021**
Board Chair (printed name)	**Board Chair (signature)**	**Date**
Jeremy T. Tobias		**May 26, 2021**
Executive Director (printed name)	**Executive Director (signature)**	**Date**

Certification of ROMA Trainer/Implementer *(If applicable)*

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

NCRT/NCRI (printed name)	**NCRT/NCRI (signature)**	**Date**

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

Public Hearing(s)

California Government Code Section 12747(b)-(d)

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

Public Hearing Guidelines

Notice of Public Hearing

1. Notice of the hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, Facebook page, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the hearing. The draft CAP can be posted on the agency's website, Facebook page, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) shall not be held outside of the service area(s).
3. Low-income testimony presented at the hearing or received during the comment period must be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her verbatim testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

Guidance for Public Hearings During COVID-19

The COVID-19 pandemic poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies adhere to state and county public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. If a public hearing cannot be conducted in person, CSD encourages agencies to utilize other formats or methods that will still adhere to the state and county public health guidance. If conducing a public hearing through other formats or methods is still not possible, agencies must contact their Field Representative at CSD at least 30 days prior to the submission of the CAP for additional guidance. Agencies will be required to provide documentation to support their constraints to meet the public hearing requirement.

Public Hearing Report

Date(s) of Public Hearing(s)	May 20, 2021
Location(s) of Public Hearing(s)	Virtual
Dates of the Comment Period(s)	April 15, 2021 – May 15, 2021
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	Social media-Facebook, LinkedIn, Twitter and constant contact email blast.
Date the Notice(s) of Public Hearing(s) was published	May 5, 2021
Number of Attendees at the Public Hearing(s) (Approximately)	0

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)
California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a Community Action to Comprehensive Community Needs Assessment Tool that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

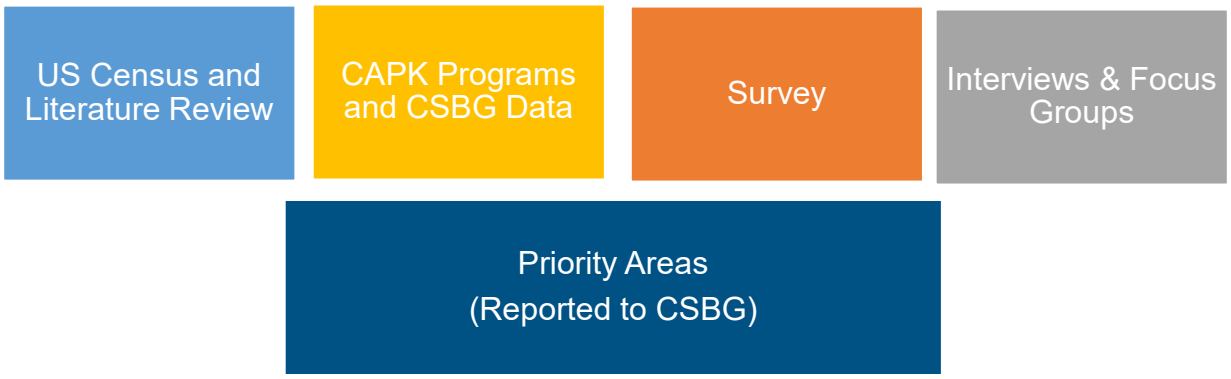
The National Community Action Partnership has resources such as an online Community Needs Assessment Tool and information about conducing a needs assessment during the COVID-19 pandemic. The Partnership also has a Data Hub designed specifically for the community needs assessment process.

To provide a comprehensive "picture" of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

National and State Data Sets			
U.S. Census Bureau Poverty Data	**U.S. Bureau of Labor Statistics** Economic Data	**U.S. Department of Housing and Urban Development** Housing Data & Report	**U.S. Department of Health and Human Services** Data Portal
Baseline Census Data by County	**National Low-Income Housing Coalition** Housing Needs by State	**National Center for Education Statistics** IPEDS	
California Department of Finance Demographics	**California Attorney General** Access RSS Data	**California Department of Public Health** Various Data Sets	**California Governor's Office** Covid-19 Data
California Department of Education School Data via DataQuest		**California Employment Development Department** UI Data by County	

Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)
Organizational Standards 1.1, 1.2, 2.2, 3.2, 3.3, 3.4
State Plan

1. How did the agency share the CAP, including the CNA, with the community, stakeholders, partner organizations? (Check all that apply.)
☒ The agency's website ☒ Posted on the agency's Facebook page ☒ Electronic reports were sent ☒ Printed copies were distributed ☒ Social media channels ☐ Other
2. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area. (Organizational Standard 3.2, State Plan)
The 2021 Community Action Partnership of Kern (CAPK) Community Needs Assessment (Appendix C) included secondary and primary data to identify/define what is needed to assist low-income Kern County people and families from the following sources:  In addition to the U.S. Census CAPK uses published reports and needs assessments, key stakeholder websites and information, etc. to gain community context and as validation/comparison to survey results. CAPK program information such as client satisfaction surveys, location, numbers served, and demographics is also collected. CAPK conducted the 2021 CAPK Community Needs Assessment Surveys (Appendix D) of CAPK Clients and low-income community members; CAPK Partners and other community agencies; and CAPK staff and board members. Upon completion of the survey, CAPK conducted one-on-one interviews and focus groups (virtually and by phone) with clients, other agencies, CAPK Board

members, and local elected officials to do a deeper dive into the survey data. All of this information and data is analyzed to identify program priority areas and to drive the strategic planning process.

3. Describe the geographic location(s) that your agency is funded to serve. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

CAPK serves all of Kern County, California—8,163 square miles of valleys, mountains and deserts. CAPK's 14 direct service programs provide an array of services, tailored to the needs of each community. For example, Kern is one of the world's top producers of agriculture and CAPK's Migrant Childcare Alternative Payment (MCAP) program provides childcare vouchers for farm working families in mostly rural communities with high Hispanic populations and CAPK's Food Bank has over 150 partner pantry/commodity sites throughout Kern County, with emphasis in areas that are food deserts and lack access to healthy and fresh foods.

Approximately 21% of Kern County residents live at or below 100% of the Federal Poverty level (U.S. Census estimates, 2019). Of the 10 Kern County cities in the chart below, eight (73%) have poverty higher than the County rate. Additionally, Kern County has the 5th highest poverty rate in the State of California. CAPK's programs and services are strategically located in underserved and/or high poverty areas throughout the county (See Appendix E, CAPK Site List).

4. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets
☒ Census Bureau
☒ Bureau of Labor Statistics
☒ Department of Housing & Urban Development
☒ Department of Health & Human Services
☐ National Low-Income Housing Coalition
☐ National Center for Education Statistics
☒ Other online data resources
☐ Other

California State Data Sets
☒ Employment Development Department
☐ Department of Education
☒ Department of Public Health
☐ Attorney General
☐ Department of Finance
☐ State Covid-19 Data
☐ Other

Local Data Sets
☒ Local crime statistics
☒ High school graduation rate
☐ School district school readiness
☐ Local employers
☐ Local labor market
☐ Childcare providers
☐ Public benefits usage
☒ County Public Health Department
☐ Other

Agency Data Sets
☒ Client demographics
☒ Service data
☒ CSBG Annual Report
☒ Client satisfaction data
☐ Other

Surveys
☒ Clients
☒ Partners and other service providers
☒ General public
☒ Staff
☒ Board members
☒ Private sector
☒ Public sector
☒ Educational institutions

5. If you selected "Other" in any of the data sets in Question 4, list the additional sources.

N/A

6. Indicate the approaches your agency took to gather qualitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Surveys
☒ Clients
☒ Partners and other service providers
☒ General public
☒ Staff
☒ Board members
☒ Private sector
☒ Public sector
☒ Educational institutions

Interviews
☒ Local leaders
☒ Elected officials
☒ Partner organizations' leadership
☒ Board members
☒ New and potential partners
☒ Clients

Focus Groups
☐ Local leaders
☐ Elected officials
☒ Partner organizations' leadership
☐ Board members
☐ New and potential partners
☐ Clients
☐ Staff

☐ **Community Forums**

☐ **Asset Mapping**

☐ **Other**

7. If you selected "Other" in Question 6, please list the additional approaches your agency took to gather qualitative data.

N/A

8. Describe your agency's analysis of the quantitative and qualitative data collected from low-income individuals and families. Include a description of the data collected. (Organizational Standards 1.1, 1.2, 3.3; State Plan)

Every two years, Community Action Partnership of Kern (CAPK) conducts a Community Needs Assessment (CNA) to identify current and emerging needs for Kern County low-income people and families. As part of the Results Orientated Management & Accountability (ROMA) model, the CNA, as well as other organizational information is used to identify priority community needs and as a guide in creating CAPK's strategic goals and a foundation for continuous improvement. Client in-put is a critical part of the CNA. For the full analysis of the client responses of the 2021 Community Needs Survey, please see Appendix C.

9. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency's service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9); Organizational Standard 2.2; State Plan)

The 2021 CNA includes information gathered from our community partners and other organizations (public and private), Please see Appendix C for a complete analysis.

A. Community-based organizations: Community Based Organizations (CBO's) are essential to the mission of Community Action Partnership. CAPK works together with more than 1,500 CBO partners in Kern County to track referrals via 2-1-1, the Coordinated Homeless Entry Program, case management referral reports, and quality surveys at the program level.

A. Faith-based organizations: CAPK has many collaborations with faith-based organizations that provide valuable information to assist in identifying needs for low-income residents and families. For example, the CAPK Food Bank partners with approximately 150 food distribution sites throughout Kern County, many of which are faith-based organizations. Data collected from these partner sites assists CAPK in identifying high need areas for additional services/support.

B. Private sector (local utility companies, charitable organizations, local food banks)

CAPK receives abundant support and partnership opportunities with private sector companies and foundations. Typically, CAPK shares information with private sector partners about client needs as well as gathers data. Shared information allows CAPK to strengthen/expand existing programs as well as start new programs. For example, during 2020 and the COVID crisis, many private sector agencies looked to CAPK for information of what was most needed in the community for low-income families. Through the sharing of this information, private sector foundations were able to better target their services and funding, much of which came back to CAPK to serve our clients.

C. Public sector (social services departments, state agencies): CAPK is a strong partner with local and state agencies and relies on feedback and shared information to better serve our clients. Low paying wage jobs, lack of education opportunities, lack of access to healthcare facilities, lack of affordable housing and many other conditions and causes of poverty are issues that affect all of

Kern County and shared data assists in developing/expanding services to marginalized communities that have the greatest needs. The CNA also draws heavily on local, state, and federal reports and data in need identification for the CNA.

D. Educational institutions (local school districts, colleges): Partnerships with educational institutions are an important area for assessing and meeting needs for our low-income community. As in the other areas listed above, these partnerships allow CAPK to gather information about community needs in relationship to improving educational attainment for our youth and adults served. For example, through information gathered from these partners, the CNA identified that there is a great need for vocational and job skills training for low-income adults in Kern County.

10. "Causes of poverty" are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency's service area(s). (Organizational Standard 3.4, State Plan)

The CNA (Appendix C) discusses the following causes of poverty:

- Unemployment
- Educational Attainment
- Homelessness
- Food Insecurity
- Health
- Disconnected Youth

11. "Conditions of poverty" are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency's service area(s). (Organizational Standard 3.4, State Plan)

The CNA (Appendix C) discusses the following conditions of poverty:

- Housing
- Affordable Childcare
- Access to Health Services
- Environmental Health—Air Quality
- COVID-19

12. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 6.4, State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)
California Government Code Section 12747(a)

Table 1: Needs Table

Complete the table below. Insert a row if additional space is needed.

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Affordable Housing	Community	Y	Y	Y
Affordable Childcare	Family	Y	Y	Y
Homeless Services	Family	Y	Y	Y
Job Skills Training	Family	Y	N	Y
Nutritious Food	Family	Y	Y	Y
After School/Summer Recreation	Family	Y	Y	Y

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e. community or family. Community Level: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. Family Level: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

Integral to Agency Mission: Indicate if the identified need aligns with your agency's mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table

Prioritize all needs identified as an agency priority in Table 1. Insert a row if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
1. Nutritious Food	CAPK Food Bank, CalFresh, Head Start Central Kitchen	FNPI, SRV
2. Affordable Housing	Member of the Affordable Housing Coalition, Completing a comprehensive Housing Assessment for key populations, Rental Assistance.	CNPI, FNPI
3. Homeless Services	M Street Homeless Navigation Center, Coordinated Entry Services, Member Bakersfield, Kern Regional Homeless Collaborative	FNPI
4. Affordable Childcare	Head Start/Early Head Start, Migrant Childcare Alternative Payment (MCAP)	FNPI
5. After School/Summer Recreation	Friendship House and Shafter Youth Centers	FNPI, SRV
6. Job Skills Training	Will be included in the 2021 CAPK Strategic Plan, currently under development. CAPK currently refers clients to services/programs.	FNPI, SRV

Agency Priorities: Rank your agency priorities.

Description of programs, services, activities: Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

Indicator/Service Category (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.

Part II: Community Action Plan

CSBG Act Section 676(b)(11)
California Government Code Sections 12745(e), 12747(a)
California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.
At CAPK we envision a future where communities are economically stable centers of potential with abundant resources for all people.
2. Provide your agency's Mission Statement.
Community Action Partnership of Kern shall provide and advocate for resources that will empower members of the communities we serve to be self-sufficient.

Tripartite Board of Directors

CSBG Act Sections 676B(a); 676(b)(10)
California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605
State Plan

1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))
☒ No change to the response in your agency's 2020-2021 CAP. ☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.
2. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Service Delivery System

CSBG Act Section 676(b)(3)(A)
State Plan

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan)

Currently, each of CAPK's ? programs have their own intake and service delivery process, most of which is determined by the funding source. CAPK is in the process of implementing an agency wide Customer Relations Software (CRM) system which will include universal intake and data collection processes. Through the CRM, CAPK will have the ability to analyze, track, and use information to manage and improve services, enhance workflow, and collaborate across multiple programs and data bases. With the assistance of subject matter experts and technology consultant, Wipfli, we are creating a technology platform, Microsoft Dynamics, to integrate existing software systems used within the agency to include programs, human resources, and finance, and creating dedicated systems for CAPK programs. The goal to have standardized aggregate reporting and assess programs based on data; track and monitor all clients of the Agency, despite which program services they use; report to current and potential funders, stakeholders, and the Board of Directors on the agency's performance holistically – and have the ability to change the service delivery models to respond to emergent/shifting community needs. This will be a multi-year project.

2. List your agency's proposed programs/services/activities that will be funded by CSBG. Include a brief explanation as to why these were chosen and how they relate to the CNA. (CSBG Act Section 676(b)(3)(A), State Plan)

CAPK uses CSBG to support the programs in the list below. All CSBG funded programs and initiatives are chosen based on the needs in the community; their alignment with the CAPK Mission and strategic plan; and their ability and success in meeting immediate client needs and assisting/preparing people and families to reach financial stability.

Programs:

2-1-1 Kern: A 24/7 information & referral service, available by phone or through the internet, that provides residents with comprehensive information and referrals to community health & human services at no cost, including Medi-Cal and Cal- Fresh application assistance. 2-1-1 has a database of 3,000 social service agencies that is available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. CAPK 2-1-1 also serves Kern, Kings, Tulare &Stanislaus Counties in partnership with United Way.

CAPK Food Bank: Provides food assistance to low-in- come families and individuals through a network of more than 130 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food and BackPack Buddies pro- gram at CAPK youth centers, schools, and other community sites.

Friendship House Community Center and Shafter Youth Center: Friendship House, located in Southeast Bakersfield, and the Shafter Youth Center, in the City of Shafter, serve Kern children, adults, and families through youth after-school, summer and distance learning programs, tutoring, STEM, sports, access to social services, Medi-Cal information & enrollment assistance, and mentoring.

East Kern Family Resource Center: Provides resources, education, and crisis assistance to individuals, families, and children in Eastern Kern County. They focus on providing case management and educational support to families that build their economic resilience. The East Kern Family Resource Center is based in Mojave and the Oasis Family Resource Center is based in the City of Ridgecrest. Both locations assist individuals and families living in surrounding communities.

Migrant Childcare Alternative Payment (MCAP): provides a childcare subsidy to migrant families working in agriculture. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and maintain their child care services.

Volunteer Income Tax Assistance (VITA): Offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. Additional services include ITIN applications and renewals. All VITA services are provided by IRS-certified staff and volunteers.

Initiatives:

Community Development Financial Institution (CDFI) Feasibility Study: CAPK has had a strong interest in assisting low-income people and families in building assets as part of reaching financial stability through things such as micro lending and home ownership opportunities. To assess the

community's need for these services, CAPK will seek a contractor to conduct a comprehensive feasibility study.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C), (3)(C) and (D), 676(b)(4), (5), (6), and (9)
California Government Code Sections 12747, 12760
Organizational Standards 2.1, 2.4
State Plan

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan)

CAPK coordinates funding with anumber of agenices and partners. For example the CAPK VITA program has an active contract with United Way Kern County (subcontractor for the IRS grant) to assist with providing VITA services. This is the fifth year of this partnership. CAPK also shares funding with Community Services and Employment, Tulare (CSET) to provide CalEITC education and outreach services, funded through California Community Services & Development. CAPK and CSET are in the third year of this contract.

CAPK is an active member of the Bakersfield Kern Regional Homeless Collaborative, Coordintation of Care (CoC) group for Kern County homeless services. CAPK received funding through the CoC via HUD, to provide the Centralized Intake Services (CES) for Kern County.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (Organizational Standard 2.1, State Plan)

CAPK is a lead agency and strong partner in the communities served. Collaboration and opportunities to partner and/or contract with others strengthens service delivery and positive outcomes for low-income Kern people and families. CAPK has both formal and informal relationships with hundreds of community service agencies, partners, collaboratives, and other organizations from all sectors of the communiy including "community-based organizations, faith-based organizations, private sector, public sector, and educational institutions." For example, CAPK 2-1-1 Kern has a data base of over 3,000 service providers and the CAPK Food Bank partners/contracts with approximatley 150 pantry sites to distribute food throughout Kern County.

3. Describe how services are targeted to low-income individuals and families and indicate how staff is involved, i.e. attend community meetings, provide information, make referrals, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(9), California Government Code Section 12760, State Plan)

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

CAPK continues to say connected with partners and other agencies as stated in the 2020-2021 CAP. However, due to COVID, most of these connections are done virtually.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747, State Plan)

Continuous leveraging of funding—both monetary and in-kind—along with other support partners and volunteers help CAPK to maintain and grow capacity to serve through its existing 10 diverse programs to assist and empower individuals and families across communities served. CAPK leadership and staff are fully engaged as cooperative and collaborative partners, seeking existing and new opportunities to apply for funding support and partnerships through grants, projects and activities aligned with the agency mission and philosophy and purpose to end and improve lives across Kern County.

In 2020, the CAPK Foundation was incorporated as a separate entity and receives no government funding for operations and staff. This allows the foundation to conduct robust fund-raising activities. A key project for the Foundation is to seek funding for the CAPK Food Bank Expansion project to increase the Food Bank warehouse by an additional 60,000 square feet.

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747, State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Currently there is no change from the previous report. However, CAPK is in the process of developing a more centralized system for recruiting, training, and tracking volunteers.

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan)

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

In addition to the services discussed in the 2020-2021 CAP, the CAPK Youth Centers will focus on education and tutoring services for Kern youths to assist with closing COVID related learning gaps.

8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school child care. (CSBG Act Section 676(b)(1)(B), State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

9. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5), State Plan)

CAPK does not use CSBG funds to directly provide employment and training services. The agency is in the process of assessing our role in this area and some aspect such as direct service program, partnership with other providers, or including in existing programs will be part of the 2021 CAPK Strategic Plan.

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan)

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

CAPK Food Bank has the capacity to quickly mobilize in times of crisis and serve all of Kern County through their network of over 150 partner commodity sites. For example, during the COVID pandemic, the Food Bank implemented a Food 2 Door program to bring nutritious foods to people that could not leave their homes for health and safety reasons. The Food Bank also initiated new drive through distributions in partnership with area schools to assist families who rely on school

meals for their children's main source of nutrition. The Food Bank is currently in the process of raising funds to double their existing warehouse space so they can not only provide food in emergencies, they will also have the space to receive, sort, and distribute essential supplies such as diapers, pet food, cleaning supplies, blankets, and water.

11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) that are conducted in the community. (CSBG Act Section 676(b)(6), State Plan)

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Since March 2019, the CAPK Energy program adjusted services to better serve people affected by the COVID-19 pandemic. When people lose their jobs one of the most challenging bills to afford is their utility bill. Our Energy Assistance programs provided benefits to 7,787 families, helping them keep their power on during the sweltering summer months and the chill of winter. During 2002 we distributed $4.42 million dollars in funding from the federal Low-Income Home Energy Assistance Program to those families to ensure they could keep their homes habitable. And we did that while providing socially distanced access to assistance in our offices complete with wellness checks, protective equipment and limitations on the number of people waiting in our indoor lobby.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Monitoring

CSBG Act Section 678D(a)(1)(A) and (B)

1. Describe how your agency's monitoring activities are related to establishing and maintaining the integrity of the CSBG program. Include your process for maintaining high standards of program and fiscal performance.

CAPK is in the process of implementing a comprehensive Customer Relations Management (CRM) software system, that will allow the Agency to collect, monitor, and report client data and outcomes across all programs. There will be a comprehensive record of each client/family that accesses CAPK as they move through our programs and staff will be able to see progress and report outcomes in real time. This will allow CAPK to gain meaningful insights in how our families access services, length of stay, and exit information. The real time data reporting will be part of our efforts to continually monitor and improve client outcomes. Currently the software system is being piloted in several of our programs. As a bridge, each program completes a monthly report with targets and goals. These reports are used as a tool for program monitoring and reporting and presented to the Program Review and Evaluation (PRE) Board Committee as well as to the full Board of Directors each month.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

CAPK monitors subrecipients in order to provide reasonable assurance that they are in compliance with laws, regulations, and award provisions applicable to the program. Please see Appendix E "*Monitoring of Subrecipients*" from the *CAPK Accounting & Financial Policies and Procedures Manual*.

Data Analysis and Evaluation

CSBG Act Section 676(b)(12)
Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

CAPK monitors program progress towards goals through the Program and Division Monthly Reports mentioned previously. These reports have targets specific program indicators and show monthly and annual progress. These reports include indicators (FNPI, SRV etc.) for items that are included in the CSBG Annual Report.

The reports are monitored by the Division Directors and Chief Program Officer so they can make real time responses and adjustments as needed. The reports are also reviewed at the monthly Program Research & Evaluation Committee and the CAPK Board of Directors meetings for approval.

CAPK Finance staff meet with each Program Manager and Division Directors monthly to review budget to actual information for each program. This allows for programs to make spending adjustments as needed. All financial reporting is done through Abila.

CSBG data is collected and reported internally twice a year, mid-point and end of year. The information from the mid-point collection is reviewed to assure that programs are on track with data collection.

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

☐ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Using the ROMA model, the agency has invested in the development of the Customer Relationship Management (CRM) platform for the purposes of standardized data collection across all programs under the umbrella of CAPK. This includes incorporating CSBG performance indicators and client demographics to improve collection and review, with the intent to provide comprehensive services once the system is fully implemented. This is a complex project; however, we have made progress in 2020-21 on creating a customer insight/dashboard, creating dedicated platforms for those programs that did not have a system in place, and working with external systems on data sharing.

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2) (Optional)

The agency is in the process of applying the ROMA model in evaluating existing programs and it will be used when new programs are reviewed and implemented. Through tools, such as the Program, Review and Evaluation Committee, and the CSBG National Performance Indicators and Services, we are able to review outcomes/goals on a monthly and quarterly basis.

Additional Information (Optional)

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?
☐ Yes ☒ No
2. If so, when was the disaster plan last updated?
In Progress
3. Briefly describe your agency's main strategies to remain operational during and after a disaster.
The agency is in the process of developing a more robust disaster plan. The 2020 pandemic and corresponding policies, procedures, and safety protocols as well as lessons learned are being incorporated into the agencies overall disaster preparedness planning.

Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.
CAPK is always working towards strengthening our Agency to assure that we are able to provide needed services in our community. Two priority areas identified, Affordable Housing and Job Skills training will require some agency capacity building. Additionally, the CAPK Food Bank Expansion project will increase the ability to meet the food needs of low-income Kern families. When fully implemented, the CRM project discussed previously, (although not explicitly found in the CNA), will assist CAPK in providing well integrated services and new service strategies as well as greatly improve program data reporting.
2. Describe the steps your agency is planning to take to address the Agency Level need(s).
CNA is an important tool used in development of the CAPK 2021-2024 Strategic Plan. All of the items mentioned in the response above will be included. There will be a strong implementation plan included that will assure that the goals are reached. Broader goals, such as Affordable housing, will be included in the broader 10-year Agency Plan that is also currently under development. The Food Bank Expansion and the CRM project are currently in progress, as discussed previously.

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

676(b)(1)(A): The state will assure "that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

i. to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out underpart A of title IV of the Social Security Act);
ii. to secure and retain meaningful employment;
iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
iv. to make better use of available income;
v. to obtain and maintain adequate housing and a suitable living environment;
vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to

–

I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

676(b)(1)(B) The state will assure "that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

I. programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
II. after-school childcare programs.

Coordination of Other Programs

676(b)(1)(C) The state will assure "that funds made available through grant or allotment will be used – (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

Eligible Entity Service Delivery System

676(b)(3)(A) Eligible entities will describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) Eligible entities will describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations."

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

676(b)(3)(C) Eligible entities will describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

676(b)(3)(D) Eligible entities will describe "how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Eligible Entity Emergency Food and Nutrition Services

676(b)(4) An assurance "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

676(b)(5) An assurance "that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act."

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6) "[A]n assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community."

Community Organizations

676(b)(9) An assurance "that the State and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations."

Eligible Entity Tripartite Board Representation

676(b)(10) "[T]he State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11) "[A]n assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community service block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community serviced, which may be coordinated with the community needs assessment conducted for other programs."

State and Eligible Entity Performance Measurement: ROMA or Alternate System

676(b)(12) "[A]n assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."

Fiscal Controls, Audits, and Withholding

678D(a)(1)(B) An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

☒ **By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

State Assurances and Certification

California Government Code Sections 12747(a), 12760, 12768

California Government Code § 12747(a): Community action plans shall provide for the contingency of reduced federal funding.

California Government Code § 12760: CSBG agencies funded under this article shall coordinate their plans and activities with other agencies funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

For MSFW Agencies Only

California Government Code § 12768: Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries.

☒ **By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying the agency meets assurances set out above.**

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

Category One: Consumer Input and Involvement

Standard 1.1 The organization/department demonstrates low-income individuals' participation in its activities.

Standard 1.2 The organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

Category Two: Community Engagement

Standard 2.1 The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

Standard 2.2 The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

Standard 2.4 The organization/department documents the number of volunteers and hours mobilized in support of its activities.

Category Three: Community Assessment

Private Agency - Standard 3.1 Organization conducted a community assessment and issued a report within the past 3 years.

Public Agency - Standard 3.1 The department conducted or was engaged in a community assessment and issued a report within the past 3-year period, if no other report exists.

Standard 3.2 As part of the community assessment, the organization/department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3 The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4 The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5 The governing board or tripartite board/advisory body formally accepts the completed community assessment.

VISION AND DIRECTION

Category Four: Organizational Leadership

Private Agency - Standard 4.1 The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

Public Agency - Standard 4.1 The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Standard 4.2 The organization's/department's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3 The organization's/department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Category Six: Strategic Planning

Standard 6.4 Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.

Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency's Response document as appendices A and B, respectively. Other appendices such as need assessment surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency's Response	B
2021 Community Needs Assessment	C
2021 Community Needs Survey Instruments	D
CAPK Agency Site List	E
CAPK Monitoring of Subrecipients Policy	F

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: May 26, 2021

Subject: Certification of Election Results for the North Kern Low-Income Sector Representative – **Action Item**

The Board of Directors Category II – Low-Income Sector North Kern County Representative election was held on Monday, May 10, 2021. The ballots have been counted and verified. Mrs. Ana Escalante Vigil received the most qualified votes of the two candidates.

Summary:

The Low-Income North Kern recruitment resulted in two (2) qualified candidates for election, Mrs. Ana Escalante Vigil and Mrs. Dora Hernandez-Jara. In accordance with the Agency Bylaws and the Board Election Rules and Procedures for the Low-Income Board Representatives, the Ad Hoc Election Committee and staff hosted polling locations throughout the North Kern service area, including Shafter, Wasco, Delano, and McFarland, as well as at the CAPK Administrative Building. On Thursday, May 20, 2021, fifteen (15) ballots were opened and after further review, four (4) ballots were disqualified for incompleteness. Of the eleven (11) remaining qualified ballots, Mrs. Ana Escalante-Vigil received nine (9) ballots, and Mrs. Dora Hernandez-Jara received two (2) ballots.

Recommendation:

The Ad Hoc Election Committee and staff recommend the Board of Directors certify the election results for the Low-Income North Kern sector, and seat Mrs. Ana Escalante Vigil for a five (5) year term, beginning June 1, 2021 and ending May 31, 2026.

MEMORANDUM

To: Board of Directors

From: Ad Hoc Facilities Committee

Jeremy T. Tobias, Chief Executive Officer

Date: May 26, 2021

Subject: *Agenda Item V(c)*: Initiate the Sale of 5005 Business Park North and the Purchase of 4032 Jewett Avenue – **Action Item**

At the April 28, 2021 Board of Directors meeting, staff presented an update on agency facilities and needs. The Board of Directors approved the establishment of an Ad Hoc Facilities Committee to review and recommend actions to improve the agencies facilities, and to ultimately benefit the agency with the development of equity and assets in the agency name and under full ownership of the agency. The five-member committee was established by the Chair including: Chair Curtis Floyd; Fred Plane; Guadalupe Perez; Michelle Jara-Rangel; and Joe Garcia. Staff for the committee include Jeremy Tobias, Tracy Webster, Traco Matthews and Emilio Wagner.

Background

The agency owns or leases 80 sites, 65 of those in Kern County. Many of our program sites are leased facilities. Head Start is one of the few federal grant programs that allow grantees to purchase and own property. All properties purchased with Head Start funds require that a Notice of Federal Intertest (NOFI) be recorded on the site. With a NOFI recorded, the ownership remains in the agency name, but the federal government holds the right of approval of any changes, financing, or sales of the property. Also, if a NOFI property is sold, all sales proceeds and equity must either revert to the U.S. Treasury, or grantee use of said funds must be pre-approved by Office of Head Start for the benefit of the Head Start program.

Our long-term goal would be to leverage the use of Head Start funds (and associated NOFI) on our Head Start Child Development Center sites, while utilizing unrestricted funds and ownership (no NOFI requirements) on our centralized agency owned sites. This will enable the agency to build true long-term equity, stabilizing the agency financials and developing security for the agency.

The building at 5005 Business Park North (BPN) houses our centralized administrative functions and most Head Start administrative functions. Purchased in January 2003 using Head Start funds (NOFI recorded), the site was originally used exclusively by Head Start administrative staff. Eventually the centralized administrative staff moved from a leased site at 300 – 19th Street to co-locate with Head Start admin staff at BPN. 300 -19th Street was converted to a program site housing the Energy, VITA and 2-1-1 programs.

The agency administrative functions long ago outgrew BPN. We have consolidated offices and converted conference rooms to offices as necessary and leased two overflow office suites across the street at 5055 California Avenue. As we continue to add contracts, and new programs, our centralized admin tasks will grow. Potentially new contracts and programs loom, with staff in early stages of investigating affordable housing development, conducting a CDFI study, and waiting on notification of a large application for additional Head Start program contracts in the central valley.

Facility Committee Review

The committee conducted two meetings, and reviewed the possible sale of BPN, and the use of funds generated by the sale. The sale of BPN and any proposed use of the funds, must receive pre-approval from Region IX Office of Head Start. Attached please find a spread sheet indicating estimated sales price of BPN, net proceeds, and potential use of funds. It is estimated that net proceeds from the sale will be $1.9 million.

Attached are the meeting notes form the two committee meetings. The committee reviewed several options for use of the funds, and is recommending we focus on two projects: the purchase of 4032 Jewett Avenue, and the development of an improved Central Kitchen, both described below:

4032 Jewett Avenue (Angela Martinez CDC)
Originally leased August 1, 2019 this site is large "mega-site" housing Head Start, Early Head Start Partnership, Home Visitation, and Home Base services. The lease included a "first right of refusal" should the owner ever decide to sell. We have been notified by the owner of an intent to sell. They have inquired to CAPK if there is an interest to purchase, prior to the listing and marketing of the site. The owner has given us until May 30, 2021 to initiate an intent to purchase prior to the site being listed. Staff is recommending this purchase, using Head Start funding. There are currently available funds from Early Head Start Expansion facility funding, in the amount of $2.4 million. Staff estimates a sale price of around $2.6 million. In this case, only $200,000 would be needed form the BPN sales proceeds to complete the purchase of Jewett. The agency often purchases the largest Head Start "mega" sites so that we have long term control of the site, stabilize neighborhood services, and to justify large expenditures for investment and improvements on the site. Currently we own our large "mega" sites at Pete Parra (Feliz Drive), Harvey Hall (Stine Rd); Sterling Road; and Oasis (Ridgecrest). Head Start requires that the purchase price be for no more than appraised value. Staff would initiate an appraisal immediately (estimated cost of $3,000). Attached please find a Draft Letter of Intent to purchase the site.

Central Kitchen
Central Kitchen provides meals to our Head Start Child Development Centers and is housed in a former Olive Garden Restaurant site near the former East Hills Mall, the Central Kitchen has some significant deferred maintenance costs associated with it. The site was purchased by CAPK in July 2001 using both Head Start and unrestricted cash (73% Head Start) and includes a Head Start 73% NOFI on the site. The site is not properly laid out for an institutional kitchen operation and was originally purchased as a temporary stop-gap solution until a more permanent long-term solution could be found. After over 20 years of use, it is currently estimated that the facility will need at least $850,000 in deferred maintenance repairs to keep the facility functioning under existing conditions. The necessary investment in deferred maintenance will only buy some time and place us in the same place of providing a band-aid approach to an obsolete Kitchen Facility. The site would remain ill-designed for an institutional kitchen with poor lay-out and inadequate equipment. Another option would be use proceeds from the sale of BPN, along with proceeds from a potential sale of the Central Kitchen site, to develop a new Central Kitchen. It is estimated that combined we could generate approximately $3.0 million for use on a new facility. The committee will explore these two options and we are asking for authority from the Board to develop an improved Kitchen Facility, up to and including the sale of the existing facility.

Conclusion

In order to begin the process of sale and purchase of properties, we must prepare all associated paperwork for submittal to Office of Head Start Region IX. Staff expects approvals to take 3 to 6 months. Staff also expects that a sale of BPN would include a "lease-back" to CAPK for 12 to 24 months while we conclude purchase of a new site.

The committee has reviewed options for use of proceeds and is recommending we initiate the sale of BPN and focus our use of proceeds to include two projects: Purchase of 4032 Jewett Avenue; and investment in the development of an improved Central Kitchen.

The committee will work closely with staff in preparing and submitting the necessary paperwork to Region IX. If the basic premise of the facts change, or our preferred direction changes, the item will be brought back to the full Board for further discussion and review.

Recommendation:

Staff and the Ad Hoc Committee recommend that the Board of Directors initiate the sale of 5005 Business Park North, initiate the purchase of 4032 Jewett Avenue including approval of a Letter of Intent, and initiate plans for the development of an improved Central Kitchen, up to and including the sale of the existing facility. The Board authorizes the Ad Hoc committee to review and approve the submittal of all required paperwork to the Offices of Head Start to carryforward this action and authorizes the CEO to sign all required documents.

Attachments:
Sale of BPN and Use of Proceeds
Draft Letter of Intent to purchase 4032 Jewett Avenue
Facilities Committee Meeting Notes from May 5, 2021
Facilities Committee Meeting Notes from May 17, 2021

# # #

Community Action Partnership of Kern
BPN Sale Proceed Proposal
05/26/2021

Business Park North - Estimated Net Sale Proceeds			
5005 Business Park North - Estimated Sale Price		$	2,200,000
Commission @ 5%			(110,000)
Escrow, Title and other fees @ 2%			(44,000)
5005 Business Park North (6/01/2021) Debt			(124,260)
	Total	**$**	**1,921,740**

Business Park North - Head Start - Proceeds Distribution (NOFI)				
Total Estimated Net Proceeds		$1,921,740		
Head Start	100.00%		$	1,921,740

Note: Notice of Federal Interest - Real Property purchased with 100% Head Start funding. Proceeds from sale must be used in the best interest of the Head Start program.

Use of Head Start Sale Proceeds

Purchase of Angela Martinez (4032 Jewett)			
Estimated purchase price of Jewett		$	2,600,000
Escrow Title and other fees @ 1%			26,000
Available Funding Head Start			
Early Head Start Expansion			(2,400,000)
	BPN Sale Proceeds Needed	**$**	**226,000**

Address Deferred Maintenance of Central Kitchen			
Replacement of under and above ground sewer/grease lines			
Connection to Grease Trap			
Re-roof - HVAC replacement			
Replacement of exterior wood trim, plaster, and windows			
Estimated @ 100/SF	8,500 SF	$	850,000

Improvements are to address deferred maintenance issues only and extend the useful life of the building an additional 10 years. Interior flow, capacity, and efficiency will continue to be an issue.

Central Kitchen - Estimated Net Sale Proceeds		
3101 Mall View Rd - Estimated Sale Price	$	1,300,000
Commission @ 5%		(65,000)
Escrow, Title and other fees @ 2%		(26,000)
Net Proceeds		**1,209,000**

Staff estimate that a new Central Kitchen will cost between $3,000,000 and $5,000,000.

Summary		
Estimated Net Proceeds Sale of BPN	$	1,921,740
Purchase of Angela Martinez	$	(226,000)
Central Kitchen Sale Proceeds	$	1,209,000
Remaining Funds	**$**	**2,904,740**

Investment Property Sales
5060 California Avenue
Suite 1000
Bakersfield, CA 93309
T 661.633.3827
F 661.633.3801
Jeff.Andrew@paccra.com
www.paccra.com

Jeffrey T. Andrew
Executive Vice President/Principal
Broker Lic. 00941323

May 5, 2021

Linda Kaye
CEO, Broker
The Kaye Organization, Inc
11812 San Vicente Blvd., Suite 100
Brentwood, Ca. 90024

RE: Letter of Intent to Purchase - Approximately 18,000 sf 2 story Office/Industrial building on 2.0 acres of land located at 4032 Jewett Ave. in Bakersfield, Ca.

Dear Linda:

This letter shall constitute a Letter of Intent to Purchase ("LOI"), outlining the terms upon which Community Action Partnership of Kern ("CAPK") or Assignee (the **"Buyer"**) would be willing to purchase the above referenced Property (*also defined below)* from the (**"Seller"**).

1. **Properties.** The property is identified as 1 story office building of approximately 15,500 square feet and a 2-story industrial building of approximately 2,500 square feet with surface parking, located on 2.0 acres of land located 4032 Jewett Ave. in Bakersfield, California better known as Assessor's parcel numbers 120-040-18 & 19, (the **"Property").** The Property shall be conveyed by Seller free and clear of any monetary liens and or encumbrances also to include, without limitation, any permits, pre-paid fees, leases (other than to CAPK) and all additional reports, studies, agreements related to the subject Property.

2. **Purchase Price.** The Purchase Price for the Property shall be in the amount of the Appraised Value as determined by a licensed MAI appraiser located in the City of Bakersfield. Buyer and Seller shall split the cost of the appraisal on a 50%-50% basis and the determination of the appraiser shall be final and the binding sale price to Buyer and Seller. *Buyer will pay cash to the Seller* at the close of escrow but may be subject to a loan contingency.

3. **Condition of Federal Approval.** The Purchase of the Property shall encompass the use of federal funds awarded by The United States Department of Health and Human Services, Administration for Children and Families ("HHS"). Purchase shall not be authorized unless explicitly provided in a notice of award by HHS. The appraisal and additional documentation related to the property shall be submitted for review to the responsible party at HHS. Award of funds is estimated to be between four to six months from submission of documentation to HHS.

4. **Title.** Within Fifteen (15) days of Opening Escrow, Seller to cause Escrow to provide a complete copy of a current title report with e-links to all underlying documents. During the Feasibility Period (*described below*) Buyer would have an opportunity to review and approve current title to the Property. At the Closing, Seller would cause title to the Property to be free and clear of all deeds of trust, monetary liens and encumbrances and delinquent taxes. At the Closing, the Property would be subject only to permitted leases and exceptions to be mutually agreed upon between Seller and Buyer during the Feasibility Period.

5. **Prorations.** Items of income and expense relating to the Property, including any real property taxes, free rent, base rents and security deposits would be prorated between Buyer and Seller as of the Closing.

6. **Escrow and Deposit Money.** Within three (3) days after execution of a mutually acceptable Purchase and Sale Agreement (the "P&S Agreement"), an Escrow would be opened ("Opening of Escrow") with Cathy Cox at First American Title Company of Bakersfield, ("Escrow Agent") in order to consummate the transaction. Within Three (3) days of the Opening of Escrow, Buyer shall deposit ***Twenty-Five Thousand & 00/Dollars ($25,000.00)*** (the "Initial Deposit") with Escrow Agent as the Initial Deposit. Within three (3) days of the expiration of the Feasibility Period, Buyer shall deposit an additional ***Twenty-Five Thousand & 00/100 Dollars ($25,000.00)*** (the "Increased Deposit") with Escrow Agent. The Initial Deposit and Increased Deposit ($50,000) shall be collectively known as the deposit (collectively the "Deposits") would be applied as a credit toward the Purchase Price at the Closing and would become non-refundable to Buyer at the expiration of the Feasibility Period and considered liquidated damages.

7. **Title Insurance.** At the Closing, Buyer would receive at Seller's expense a CLTA extended coverage policy of title insurance issued by First American Title Company in the amount of the Purchase Price showing title to the Properties to be vested in Buyer subject only to the permitted exceptions of the Preliminary Title Reports. Should Buyer require an extended ALTA policy, Buyer shall pay the increased cost of the ALTA policies.

8. **Closing Costs.** Seller would bear the cost of the Preliminary Title Reports, CLTA title policies, and the amount of the documentary transfer taxes (based on the purchase price of the Property). All other closing costs including the MAI appraisal would be borne equally between Seller and Buyer, as standard and customary in Kern County, California.

9. **Feasibility Period.** Buyer shall have **Thirty *(30) days*** from opening escrow to approve the inspection, Phase 1 Environmental Report, surveys, utility locations, soils reports, review contracts affecting the property along with the physical aspects of the property. Buyer shall have the same **Thirty (30) days** from opening escrow to review and approve the Preliminary Title Reports, the underlying title documents, and to conduct any other due diligence and receive the MAI appraisal (the "**Feasibility Period**") all to be reviewed in Buyer's sole discretion, and the condition and suitability of the Property for Buyer's intended use.

10. **Purchase and Sale Agreement.** Upon mutual execution of this Letter of Intent, Seller's legal counsel will begin preparation of the definitive P&S Agreement. A mutually acceptable definitive P&S Agreement would be finalized and entered into by Buyer and Seller no later than ***Fifteen (15) days*** following the mutual execution of this letter.

11. **Due Diligence Materials.** Upon execution of this Letter of Intent, Seller would deliver to Buyer all relevant documents outlined in Paragraph 8 above and other information related to the

Property, correct and complete copies of all due diligence materials in Seller's possession, custody or control which relate to the Property and or any additional information Buyer deems applicable to its investigations to this transaction. Buyer shall have the right to make such inspections, investigations, and tests; provided, however, that Buyer shall not conduct any destructive testing without Seller's prior written approval which shall not be unreasonably withheld.

12. **Closing Date.** The close of escrow (the "Closing") shall occur One Hundred Twenty***(120) days*** after the Feasibility Period ends. Buyer will have the right to one Thirty (30) day extension of the escrow closing for loan funding purposes only.

13. **Commission.** Buyer and Seller hereby acknowledge and agree that no brokers are involved in this transaction, except for CUSHMAN & WAKEFIELD PACIFIC, Jeff Andrew who represents the Buyer and The Kaye Organization, Linda Kaye who represents the Seller. Upon the successful Closing, Seller shall pay a commission based on a separate agreement to Seller's broker and 3% to Buyers broker. Buyer and Seller would each agree to indemnify, defend and hold harmless from claims of any other consultants, brokers, finder, representative, employees, agents, or other intermediaries claiming to have represented Buyer or Seller, respectively, in connection with the sale of the Property.

14. **Regulatory Approval.** Sellers acknowledge that Buyer will require regulatory approval for the funding and closing of this transaction and both parties consent thereto.

15. **Assignment.** Buyer shall have the right to assign, pledge, hypothecate or otherwise transfer its rights under the Purchase Agreement to an entity managed or controlled by Buyer: provided however, that Buyer shall notify Seller in writing and complete such assignment no later than five (5) calendar days prior to the Closing.

16. **Tax-Deferred Exchange.** Seller may dispose of or Buyer may acquire the Property by means of an exchange for like-kind property qualifying for tax-deferred treatment pursuant to Internal Revenue Code Section 1031. If a party (the **"exchanging party"**) exercises such option, then the other party (the **"non-exchanging party"**) shall cooperate in effecting a qualifying like-kind exchange through a trust or other means determined by the exchanging party, as long as the exchanging party bears all liability and expense in connection with such exchange and the non-exchanging party is not required to enter the chain of title of any property acquired by the exchanging party and it doesn't hold up the closing. The parties understand, acknowledge and agree that this provision may include the need to instruct the Title Company to forward all or portion of the Deposit to the exchanging party's accommodator.

17. **Confidentiality.** From and after the execution of this Letter of Intent, neither Buyer nor Seller shall disclose the facts or terms of this Letter of Intent to any third party, other than their respective principals, employees, attorneys, accountants or other persons requiring such information for the valid business purposes of Buyer or Seller, respectively. In addition, the definitive P&S Agreement will contain similar confidentiality provisions which shall apply from the execution of the P&S Agreement through the Closing or earlier termination of the P&S Agreement.

This Letter of Intent constitutes an expression of intent only regarding the terms and conditions on which Buyer would purchase the Property from Seller and shall not be deemed to create any binding obligation whatsoever between Buyer and Seller unless and until a definitive P&S Agreement embodying the terms hereof, and any other terms acceptable to the parties in their sole discretion, is executed by both Buyer and Seller. If the terms of this letter are acceptable to Seller, Seller should execute a copy of this letter where indicated below and return it to Buyer, at which time Seller will begin preparation of the P&S Agreement and ordering an appraisal as set forth above. If the parties are unable to mutually agree upon a P&S Agreement acceptable to both parties within the time frame specified above, this Letter of Intent shall expire, and the parties shall have no further obligations to one another hereunder.

This Letter of Intent will expire unless executed by Seller and returned to Buyer at or before 5:00 p.m. on Monday, May 17, 2021.

Sincerely,

Jeffrey T. Andrew | Sales Lic. 01709847
Executive Vice President/Principal
Pacific Commercial Realty Advisors | Broker Lic. 01919464
5060 California Avenue, Suite 1000
Bakersfield, CA 93309
Tel: (661) 633-382

Cc:

Accepted & Approved:

SELLER:

Signed: _____

By: _____

Date: May ___ _____2021

Facilities Ad-Hoc Committee

Meeting Notes - May 5, 2021

Committee Members

Board: Curtis Floyd, Fred Plane, Joe Garcia, Lupe Perez, Michelle Jara-Rangel
Staff: Jeremy Tobias, Tracy Webster, Traco Matthews, Emilio Wagner

Absent: Michelle Jara-Rangel, Lupe Perez

Welcome & Introduction:

Jeremy Tobias thanked the members for taking part in the ad-hoc committee, designed to assist staff with vetting options and solidifying a recommendation for the full board.

Sale of 5005 Business Park North (BPN) and Use of Proceeds

Jeremy provided a brief overview of the history of the office space at 5005 Business Park North (BPN) and discussed the Notice of Federal Interest (NOFI) and noted the BPN property has a NOFI attached. Having outgrown the available space at BPN and the need to lease other office space across the street, staff recommends we initiate the process of selling BPN. Because of the NOFI attached, any proceeds from the sale must benefit the Head Start program. Two options are:

1. Pay off the debt for the Pete Parra Facility - $1,333,076
2. Purchase the Angela Martinez Facility and Deferred Maintenance Projects - $1,047,031

To sell BPN, we need to: 1) obtain an appraisal; 2) develop / identify use of funds to benefit Head Start program; 3) file a formal request of disposition with Region IX office, and follow standards; 4) Region IX to review; 5) request sent to Washington DC for review; 6) sent back to Region IX for final approval. Once approved, CAPK will have the authority to sell and approval to use funds as proposed in the submittal packet.

Staff recommends presenting the option to sell BPN at the May 26, 2021 meeting with the recommendation to request approval to begin the process as outlined above.

The appraisal can be obtained now for a minimal cost of approximately $3,000 as it will take a few weeks to obtain the appraisal. The remaining items for the packet will be assembled for board approval at the May 2 6th meeting.

Fred Plane asked if there are any restrictions on the sale price. Tracy Webster replied that the Office of Head Start requires an appraisal, and wants to get the minimum of the appraised amount or higher. Nothing less than the appraised amount will be accepted.

Joe Garcia asked if there are other properties to house staff given, we have outgrown the existing building. Jeremy said there is an option for an existing building but in the interim, if the BPN sells quickly, we will ask to lease the building back for a year or more.

Curtis Floyd asked if there were other alternatives to use the funds, other than paying off existing loans, knowing that the use of funds must be allocated to the Head Start Programs. He feels it may be best to explore other options for another Head Start location, rather than pay off a loan that is due to be paid off in a few years. Curtis wants to ensure that all options are presented for consideration.

Fred Plane wants to see revised financials, including closing costs, to see the "real" net. Wants to see every line item so an informed decision can be made.

4032 Jewett Ave site purchase (Angela Martinez CDC)

Curtis asked about the price of the Angela Martinez CDC. Emilio said we have to complete an appraisal, which has to match up with the purchase price. The asking price is $2.6 million and the owner has asked CAPK to respond with the letter of intent (LOI) by May 30th. OHS will not approve a purchase of more than the appraised value. Submit a letter of intent with contingencies per the OHS requirements. Tracy Webster said there are carryover funds in the partnership and expansion funds totaling about $2.5 million. We need the appraisal to see what the gap is and determine what we are able to offer. We may need to pursue permission from Region IX to finance a small portion of residual funds and include the fees and closing costs. Potential letter of intent could include agreement to purchase at the appraised amount with permission from Region IX. Curtis Floyd asked for the LOI to be sent to him first for review.

Staff recommends including a Letter of Intent to purchase the property at 4032 Jewett Ave. to be included in the May 26th Board Packet for approval.

"Build vs Buy" Discussion:

Emilio said that we do have land (near the Food Bank) but there are substantial costs to upgrade the surrounding area. The build option is much more costly than the purchase of a building. Purchasing an existing building large enough for our needs is less expensive, despite the renovation costs.

Curtis is in agreement with strategy to purchase, could be best time to buy. Fred wants to see the cost of purchase and cost of improvements (in phases), down payment, etc. Emilio said that we have to have discussions with financial institutions regarding finance options.

Joe Garcia said that building costs are much higher due material shortages as a result of COVID-19 and agrees purchasing a building is the best option.

How depreciation and rent is charged

Tracy Webster gave a detailed description on what is allowable per the OMB Uniform Guidance using a 20-year depreciation. Curtis would like to take a deeper dive on potential funds that can be generated for the Discretionary fund. Fred Plane cautioned that Fresno did not follow the OMB Uniform Guidance

on the allocation of space, and it hurt their programs. Curtis wants staff to bring all options to the committee/board for review and decision, understanding that we will follow the OMB Uniform Guidance.

Review of site located at 2323 16th Street:

Jeremy said that CalFresh program currently leases space at this building, which sits behind Mercy Hospital on Truxtun and we were made aware that the owner is interested in selling the building.

Emilio said it is a 5-story building with 60,000 square feet. It has partitioned walls, which can be removed and redesigned and offers a lot of potential to fit the needs of CAPK. The office building is a concrete block building with concrete floors, and well insulated. There is adequate parking and worth a closer look. Jeremy asked if the Committee would like to tour the site. Each of the committee members deferred to staff to continue with the due diligence and does not feel a tour is necessary at this stage.

Curtis also stated that with the potential of Mercy Hospital moving out, most of the doctors that lease space in the building are likely to follow and we might be able to get a good price for the building.

Closing remarks and setting next meeting

Jeremy would like to meet with the committee one more time before the May 26th meeting.

###

Facilities Ad-Hoc Committee

Meeting Notes - May 17, 2021

Committee Members

Board: Curtis Floyd, Fred Plane, Michelle Jara-Rangel
Staff: Jeremy Tobias, Tracy Webster, Traco Matthews, Emilio Wagner

Absent: Joe Garcia, Lupe Perez

Welcome & Introduction:

Jeremy thanked the committee for agreeing to meet again to review the three items on the agenda.

Sale of 5005 Business Park North (BPN) and Use of Proceeds

Jeremy shared a spreadsheet to reflect the current debt of the BPN office, estimated net sale proceeds, and 4 options for the use of the Head Start proceeds that included:

1. Debt Payoff of Pete Parra/Warehouse
2. Expansion of the Shafter Early Head Start Center
3. Purchase of the Angela Martinez CDC located at 4032 Jewett Ave.
4. Deferred Maintenance or new Central Kitchen

Staff is in favor of paying off the debt at the Pete Parra center. Tracy said that the Statement of Financial Position is the main reason that the debt payoff is favorable. We need to be mindful of the accumulation of future debt. Tracy's professional opinion is that the payoff of debt serves the agency best as it improves the balance sheet position.

Curtis & Fred discussed that they are not as concerned with what the financial statements look like with all of the government backing we have. Fred asked about the interest rate for the Pete Parra Center and Tracy said it is 4.5%. The proceeds from the sale of BPN must be used for the benefit of the Head Start programs because of NOFI. One of the reasons to avoid using proceeds from the sale of BPN for a new Admin building is to avoid the NOFI. By avoiding that, it would allow CAPK to build full equity. Fred agreed with Jeremy, not to be bound by the NOFI on the new Admin building.

Michelle asked if the Angela Martinez site housed other programs. Jeremy said the Home Visitation program uses a portion of the facility and there is a storage room. Michelle also asked about the potential Shafter EHS expansion and questioned if there were children to fill the center if expanded. Jeremy replied that there is high need in the Shafter area.

Jeremy estimates it would take staff approximately 30 days to prepare the packet for Region IX, then it will bring back to the committee for review and approval. Region IX is likely to take 2 to 3 months to respond.

Curtis asked Jeremy to make a case for paying off the Pete Parra Center. Jeremy and Tracy both feel that by eliminating this debt, it puts CAPK in a more favorable position to take on new debt for the Food Bank Expansion and the purchase of a new administrative building. Additionally, Tracy pointed out that the Central Kitchen is in dire need of major repairs and by paying off the Pete Parra loan and Angela Martinez, the residual funds can be used for the Central Kitchen repairs. If the board decides not to pay off the Pete Parra Center, Jeremy strongly suggested purchasing a new building for the Central Kitchen as it benefits Head Start. Jeremy said the current building may be a teardown and rebuild situation or obtaining a new site for a Central Kitchen. If the current building is sold, approximately 75% of the proceeds are NOFI and the remaining 25% belongs to CAPK. If the site is sold, it is estimated it would generate over $1 million of cash to the development of a new central kitchen, in addition the proceeds from the sale of BPN. That would bring the cash available for a new Central Kitchen to around $2.8 to $3.0 million.

The committee is in full agreement that there are better uses for the proceeds from the sale of BPN rather than paying off the Pete Parra debt, and they are interested in a new facility for the Central Kitchen and perhaps purchase the Angela Martinez site by incorporating the unspent carryover funds from the partnership and expansion funds. Financing the remaining amount can take up to 6 months for approval.

The committee members recommend moving forward with initiating the paperwork to Region IX for the sale of BPN and use the proceeds from the sale to supplement / close the Angela Martinez sale and secure a new Central Kitchen or make substantial upgrades to the current site and authorize the staff and committee to continue to work on preparing the packet to submit to Region IX.

2323 16th St. Financing Options / Potential Lease Income

The market is favorable to purchase this building with an initial estimated price of $4.5 million. It is estimated that the necessary tenant improvements and upgrades will cost approximately $3 million, for an estimated total of $7.5 million to make it turnkey. Staff presented a variety of finance options on a spreadsheet that detailed the estimated costs and different down payment scenarios. Jeremy asked if the committee is interested in submitting a Letter of Interest (LOI) for this property.

Curtis asked about the square footage needs and Tracy said that the current need is for approximately 50,000 sq. ft. However, if awarded the Fresno Head Start contract, additional square footage will be needed. Tracy also noted that the potential for a CDFI would add to the square footage needs so the 60,000 sq. ft. building is favorable.

The committee recommends that staff continue to work on preliminary estimates for the 16th Street building. Fred said the key to moving forward is to determine what the building will appraise for. Staff will look at finance options for the sale price and refurbishment budget for the 16th Street property and report back to the committee.

4032 Jewett Ave Site Purchase (Angela Martinez CDC)

Recommendation is noted above.

Adjournment

Staff thanked the committee and noted that the items of recommendation will be placed on the May 26 Board agenda. Staff will work on the follow-up items and will schedule another meeting in the coming weeks.

# # #

MEMORANDUM

To: Board of Directors



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

Date: May 26, 2021

Subject: *Agenda Item V(d):* American Rescue Plan Funding for a Summer Program – **Info Item**

On May 10th, the Head Start and State Child Development staff met with the Executive Committee during a special call meeting to discuss a funding opportunity for Head Start from the American Rescue Plan Act. President Biden signed Public Law 1117-2, The American Rescue Plan (ARP) Act of 2021 into law on March 11, 2021, making CAPK eligible to receive an additional $2,665,802 in funding, proportionally based on Head Start funded enrollment levels. The Program Instruction required the submission of this application on or before May 18, 2021. The guidance from the Office of Head Start strongly encouraged grantees to prioritize additional weeks of Head Start programming with this funding. The Executive Committee approved the submission of the funding application as well as the extension of part-year services. As agreed during the special call meeting, Head Start and State Child Development staff will utilize the Board of Directors meeting as an opportunity to provide updates on the development of the summer program including the budget detail by major category.

A total of 233 part-year program staff members participated in a survey released on May 12, 2021. The survey allowed staff members to learn about an incentive program and volunteer for the summer extension. Results from this survey found that 93 staff members are willing to extend their employment through the Summer of 2021. The American Rescue Plan Part-Year Summer Stipend Policy was reviewed with the employee SEIU Union and is presented today as an action item for the Board (agenda Item V.e.)

With this data, program staff have created a summer program that will support a total of 260 children. 10 out of the 21 part-year child development centers will operate between June 1, 2021 and July 30, 2021. The centers with the greatest number of staff volunteers were selected to allow staff to ensure the is continuity of care for children and families. The summer program will provide an intensive kindergarten readiness approach preparing children for their transition into kindergarten.

Additional priorities for this funding include improvements to outdoor environments, upgrading air filtration in Head Start HVAC systems, and other projects identified as a result of the COVID-19 project. Budget information is provided in the attached budget detail.

This is an information item for the Board, no action is necessary.

Attachment:
American Rescue Plan Budget Detail – 2021

HEAD START & EARLY HEAD START KERN
AMERICAN RESCUE PLAN
2021-2023 BUDGET

	BUDGETED	COMMENTS
PERSONNEL	**$763,438.00**	Staff salaries for a summer extension program across 10 centers
FRINGE BENEFITS	**$251,934.00**	Social Security, State, Unemployment, Workers Compensation, Health/Dental/Life, Retirement, etc.
TRAVEL	**$0.00**	N/A
EQUIPMENT	**$0.00**	N/A
SUPPLIES	**$553,540.00**	Heater, Ventilation, Air Conditing System Supplies
CONTRACTUAL	**$0.00**	N/A
OTHER	**$830,310.00**	Repairs and renovations for outdoor play areas
INDIRECT	**$266,580.00**	10% de minimus indirect cost rate
TOTAL	**$2,665,802.00**	

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Date: May 26, 2021

Subject: *Agenda Item V(e)*: American Rescue Plan Part-Year Summer Stipend Policy - **Action Item**

In January 2021, the American Rescue Plan was signed by President Joe Biden that allowed for additional funding from the Office of Head Start to support summer learning for Pre-K children. The Office of Head Start has highly recommended a summer session to meet the education needs of children that were impacted by the disruptions in learning during the COVID-19 pandemic.

The summer session will be open to all currently enrolled children and will begin May 31, 2021 thru August 6, 2021. The proposed plan will affect CAPK part-year instructional and support staff. For those staff that agree to participate in the summer session, they will receive a stipend in the amount of $500 per pay period for a total of five pay periods. Additionally, full-time staff will receive 40 hours of comp time and part time staff will receive 20 hours of comp time to be used at the employee's discretion. Any unused comp time would expire after August 6, 2021.

CAPK leadership met with SEIU representatives and are in agreement with the policy and guidelines.

Recommendation:

Staff recommends the Board of Directors approve the American Rescue Plan Part-Year Summer Stipend for May 31, 2021 thru August 6, 2021.

Attachment:
American Rescue Plan Part-Year Summer Stipend Policy

Helping People. . . Changing Lives.

ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	American Rescue Plan Part-Year Summer Stipend Policy
APPROVED:	May 26, 2021
APPLIES TO:	Community Action Partnership of Kern Designated Staff

POLICY:

The American Rescue Plan Act was signed by President Joe Biden in January 2021. This resulted in additional funding from the Office of Head Start to support summer learning for Pre-K children impacted by the disruptions in learning during the COVID-19 pandemic. The Office of Head Start highly recommends a summer session during 2021 to meet the needs of children and their families. Community Action Partnership of Kern (CAPK) is dedicated to meeting the early childhood education needs of Head Start children. The Summer Stipend Policy supports the efforts of part-year staff to extend their service through the summer of 2021.

DEFINITION:

Part-Year Summer Stipend – Part-Year Summer Stipend is additional pay in the amount of $500 per bi-weekly pay period intended to serve as a stipend for additional work associated with the implementation of the American Rescue Plan Act (ARPA) requirement to provide an extended summer session for Head Start clients. Incentive Pay commences during the week of May 31st and ends August 6th, for a total of five pay periods.

Comp Time – Comp time is time off without cash value. Comp time in the amount of 40 hours for a full-time staff will be granted at the beginning of the summer session. Comp time may be utilized as scheduled. Part-time 4-hour employees will receive 20 hours. This special Comp Time must be utilized during the summer session and before August 6, 2021. Any unused Comp Time would expire after August 6, 2021.

DRAFT

AFFECTED EMPLOYEES:

This policy may be applied to affected CAPK part-year instructional and support staff who are required to work during the summer session recommended by the Office of Head Start and operational functions impacted by the additional work. Affected staff are listed below:

- Head Start instructional and support staff:
    - Associate Teachers
    - Assistant Teachers
    - Central Kitchen Staff
    - Content Area Specialists
    - Custodians
    - Family Service Workers
    - Food Service Workers
    - Mentor Coaches
    - Site Supervisors
    - Teachers

GUIDELINES:

As determined by Division Directors, Head Start instructional and support staff who choose to work during the extended summer session will be eligible to receive the Part-Year Summer Stipend in the amount of $500 per pay period starting May 31, 2021 and ending on August 6, 2021, for a total of five pay periods. This Stipend will be distributed in $500 increments per pay period for eligible employees. Impacted staff must complete a minimum of five (5) full scheduled days in a pay period to receive the Part-Year Summer Stipend.

Full-time part-year staff will receive 40 hours of comp time at the beginning of the summer session (May 31, 2021). Comp time may be utilized during the summer session as scheduled with a supervisor. Part-year 4-hour staff will receive 20 hours. The summer session comp time will expire on August 6, 2021.

DRAFT

MEMORANDUM

To: Board of Directors

From: Susana R. Magana, Migrant Childcare Program Administrator

Date: May 26, 2021

Subject *Agenda Item V(f): 2021 MCAP Program Self- Evaluation (PSE)-**Info Item***

The program is required by the California Department of Education (CDE) and Early Learning and Care Division to complete and submit a Program Self Evaluation (PSE) every year. The PSE for Fiscal Year 2020-21 is due to CDE on Tuesday June 1, 2021. This year the PSE will be submitted via an online survey, but all the supporting documents required as part of the PSE are to be kept onsite and available for review upon request.

The PSE consists of evaluating the following components. Not all components are applicable to the Migrant Childcare Program:

I. **Involvement:** N/A
II. **Governance and Administration**, which includes, family eligibility requirements; child need requirement verification; recording and reporting attendance; correct fee assessment; inventory records; alternative payment policies.
III. **Standards, Assessment and Accountability**, which includes, desired results, annual evaluation plan, and site licensure. The evaluation plan will not be required since no systemic deficiencies were found during review. Desired results and site licensure components are not applicable to the Migrant Childcare Alternative Payment Program.
IV. **Staffing and Professional Development:** N/A
V. **Opportunity and Equal Educational Access** which includes, family selection; compliance and due process; and services responsive to family needs.
VI. **Teaching and Learning**. N/A

Below is a summary of the audit results:

- 15 out of 15 family files were found in compliance in the areas of family eligibility and need requirement. All files were well documented to support the family's authorization and the provider reimbursements.
- 15 out of 15 provider files were found in compliance.
- 49 out of the 49 provider reimbursements were found in compliance. The total amount reviewed was $31,076.49. The fiscal error rate for this review was 0.00%

There were 7 family file/clerical errors. These errors were human errors and not systemic errors. These family file errors did not impact the need and eligibility of the family, nor did they incur a fiscal error on the reimbursement.

Attachment:
FY2020-2021 PSE CMAP Program Summary

FY2020-2021 PSE CMAP Program Summary

Using a narrative format, summarize the staff and board member participation in the PSE process: This form can be expanded and is not limited to a single page.

The Program Administrator- Susana Magana, the Family Services Coordinator- Maria Verduzco and the Subsidized Reimbursement Coordinator- Susana Bailon, met to plan the PSE process. All program personnel were involved in the process at various levels. A sample of 15 program family and 15 program provider files from the service month of December 2020 was selected by the Program Administrator. Once the sample was determined the list was distributed to staff to pull the selected family and provider files. Staff printed case notes from the NOHO database to update the physical file and they conducted a file self-review using the corresponding audit tool prior to submitting to the coordinators. The Family Services Coordinator audited the family files and the Subsidized Reimbursement Coordinator audited the correlating provider files and reimbursements for the selected month. The narrative summary report was completed by the Program Administrator after thoroughly reviewing the results of the audit with the two program coordinators. The final summary of findings was reviewed with the Program Director-Carmen Segovia and will also be presented at the CAPK Board of Director's meeting on May 26, 2021 to provide Board members the opportunity to ask questions about the PSE review and the Program.

Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas.

The program self-evaluation was conducted April 12th through April 14th, 2021. The sample included 15 children, 15 family files, 15 provider files and 49 reimbursements from the following counties: Kern, Madera, Riverside, Santa Barbara, and Tulare. All family and provider files were found in compliance. The family file audit did identify 7 file errors. Three of those errors were mathematical errors in the 12- month migrant income calculation. The income calculation errors did not affect the family's eligibility, as the income calculation was within correct eligibility income bracket. The two other errors were administrative errors in which the physical application had missing county codes (FIPS codes). These errors were found to be human errors and not systemic errors. The codes were present in the electronic application, as these codes are automatically populated when the county is added to the data field during data entry. The errors have been thoroughly reviewed with staff. The provider file audit yield 0 errors. A total of $31,010.49 was reimbursed in the selected sample with zero payment errors. The program review yields a 0% fiscal error rate for this review.

Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards.

The CMAP program was found to have met the standards in EES 02-Family Eligibility Requirement, EES 03-Child Need Requirement Verification, EES 04-Recording & Reporting Attendance, EES 05-Correct Fee Assessed, EES 06- Inventory Records, EES 07- Alternative Payment Policies, EES 09-Annual Evaluation Plan, EES 14-Family Selection and EES 15-Compliance with Due Process; which are all the standards pertaining to the CMAP program.

The CMAP program will continue to ensure that all files all well documented to support the compliance of family selection, family's eligibility, need, fee assessment and compliance with due process. The family services specialists and the subsidized reimbursement specialists will continue to conduct file self-reviews every month using the corresponding audit tools. The coordinators will also conduct monthly file audits and provide technical assistance to staff based on their findings. The recording and reporting attendance will continue to be monitored during the reimbursement process. Reimbursement staff will review the Attendance Logs and will resume to conduct announced and unannounced provider visits, once travel restrictions are lifted, to ensure that children are using care broadly consistent to their authorization. During this fiscal year, the Program Administrator updated the program migrant policy to include clarification of the implementation of a migrant waiver during a State of Emergency. On December 16, 2020, the CMAP Parent and Provider Handbook was presented and approved by the Executive Committee. The Program Administrator conducted a physical inventory this fiscal year, as scheduled. The program had obsolete inventory items approved to be disposed of since the last physical review in 2019. These items were removed to update the program's EESD 8604 inventory form. Next physical inventory is scheduled to be conducted in FY 2023-2024.

MEMORANDUM

To: Board of Directors



From: Kayla Wofford-Nelson, Associate Director of Development

Date: May 26, 2021

Subject: *Agenda Item VI(a)*: Approval of the Community Action Partnership of Kern Foundation Board of Directors Minutes from March 26, 2021– **Action Item**

On Friday, April 30, 2021, the Community Action Partnership of Kern (CAPK) Foundation Board held its monthly Board of Director's meeting. There was one action item on the agenda regarding the selection of the Foundation banking institution. Valley Republic Bank was recommended by staff and approved by the Board. The remaining items were informational, which included an update on Food Bank expansion and grant development around the project, and a verbal report on the start of the Foundation's engagement with CCS Fundraising.

Recommendation:

Staff recommends the Board of Directors approve Community Action Partnership of Kern Foundation Board of Directors Report and Minutes for March 26, 2021.

Attachment:

Community Action Partnership of Kern Foundation Approved Minutes from March 26, 2021.

DATE	March 26, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 189 254 192#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:01 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.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven, Chase Nunneley, Fred Plane, Michele Shain, Megan Silva, Chei Whitmore

Absent: Michael Bowers, Gina Pettit

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; Kayla Wofford-Nelson, Associate Director of Development; other CAPK staff

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Plane/Hogan).

IV. New Business

a. Foundation Committees & 2021 Calendar – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias presented the above item for approval and stated that he had discussions with Kevin Burton, Chair and Ariana Joven, Vice Chair, regarding staff's recommendation to discontinue the previously scheduled monthly and quarterly Committee meetings, with the exception of the Executive Committee meetings, during the first year of the Foundation's infancy. All were in agreement with the recommendation.

Motion was made and seconded to approve the above action item. Carried by unanimous vote (Whitmore/Shain).

b. Conflict of Interest Policy and Conflict of Interest Statement – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram presented the above action item for approval and stated that the Bylaws require that a Conflict-of-Interest form be completed by each Board Member and informed the Board that staff will send the form to each member via Adobe Sign on Monday, March 29th with a due date to execute the form within two weeks.

Motion was made and seconded to approve the above action item. Carried by unanimous vote (Whitmore/Nunneley).

c. Food Bank Capital Campaign Donor List – Kayla Wofford-Nelson, Associate Director of Development – ***Info Item***

Kayla Wofford Nelson provided information about two youth programs that provides healthy snacks during the school day and backpacks of food that are sent home with identified children in need.

Kayla mentioned that potential donors were identified during the evaluation process with the CCS consultants, many of which were prior Food Bank donors.

Kayla presented a spreadsheet for potential donors and asked each Board Member to add at least five entries and set a goal of 80% completion within the next two weeks. The link to this spreadsheet will go out to the Board immediately following the meeting. Kayla further stated that the purpose is to gather information only, contact with potential donors will not take place in the immediate future. Kayla also asked the members to identify if they are able or willing to participate in the initial meeting with donors.

VII. Board Member Comments

No comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, April 30, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:18 pm

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: May 26, 2021

Subject: *Agenda Item VII(a)*: February Policy Council Report – **Action Item**

The Policy Council met on April 27, 2021, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

Two new members were welcomed to the Council with new business limited to their election to Policy Council subcommittees.

Members were also provided an insightful and informative presentation on the CAPK Women Infants and Children (WIC) Program. Program Administrator, Kathy Lujan shared many of the various services the program offers its clients. In addition, alarming statistics specific to Kern County were shared related to malnutrition as well as to the number of eligible children in the community but are not receiving (WIC) benefits. Upon conclusion of the presentation and brief discussion, contact information for the WIC Program was shared with members.

The next Policy Council meeting is scheduled for June 22, 2021.

Recommendation:
The Policy Council requests Board approval of the May Report and the Policy Council meeting minutes from April 27, 2021.

Attachment:
Policy Council Meeting Minutes from April 27, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
April 27, 2021
Teleconference ID: 935 327 03#
Per Governor's Executive Order N-25-20

1. **Call to Order**
   Chairperson Andrea Martinez called the meeting to order at 5:34 p.m.
   a. Secretary Agueda Hernandez conducted roll call; quorum was established.
   Policy Council Members Present: Jimmie Childress, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, Agueda Hernandez, Nila Hogan, Kaylonie Howard, Andrea Martinez, Ashley McAllister, Semeen Muhammad, Paola Sanchez, Rosalinda Valencia

2. **Public Comments**
   *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to three minutes each**. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

3. **Standing Committee Reports**
   a. **School Readiness Committee**
      The School Readiness committee met on April 8, 2021. An overview was provided on health and nutrition and its correlation to school readiness. Various health requirements were discussed as well as how accommodations can be made should a child have a health diagnosis. Immunization requirements were discussed sharing the requirements for individuals from pre-k through adulthood. Information regarding nutrition, food allergies, special diets as well as anemia results and lead testing was shared with the group. Additionally, discussed was the importance of teaching parents to advocate for their child when transitioning into kindergarten to ensure their wellbeing. In prioritizing children's health and nutrition parents can ensure their child's academic success. The next School Readiness Committee meeting will be held on June 10, 2021 at 5:30 p.m.
   b. **Planning Committee**
      The Planning Committee met on April 6, 2021 at which time a funding increase request for Cost-of-Living Adjustment (COLA) was presented for approval. Information shared indicated this request would permanently increase staff salaries by 1.22% effective March 1, 2021. It was noted this request is made possible through the 2021 Consolidated Appropriations Act. The Planning Committee unanimously approved this request. Additionally, the Program Review and Evaluation report was shared with the committee. This included information regarding enrollment numbers across all programs as well as the Child Adult Care Food Program report. It was noted that 52,283 meals were prepared by the Central Kitchen during the month of March.
   c. **Budget & Finance Committee**
      The Budget & Finance Committee met on April 20, 2021. Budget to actual financial documents across all grants as well as parent activity funds and local travel and parent reimbursement reports were shared and discussed. Discussion ensued with examples provided as to what constitutes a "Parent Activity". Additionally, the 2020-2021 end of budget year reports for Kern Head Start, Kern Early Head Start and the Early Head Start Child Care Partnership were presented and discussed. It was noted that all of these items can be found in the Policy Council packet. The next Budget & Finance meeting will be held on May 18, 2021 at 5:30 p.m. on Microsoft Teams.
   d. **Bylaws Committee**
      The Bylaws Committee will meet on May 11, 2021 at which time the committee will continue their in-depth review and discussion of the Policy Council Bylaws. In addition, any questions or clarification desired stemming from previously shared information "*Frequently Asked (Governance) Questions*" as found on the Head Start Early Childhood Knowledge & Learning Center (ECKLC) website will also be a point of discussion. This meeting will be held on Microsoft Teams at 5:30 p.m.

4. Presentations

a. **CAPK WIC Program – Kathy Lujan, WIC Program Administrator**

Kathy spoke to the topic of malnutrition and "re-introduced" the group to the CAPK Women, Infants & Children (WIC) Program. She also shared updates that have taken place over the past year to the program. Kathy stated that malnutrition is fairly common and is also under recognized therefore under treated. It was shared malnutrition occurs when a body doesn't get enough nutrients, if a child's diet is filled with empty calories that child is likely going to grow up with multiple health problems. Malnutrition is not caused by simply not having enough to eat it is also by not having enough of the right things to eat. A brief history of the WIC program was shared stating it was created to combat malnutrition in America adding that the nutrition children receive during their first thousand days of life greatly impacts their development. It was shared WIC vouchers are no longer used. Participants receive a WIC card which is swiped at checkout and allows you to purchase items as need them rather than in bulk quantities. There is also a WIC app that will help you to keep track of your items. Great appreciation for this new process was expressed by members. Kathy also shared that WIC provides nutritious foods to supplement diets, information and education on healthy eating, promotion, and support of breastfeeding as well as referrals to health care. During this time of COVID-19 everyone is being "seen" by phone. The program is also beginning to introduce tele-health as a part of their services. For those who participate in the WIC Peer Counseling program, they are able to connect with a counselor by phone anytime; counselors are available 24/7. Supplemental food packages provide foods that will incorporate nutrients that families need to grow and be healthy. Kathy shared that according to the most recent statistics approximately 14,235 children in Kern County under the age of 5 are WIC eligible but not enrolled in the program. Information shows that families do not participate in WIC for a variety of reasons. One reason is the social stigma that surrounds government assistance programs as well as public charge and misinformation of such with regard to WIC benefits. Kathy shared WIC is <u>not</u> a part of the public charge consideration. The lack of understanding as to what malnutrition is, is the biggest reason why families don't participate. Not being aware, it's not only about how much food we have to eat, but more about the kind of foods we eat, where to buy foods and how to cook them, etc. The WIC program is here to educate and assist families in making the best choices for themselves and to help them grow healthier. Kathy shared contact information and asked members to please share CAPK WIC information with pregnant, postpartum, breastfeeding women and parents/guardians who have children under five years of age.

b. **Parent Advocate Academy – Teresa Fajardo, Policy Council Member**

Teresa shared with the Council information about her experience participating in the Head Start California Parent Advocate Academy. She shared that participants are learning the skills necessary to be a strong and successful advocate for their children. On a personal note, Teresa stated as a parent of children with special needs advocacy is a very important part of her life. The academy is helping teach participants how to make changes in many ways. One way is by getting in touch with legislators both locally, statewide, and beyond to effectively share participants story to advocate for and begin to implement change. Teresa shared the academy is still in progress, but she is learning a lot and would recommend it to anyone who has the opportunity to attend future sessions. Looking ahead Teresa shared the next session will be focusing on learning how to meet with legislators and how to promote their story effectively across social media platforms. She added that these tools will help participants to strengthen advocacy skills in any area. Teresa stated she is passionate about the special needs community and has a personal connection; this is her "why" for participating and strengthening the skills she already has.

5. Consent Agenda ***ACTION**

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

a. Policy Council Meeting Minutes – March 23, 2021 (English/Spanish)
b. Planning Committee Meeting Minutes – April 1, 2021 (English/Spanish)
c. School Readiness Committee Meeting Minutes – April 8, 2021

d. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
e. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021 through March 31, 2021
f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
g. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021 through March 31, 2021
h. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through January 31, 2021
i. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2021 through March 31, 2021
j. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through February 28, 2021
k. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021 through March 31, 2021
l. Parent Local Travel & Childcare through March 31, 2021
m. Parent Activity Funds through March 31, 2021
n. Head Start Program Review Evaluation (PRE) Report
o. Teachable Moments: How to Help Your Child Avoid Meltdowns – Backpack Connection Series
p. Photo Fun – ReadyRosie Activity
q. CAPK Resources
r. Kit for New Parents – First Five
s. California WIC – San Joaquin Public Health
t. Key Messages About COVID-19 Vaccines – Center for Disease Control
u. How Viral Vector COVID-19 Vaccines Work – Center for Disease Control
v. What You Can Do After Being Fully Vaccinated – Center for Disease Control
w. Children's Mobile Clinic (English/Spanish)
x. Community Connection for Childcare Professional Development Calendar – May 2021
y. Mental Health Drive Resource Fair – Bear Mountain Elementary School; May 6, 2021
z. School Readiness Subcommittee Meeting Dates
aa. Planning Subcommittee Meeting Dates
bb. Budget & Finance Subcommittee Meeting Dates
cc. Bylaws Subcommittee Meeting Dates
dd. Policy Council Meeting Dates

Motion was made by Nila Hogan to approve consent items (a) through (dd); seconded by Laura Gonzales. Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

a. Election of Paola Sanchez to the Policy Council Planning Committee
Motion to elect Paola Sanchez to the Policy Council Planning Committee was made by Laura Gonzales; seconded by Rosalinda Valencia. Motion carried unanimously.
b. Election of Semeen Muhammad to the Policy Council Bylaws Committee
Motion was made by Nila Hogan to elect Semeen Muhammad to the Policy Council Bylaws Committee; seconded by Teresa Fajardo. Motion carried unanimously.

7. <u>Standing Reports</u>

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked members for their time and welcomed new members Paola Sanchez and Semeen Muhammad to Policy Council She also congratulated members who have been on the Council since the beginning of the term on their "half-way" point. She shared with members how important their voices are; their input is valued. Lisa also recapped their contributions over the past six months, such as but not limited to approving the submission of the Fresno Head Start/Early Head Start Program application, Program Planning Calendar, Recruitment & Selection Plan, etc. She also noted, members have been provided a variety of resources over this time including information on the CAPK Energy and Weatherization Program, Family Justice Center, WIC and more. Lisa also shared information with members regarding the first Virtual Parent Meeting, an opportunity to participate in a self-paced Positive Parenting Program as well as Dr. Kirk's month Parent Training. Lisa again thanked parents adding she looks forward to the next six months of members' continued service.

b. **Community Representative – Nicole Cabe, Past Parent; Nila Hogan, Community Representative**
Nila stated to the group, April is Child Abuse Prevention month. She shared she has a passion for educating others on ways that we can all help prevent and identify child abuse. Nila added, as parents there may be practices that we have done/are doing without knowing that they may be considered child abuse. Her goal is to bring awareness and to be able to make others aware as well. She shared several statistics with the group related to child abuse in Kern County. It was noted between 2008 and 2020 52 children died of abuse; this includes children under the age of 5 which is the population this group is associated. Nila shared she is compiling a list of resources to share with members as to who they may contact for more information, or who to call if they suspect abuse etc. Nila stated Kern County Network for Children will offer a free Child Abuse Training to be held July 29, 2021. This virtual training is titled, *Recognizing the Signs of Child Abuse and Neglect*. Members were encouraged to attend if they are able to.

c. **Early Head Start San Joaquin – Rosalinda Valencia**
Rosalinda shared that Social & Emotional Literacy Workshops for parents and staff will take place on April 28, 2021 in English and on May 19, 2021 in Spanish. Rosalinda also shared through most recent governance elections, San Joaquin was able to elect its second Policy Council representative, Semeen Muhammad from the Manteca Home Base program. Also elected as an alternate was Diana Estrada from the Walnut Early Head Start site. Information was shared with regard to the first virtual Parent Meeting taking place on Zoom on April 29, 2021. The Backpack Series, *How to Help Your Child Avoid a Meltdown* will be shared with parents as will a variety of health information such as the importance of well-baby exams, immunizations as well as COVID-19 vaccine updates. To date the EHS San Joaquin S'more newsletter has received 273 views. Rosalinda reported that staff continues to safely recruit. They are sharing flyers at local businesses, flea markets, parks, and dental offices in the area. In addition, flyers are shared with local agencies such as the Housing Authority, Department of Child Support Services and more. Cumulative enrollment for the program is 208, with 113 children enrolled in center base and 95 in home base.

d. **Early Head Start Partnership – Nicole Callahan, EHS Child Care Partnership Coordinator**
Rosita Curry reported on behalf of Nicole Callahan stating information about the Partnership Program was shared with attendees at the Taft Spring Festival held earlier in the month. She also noted that construction has begun at the Escuelita Hernandez Center on their new infant classroom as well as on their outdoor environment. Rosita shared that a ribbon cutting ceremony will be planned in June with invitations extended to community members. A February/March S'more newsletter was shared highlighting current events at partner centers as well as male involvement activities that have been offered thus far. To date the newsletter has received approximately 500 views. On April 22, 2021 partnership teachers had the opportunity to participate in the Pyramid Model Training presented by the CAPK Wellness Team. This training was identified as a top area of interest based upon data received from a training needs survey. Parents on a Mission Training has begun with 13 participants which include families from Taft College, Garden Pathways and Escuelita Hernandez. Classes are held on Tuesday evenings in Spanish and Wednesdays in English. Family Advocates have supported their families with establishing 44 goals and have provided 151 resources. In July 2021 Family Advocates will be providing a series of trainings for families to support their financial goals.

e. **Board of Directors – Jimmie Childress, CAPK Board Member**
No report at this time.

f. **Policy Council – Andrea Martinez, Policy Council Chairperson**
Andrea spoke about the Disabilities Advisory Committee (DAC), noting her attendance at the most recent meeting held on April 22, 2021. She shared the purpose of the committee with the Council adding that she tries to attend most all DAC meetings. Andrea stated as a parent of a child with special needs she values the opportunity to be a part of these meeting and to hear all of the great information and wonderful resources shared. Information on the Exceptional Family Center and the support services they provide was shared with attendees during this past meeting. Andrea encouraged anyone who is interested to attend as these meetings are so important. The next meeting will be held in November 2021. Andrea thanked staff involved with DAC for all they do and for welcoming parents like herself into that space, to share, listen, learn, and connect with others.

8. Head Start/State Child Development Director's Report

Yolanda welcomed new members to Policy Council and thanked them for their commitment. She also spoke a bit about the Head Start California Parent Advocacy program that Teresa mentioned earlier. Yolanda shared it is a great program that encourages parents to tell their story and to share their experience with Head Start. It also is an opportunity for us to advocate out in the community for Head Start and also with our legislators. She shared a lot of this program's purpose is to encourage parents and to empower them to be able to support the comprehensive services provided by Head Start. In sharing program updates with the Council, it was stated part year center closures will be on May 21, 2021. Whether it be in person, virtual etc. part year program services will come to an end for summer break. Yolanda shared that the program will be undergoing a Federal Review beginning on May 10, 2021. She added that as a program these types of reviews are something to look forward to as they allow for the opportunity to identify areas needing to be strengthened. Yolanda shared that there is a lot of work that goes into preparing for a review adding staff is very proud and excited to share the wonderful things the program is doing in Kern County. Yolanda also shared that immediately following the Federal Review, the program will undergo a State Review on May 17, 2021, reiterating it is a wonderful opportunity for growth as well as an opportunity to share the wonderful things we are doing. Yolanda spoke about the first virtual Zoom meeting taking place and the excitement in sharing information and continuing to keep an open line of communication with parents. She thanked members for sharing information and their experiences as well as for their time. In closing, Yolanda shared that the Home Visiting Program (HVP) is expanding their services for Cal-Works families in Ridgecrest, Rosamond, Eastern Kern, Taft, and Shafter. These are communities not yet served by HVP and they are looking forward to serving families in these areas.

9. Policy Council Member Comments

A member comment shared suggested it may be helpful to have a professional other than Dr. Kirk present at the monthly Wellness Parent Trainings. It was stated Dr. Kirk's trainings are beneficial however, it was (personally) felt that a professional geared specifically towards children with special needs might be more appropriate. Member comment expressing well wishes for a good week were also shared.

10. Next Scheduled Meeting

The next meeting will be held on Tuesday, May 25, 2021 at 5:30 p.m.

11. Adjournment

Chairperson, Andrea Martinez adjourned the meeting at 6:39 p.m.