DATE	October 5, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 511 244 462#

Personnel Committee Agenda - REVISED

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

1. **Call to Order**

2. **Roll Call**

Maritza Jimenez (Chair)	Nila Hogan	Guadalupe Perez
Joe Garcia	Jonathan Mullings	

3. **Public Forum**

The public may address the Personnel Committee 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.

4. **New Business**

a.	Head Start Personnel Update – ***Info Item (p. 3)***	Jerry Meade, Assistant Director, Program
b.	Migrant Childcare Alternative Payment (MCAP) Program Organizational Chart and New Staff Positions - ***Action Item (p. 4-13)***	Laura Porta, MCAP Administrator
c.	New Job Title and Job Description for M Street Navigation Center: Food Prep Coordinator and Food Prep Lead - ***Action Item (p. 14-22)***	Rebecca Moreno, Director of Community Development
d.	2023 Agency Holiday Schedule - ***Action Item (p. 23)***	Lisa McGranahan, Director of Human Resources
e.	Information Systems (IS) Business Analyst I – ***Action Item (p. 24-31)***	Emilio Wagner, Director of Operations

5. **Old Business**

a.	Revised Bilingual Pay Policy – ***Action Item (p. 32-35)***	Lisa McGranahan, Director of Human Resources Traco Matthews, Chief Program Officer
b.	2022 Employee End-of-Year Gift: Floating Time Off – ***Action Item (p. 36)***	Lisa McGranahan, Director of Human Resources

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
Wednesday, October 5, 2022
5005 Business Park North
Bakersfield, CA 93309

8. 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, September 2, 2022. Margaret Frazier-Sanchez, Assistant to the Director.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director, Program
Robert Espinosa, Program Design and Management Administrator

Date: October 5, 2022

Subject: *Agenda Item 4(a):* Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

Since the September Personnel Committee meeting the following action items have been accomplished:

- Onboarded two (2) staff
- Promoted two (2) staff
- Four days of interviews for seven (7) open requisitions
- Eight (8) resignations

On October 14, 2022, a job fair will be held at the Four Points Sheraton to support external candidates to apply for open positions for the entire CAPK organization, including Head Start. Job postings are still being featured on the Head Start California website. Collaborative efforts continue with local colleges to support volunteer activities with Early Childhood Education students and Head Start Parents entering the field of child development. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. The first retention stipend was released on September 9, 2022, for those that meet the criteria.

Currently 83 positions in Kern and 25 positions in San Joaquin County remain vacant. Current vacant direct service positions include:

Teaching Staff			
EHS Teachers	9 Kern & 9 SJC	HS Teachers	24 Kern
EHS Assistant Teachers	20 Kern & 11 SJC	HS Assistant Teachers	10 Kern
Support Staff		**Home Base**	
Family Service Worker	10 Kern & 2 SJC	EHS Home Base	0
Food Service Worker	2 Kern	HS Home Base	2 (Pending approval from OHS)
Custodian	7 Kern & 3 SJC		
Site Supervisor II	1		

MEMORANDUM

To: Personnel Committee

From: Laura Porta, MCAP Program Administrator

Date: October 5, 2022

Subject: *Agenda Item 4(b)*: Migrant Childcare Alternative Payment (MCAP) Program Organizational Chart and New Staff Positions – **Action Item**

The CAPK Migrant Childcare Alternative Payment (MCAP) Program continues to revise our program's organizational chart to include key positions identified as necessary to efficiently expand our operations, and absorb the workload associated with the growth of our program. This expansion requires that we have a strong presence in our communities, reach more families and create a constant flow of eligible applicant families for our program. We request the approval of one (1) Outreach Coordinator and two (2) Outreach Specialist positions to be tasked with this responsibility.

In managing the expansion of our program, we have continued to work with Human Resources (HR) and our Finance Department. We obtained assistance in the review, grading and pointing of these positions, as well as ensuring that our current budget can sustain this expense. Funding for these positions is included in the current FY 2022/2023 revised contract amount for CAPK-MCAP from the California Department of Social Services (CDSS). The impact on the CAPK-MCAP budget is projected to be sustainable.

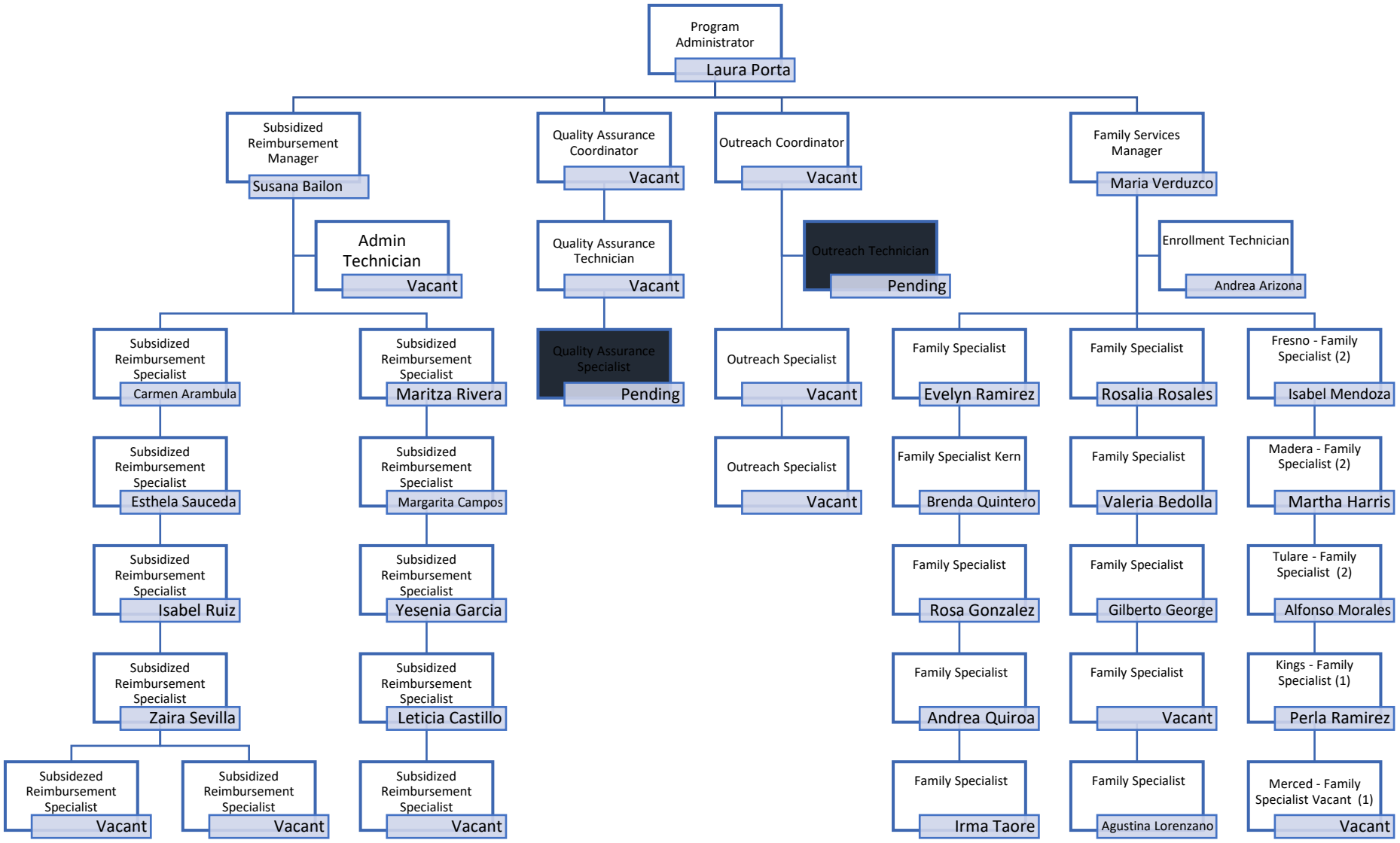
HR staff has reviewed, pointed, and graded the new job descriptions and both are being presented to the Committee for approval. The presented job descriptions align with the current CAPK Strategic Goal # 4: CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results. It also supports the sustainability of CAPK MCAP Program growth. The next step will be the approval of the revised MCAP organizational chart and the job descriptions for the Outreach Coordinator and the Outreach Specialist.

Recommendation:
Staff recommends approval of the updated CAPK MCAP organizational chart and the job descriptions for the Outreach Coordinator and the Outreach Specialist.

Attachments:
MCAP Organizational Chart
MCAP Outreach Coordinator
MCAP Outreach Specialist

Migrant Childcare Alternative Payment Program (MCAP)

Division: Health & Nutrition **Director: Susana Magana**



Revised July 22

MCAP Outreach 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 9 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the MCAP Program Administrator, the Outreach Coordinator is responsible for developing and implementing a strategic outreach plan to identify, reach and enroll eligible families into the Migrant Childcare Program. This includes participating in community outreach events, managing social media, creating informational materials, and working in collaboration with contractors, farmers, and large agricultural industry employers to increase recruitment of eligible families and stablish a robust applicant pool for MCAP services.

SUPERVISION RECEIVED:
Receives supervision from the Program Administrator

SUPERVISION EXERCISED:
Outreach Specialist, and Outreach Technician

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 to develop, implement, and maintain a comprehensive and effective outreach plan to reach eligible families for the Migrant Childcare Program.
- Responsible to create appropriate education and outreach activities to ensure eligible families and target population is reached.
- Responsible for coordinating the outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Responsible to identify, educate and collaborate with key agricultural employers and stablish protocols to inform about available services.
- Responsible for developing content for marketing materials including flyers, brochures, and appropriate social media content.
- Responsible for the effective collaboration with other program departments to ensure a seamless process from initial family contact to enrollment.
- Organizes collaborative meetings, and attends trainings and workshops as required.
- Responsible for maintaining accurate records of all outreach activities.
- Prepares monthly mileage claims for MCAP staff, when applicable.

Other Job Specific Duties:

- Provides supervision, training, evaluation, and support to the outreach technician and outreach specialist.
- Prepares and conducts meetings, trainings, and professional development activities.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP Program.
- Performs 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 practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Federal, state, and local programs, laws, and regulations pertaining to the operation of the Migrant Childcare Program.

Ability to:

- Demonstrate good interpersonal skills.
- Possess strong organizational skills and close attention to detail.
- Work under pressure in new situations.
- Work with accuracy and attention to detail.
- Deal with conceptual matters.
- Plan, organize and document outreach activities.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Work independently while managing competing demands.
- 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 from an accredited college or university. Experience may be considered on a year per year basis for education.
- One (1) year progressive administrative/management experience with emphasis in social services, public administration, child development, or related field.
- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development/federal and state programs desirable.
- One (1) year staff 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 physical and substance abuse screening upon offer of employment.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) required.

WORK ENVIRONMENT:

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

- Work is performed indoors/outdoors.
- 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: MCAP Outreach 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					

MCAP Outreach Specialist

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:
Under the supervision of the Outreach Coordinator, the Outreach Specialist is responsible for assisting in the development and implementation of a comprehensive outreach plan to reach and enroll eligible agriculture working families for childcare services. The outreach specialist participates in outreach activities, community events and presentations to reach the program's target population and increase the service applicant pool for the MCAP program. The Outreach Specialist has the appropriate education, training, and job experience to operate both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:
Receives supervision from the Outreach 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:
- Assist in the development and implementation of a comprehensive and effective outreach plan to reach eligible families for the Migrant Childcare Program.
- Educates families on program requirements and collects pre-applications for services.
- Helps maintain an accurate waiting list of eligible families, prioritizing children for enrollment based on current priority regulations and program policies.
- Performs appropriate education and outreach activities to ensure eligible families and target population is reached.
- Participates in the coordination of outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Participates in key agricultural employers site visits to inform workers on availability of services and program requirements.
- Effectively collaborate with program departments to ensure a seamless process from initial family contact to enrollment.
- Attend collaborative meetings, trainings and workshops as required.
- Maintain accurate records of all outreach activities.

Other Job Specific Duties:

- Participates and conducts outreach activities, and attends meetings, and trainings as assigned.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP Program.
- Performs 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 practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority
- Recommend changes to offices procedures, as appropriate.
- Prepare clear and concise workload 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 or psychology or closely related field from an accredited college or university. Experience may be considered on a year per year basis for education.
- Two (2) year of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years' experience in any area with emphasis on promoting services, outreaching, marketing, or educating the public on available services and resources.

- 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 a physical and substance abuse screening upon offer of employment.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is performed indoors/outdoors.
- 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: MCAP Outreach 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					

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: October 5, 2022

Subject: *Agenda Item 4(c)*: New Job Title and Job Description for M Street Navigation Center: Food Prep Coordinator and Food Prep Lead - **Action Item**

The M Street Navigation Center is requesting approval of the new job description for the Food Prep Coordinator and the updated job description of the Food Prep Lead. After operating the low barrier navigation center for over two years and with the addition of the Safe Camping/Parking projects, we have identified the need to include additional responsibilities and requirements. The updated job descriptions were approved by Human Resources (HR), and the Homeless Services Food Prep Coordinator was pointed at a grade 6 and the Homeless Services Food Prep Lead was pointed at a grade 4 in the CAPK compensation schedule.

The M Street leadership has been working with HR and the County's CAO's office to promote staff retention and ensure that the great work the M Street Navigation staff have done continues. A proposed personnel budget with the reclassifications was sent to the CAO's office for approval. The proposed changes would increase the annual staffing budget of $922,722.88 to $944,937.28, which is an increase of 2.4%.

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal # 4, Objective 4.2 to increase employee engagement, morale, and retention.

Recommendation:

Staff recommends that the Personnel Committee approve the new Homeless Services Food Prep Coordinator and Homeless Services Food Prep Lead job title and descriptions.

Attachments:

M Street Navigation Center Budget 2022-2023
Homeless Service Food Prep Coordinator
Homeless Services Food Prep Lead

M Street Navigation Center - Budgeted Salary Estimate FY 22-23

Employee Name	Position Title	Purposed Position Change	Dept.	No. of Months	2021 Rate w/ COLA	Fringe Costs	Annual Amnt	New wage	% Increase	Difference	Annual Amnt	Date of Hire	Time of Service	Salary Grade	Purposed Grade
Laurie Hughey	Program Manager	Program Administrator	Homeless Services	12	42.02	$3.60	$87,401.60	$44.05	5%	$2.03	$4,222.40	1/27/2020	2 Years, 8 Months	11	12
Jon Flores	Operations Supervisor	Operations Manager	Homeless Services	12	30.00	$3.60	$62,400.00	$32.24	7%	$2.24	$4,659.20	1/27/2020	2 Years, 8 Months	9	10
Keith Jackson	Services Supervisor		Homeless Services	12	30.00	$3.60	$62,400.00	$31.50	5%	$1.50	$3,120.00	1/4/2021	1 Years, 8 Months	8	9
Amiee Brown	Program Coordinator		Homeless Services	12	21.85	$3.60	$45,448.00	$23.00	5%	$1.15	$2,392.00	5/28/2020	2 Years, 4 Months	6	7
Marianela Rios	Volunteer Coordinator		Homeless Services	12	22.68	$3.60	$47,174.40	$23.75	5%	$1.07	$2,225.60	3/30/2020	2 Years, 5 Months	6	7
Vacent	Program Specilist		Homeless Services	12	21.21	$3.60	$44,116.80	$22.24	5%	$1.03	$2,142.40	6/22/2020	2 Years, 3 Months	6	7
Ruben Rivera	Homeless Food Prep Lead	Food Prep Coordinator	Homeless Services	12	16.98	$3.60	$35,318.40	$18.02	6%	$1.04	$2,163.20	3/30/2020	2 Years, 5 Months	2	7
Louis Chavez	Homeless Food Prep Assistant		Homeless Services	12	15.88	$3.60	$33,030.40	$16.75	5%	$0.87	$1,809.60	5/3/2021	1 Years, 4 Months	2	3
Adam Ramos	Homeless Navigator		Homeless Services	12	18.36	$3.60	$38,188.80	$19.25	5%	$0.89	$1,851.20	4/6/2021	1 Years, 5 Months	4	6
Lori Worley	Homeless Navigator		Homeless Services	12	18.36	$3.60	$38,188.80	$19.25	5%	$0.89	$1,851.20	4/6/2020	2 Years, 5 Months	4	6
Kelly Hedgeck	Homeless Navigator		Homeless Services	12	18.00	$3.60	$37,440.00	$18.00	0%	$0.00	$0.00	1/24/2022	0 Years, 8 Months	4	6
Vacent	Homeless Navigator		Homeless Services	12	18.00	$3.60	$37,440.00	$18.00	0%	$0.00	$0.00		122 Years, 8 Months	4	6
Vacent	Homeless Navigator		Homeless Services	12	18.00	$3.60	$37,440.00	$18.00	0%	$0.00	$0.00		122 Years, 8 Months	4	6
Jeremy Guirdry	Shelter Worker	Shelter Worker II	Homeless Services	12	15.88	$3.60	$33,030.40	$17.09	8%	$1.21	$2,516.80	3/30/2020	2 Years, 5 Months	2	4
Crystal Webb	Shelter Worker		Homeless Services	12	16.65	$3.60	$34,632.00	$16.80	1%	$0.15	$312.00	8/27/2020	2 Years, 1 Months	2	4
Lavecia Page	Shelter Worker		Homeless Services	12	15.26	$3.60	$31,740.80	$16.00	5%	$0.74	$1,539.20	10/4/2021	0 Years, 11 Months	2	4
William Wooton	Shelter Worker		Homeless Services	12	15.00	$3.60	$31,200.00	$15.50	3%	$0.50	$1,040.00	4/18/2022	0 Years, 5 Months	1	4
Bobby Guzman	Driver		Homeless Services	12	15.00	$3.60	$31,200.00	$15.50	3%	$0.50	$1,040.00	2/7/2022	0 Years, 7 Months	2	3
Thomas Headley	Custodian		Homeless Services	12	15.00	$3.60	$31,200.00	$15.75	5%	$0.75	$1,560.00	4/6/2020	2 Years, 5 Months	1	2
							$798,990.40			Total	**$22,214.40**				

Also requesting that the Homeless Navigator and Sheltor Worker be changed to a teired position to promote growth and will allow for increase pay and responsibility.

Homeless Navigator I	$18.00
Homeless Navigator II	$19.73
Homeless Navigator III	$20.50
Shelter Worker I	$15.00
Shelter Worker II	$17.09
Shelter Worker III	$18.75

Funding Category		Budget Amount LBNC 2021-2022	Anticipated Cost of Proposal
Personnel		$798,990.40	$821,204.80
Operations		$553,298.00	$553,298.00
Client Services/Supplies		$266,267.00	$266,267.00
Contengency		$174,233.79	$174,233.79
Indirect		$191,657.17	$ 191,657.17
		$1,984,446.36	$2,006,660.76

Total		Current Annual Salary	New salary cost	% increase		Total Cost
$ 384.13		$ 798,990.40	$22,214.40	2.8%		$821,204.80

Homeless Services Food Prep 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 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under direction of the Homeless Services Operations Manager, the Food Prep Coordinator is responsible for planning, coordinating, evaluating, and supervising the food services at the M Street Navigation Center and Safe Camping in accordance with all state, federal, and local regulations.

SUPERVISION RECEIVED:
Homeless Services Operations 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:

- Provide leadership in the kitchen by establishing and maintaining quality work standards.
- Assists in the training of new food service employees and volunteers.
- Responsible for budget and invoice tracking and monitoring and processing check requests as needed.
- Evaluate food service appliances and operating supplies used for food service.
- Monitor the preparation of food, ensuring compliance with policies, procedures, food safety, and sanitation requirements.
- Responsible for ensuring the overall maintenance of the kitchen and equipment is kept up to standards.
- Oversees the storage of delivered meals and snacks according to accepted procedures to maintain temperature, sanitation, and quality control.
- Ensures ongoing communication with food prep staff in a timely manner and conducts weekly meetings to plan and implement new food service strategies.
- Prepares and submits accurate and timely reports, assessments, incident reports and all correspondence as required.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for ordering and monitoring of food inventory relating to meal preparation and delivery.
- Aid and support to food prep staff, custodial staff, shelter staff, shelter providers, and

volunteers as needed.
- Responsible for ensuring that Health and Safety protocols are followed.

Other Job Specific Duties:
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Prepares and coordinates kitchen staff schedules.
- Work alternative hours as required, including nights, weekends, and holidays.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.
- Works with Volunteer Coordinator to promote volunteers and donations.

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

Knowledge of:
- Agency policies and procedures
- Principles of good nutrition and quantity food preparation and service
- Basic cost accounting techniques
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current challenges of homeless and socially and economically challenged families.
- Food meal preparation, safety, and sanitation.
- The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and 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 shelter program services information to the public.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with vendors, staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and Agency and departmental policies and procedures.

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
- Associate degree in Nutrition and Dietetics, food service management, or related field.
- Additional experience may be substituted for education requirements on a year for year basis.
- At least two (2) years' experience in food services administration.

- Experience working with the homeless and economically challenged.
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, Manager's Food Safety Certification, Serv-Safe Certification, and Narcan Training certification within 90 days of employment.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations
- Fully fluent in English and 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 indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to work environment.

POSITION TITLE: Homeless Services Food Prep 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			x		

Homeless Services Food Prep Lead

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

SUMMARY:

Under direction of the Homeless Services Operations Manager, the Homeless Services Food Prep Lead is responsible for overseeing and maintaining quality meal services that are provided to the residents of the M Street Navigation Center.

SUPERVISION RECEIVED:
Homeless Services Operations 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:
- Prepare meal items to be distributed to M Street Navigation Center and Safe Camping/Parking clients.
- Follows all food safety and sanitation policies, procedures, regulations, and requirements.
- Assist the Food Prep Coordinator to develop holiday and special event menus and meals.
- Prepares and submits accurate and timely reports, assessments, incidents reports and all correspondence as required.
- Must be able to work alternative schedules including nights, weekends, and holidays.
- Prepares food from approved menus and/or from food donations.
- Ensures food is prepared and ready for distribution on time.
- Follows daily cleaning schedule to perform janitorial duties.
- Receives, inspect, ~~confirms counts~~ and records the quantity and quality of food and food supplies delivered.
- Ensures all items are properly labeled, dated, and packaged correctly using the center count sheets.
- Maintains all food at appropriate temperatures.
- Inspect kitchen equipment to ensure it is in good working condition prior to use and reports any concerns.
- Assist in maintaining the kitchen inventory.
- Assists in the training of new kitchen staff and volunteers.
- Attends and participates in in-service training programs, staff meetings, and safety meetings.
- Ability to work independently and as a team.
- Performs other duties as assigned.

Other Job Specific Duties:
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.

- Maintains a safe and functional work environment.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.

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.
- Correspondence and report writing practices and procedures.
- Food meal preparation, safety, and sanitation.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and 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.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and Agency and departmental policies and procedures.

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
- At least two (2) years' experience in food services administration
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, ServSafe and Narcan Training certification within 90 days of employment.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations
- Fully fluent in English and 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 indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to work environment.

POSITION TITLE Homeless Services Food Prep Lead			
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: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 5, 2022

Subject: *Agenda Item 4(d):* 2023 Agency Holiday Schedule - **Action Item**

Below is the Agency Holiday Schedule for 2023 for approval.

2023 Holiday Schedule

Date	Holiday
Monday, January 2, 2023	New Year's Day (Observed)
Monday, January 16, 2023	Martin Luther King Jr. Day
Monday, February 13, 2023	Lincoln's Birthday
Monday, February 20, 2023	President's Day
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Friday, November 10, 2023	Veteran's Day (Observed)
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day After Thanksgiving
Friday, December 22, 2023	Christmas Eve (Observed)
Monday, December 25, 2023	Christmas Day
Friday, December 29, 2023	New Year's Day (Observed)

Date	Holiday
Monday, January 1, 2024	New Year's Day

Recommendation:
Staff recommends the Personnel Committee approve the 2023 agency holiday schedule.

MEMORANDUM

To: Personnel Committee

From: Emilio G. Wagner, Director of Operations

Date: October 6, 2022

Subject: *Agenda Item 4(e):* Information Systems (IS) Business Analyst I – **Action Item**

With the successful award of the Feeding America Service Insights Grant, Operations is requesting approval of the Information System Business Analyst I. This position will take the lead in implementing the requirements for this grant, and will report to the Information System Manager, but will work directly with Food Bank staff and leadership.

This job description has been approved by Human Resources and has been pointed at a grade 10.

Recommendation:
Staff recommends that the Personnel Committee approve the new Information (IS) Business Analyst I job title and descriptions.

Attachments:
Information Systems (IS) Business Analyst I Job Description
FY23 Feeding America Service Insights Grant Award Information
FY23 Feeding America Multi-Donor Service Insights Grant Agreement

Information Systems (IS) Business Analyst I

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

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
The IS Business Analyst I will work collaboratively with leadership and partnered sites to strategically select the most appropriate technology solution, conduct readiness assessments, onboard and train partnered sites, and manage data via the solution.

SUPERVISION RECEIVED:
Receives supervision from the Information Systems Business 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Facilitate onboarding for partnered sites to the digital intake solution from recruitment, training, onboarding, and management. Work with IS Business Manager and key stakeholders to outline annual goals.
- Ensure partner sites, staff, and volunteers are trained in privacy and confidentiality protocols, and that they are following these guidelines.
- Data input and data auditing.
- Collaborate with partner sites for training, meetings, and site visits.
- Support the Service Insights Initiative by providing technical assistance and training as necessary.
- Develop reports as needed for project and other reporting needs.
- Maintain an up-to-date system to track training and rollout.
- Develop and update instruction manuals and other materials.
- Work directly with technology vendors to ascertain that the vendor selected will suit the needs of our Agency and partnered sites.
- Ensure and propose necessary program equipment needs for full and effective rollout.
- Understand and integrate Service Insights Project data into existing solutions.
- Understanding of Dynamics 365, Power Platform, Microsoft SQL, and other technologies currently used by Information Systems Team.

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:

- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment including computers
- Microsoft Office Applications
- Power Platform, SharePoint, SQL, Python, and JavaScript

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.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively.
- Attend evening and weekend meetings.
- Effectively present program to the 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.
- Clean, maintain, and identify problems with shared data and their solutions.

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 preferred, but not required.
- 1-3 years' experience with data, statistics, or similar analysis.
- Highly organized and able to handle multiple tasks in a fast-paced environment.
- Comfort and experience working with databases; including demonstrated ability to maintain/update accurate records, perform queries, compile data and generate reports.
- Ability to handle details of specific duties while still developing and maintaining a broad perspective of the organization's mission and goals.
- Excellent presentation skills and ability to present complex information to staff, executive

management, donors, and partners.
- Strong computer skills with proficiency in Microsoft Office Suite
- Any equivalent combination of education and/or experience may be substituted on an annual basis.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations
- Must be fingerprinted and pass pre-employment background check

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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.
- The 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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Information Systems Business Analyst I			
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		

This email is being sent to the Primary Grant Contact and Primary Service Insights Contact at your food bank.

Hello,

By now, you should have received notice from the Feeding America Member Grants team that you were selected to receive grant funding for the FY23 Feeding America Multi-Donor Service Insights member grant opportunity. Congratulations! On behalf of the Research Team at Feeding America, I'd like to thank you for taking the time to develop a clear and compelling proposal and for your commitment to Service Insights.

Below please find important information about the requirements for this grant:

- **Grant Period:** The grant period officially began on September 1, 2022 and extends through August 31, 2023. Your **final grant report** will be due by September 26, 2023, but you may submit it early if you've completed the grant activities and expended all funding before the one-year grant period ends. There is no progress report for this grant.
- **Contact Information:** I will be your main Service Insights contact throughout the grant period. Renie Henchy, Director of Member Grants, will be your grant administrator. Please don't hesitate to reach out to me with questions about Service Insights and to Renie with technical questions related to the GMS, grant reporting, funds reallocation, etc. **In the case that you are not the main Service Insights contact(s) for your food bank, please forward this email to them, copying me, so that we may engage directly with them throughout the grant period.**
- Service Insights Learning Cluster**:** Grantees are expected to join the Service Insights Learning Cluster. Meetings are held on the 4th Wednesday of each month at 12:00 PM CT, with the next meeting held on September 28th. If you are not already a Learning Cluster member, please register by clicking here.
- **Data Sharing:** Grantees are expected to eventually share anonymous data with Feeding America. We are currently developing the process to share your anonymous data and will be kicking off a Co-Design Group this Winter. Join the upcoming Learning Cluster call to learn more about this exciting development!

We'd also like to share information on **optional items** we encourage you to participate in during the grant period. While these are not requirements of the grant, we highly encourage all members to participate where possible, as this will support your food bank in successfully implementing Service Insights.

- **Join a Service Insights Technology User Group (TUG):**
  - Service Insights on MealConnect TUG**:** Meetings are held monthly, with the next meeting held on September 21 at 12:00 PM CT. Email amporter@feedingamerica.org to join.
  - Link2Feed TUG**:** Meetings are held bi-monthly, with the next meeting held on October 13 at 1:00 PM CT. Fill out this survey to join.
  - Oasis Insight TUG**:** Meetings are held bi-monthly, with the next meeting held on November 10 at 1:00 PM CT. Fill out this survey to join.
- **Attend an upcoming demo for *Service Insights on MealConnect*, Feeding America's new no-cost Service Insights Platform.** The demo will be on October 20 at 1:00 PM CT. RSVP here.

Best of luck with you Service Insights implementation this year. Please don't hesitate to reach out at any time to chat about your plans and progress!
Kind regards,
Renee Vuillaume

Renee Vuillaume
(she/her/hers) << learn more
Sr Research Manager - Service Insights

Feeding America
National Organization
161 N. Clark Street
Suite 700
Chicago, IL 60601
tel +1.312.471.1855 x=5101
rvuillaume@feedingamerica.org

FY23 Service Insights Grant Opportunity

Thanks to Feeding America and Various Corporate and Foundation Donors

Grant Agreement

The following are the terms and conditions of accepting this Service Insights grant, if awarded, thanks to Feeding America and various corporate and foundation donors:

1. You will keep a copy of this grant agreement for your records. By agreeing to accept the grant on the *Grant Agreement* tab in the Grants Management System (GMS), you are agreeing to comply with the terms of the grant agreement and any restrictions and requirements laid out in the grant application and/or your award communication.
    a. Please accept or decline the grant on the *Grant Agreement* tab in the GMS.
    b. Cashing the award check also represents your acknowledgement of and agreement to these terms and conditions.
2. You shall submit sufficient detail to Feeding America's satisfaction as outlined in your award letter and/or the report requirements for this grant.
3. You shall maintain proper records and books that enable Feeding America to easily determine how grant funds have been used, making these books and records available to Feeding America at reasonable times for review and audit. In addition, you shall comply with all reasonable requests of Feeding America for information and interviews regarding use of grant funds.
4. Use of funds is restricted to the specifics of your submitted proposal. **You shall provide the Feeding America Member Grants team with written notice of any significant change in the program/project supported by the grant, or any request to change the allocation or use of funds from the originally submitted budget.**
5. If awarded a vehicle:
    a. You agree to accept vehicle branding as described in the vehicle graphics requirement section of the RFP, incorporating the donor, Feeding America, and food bank logos. The use of agency logos is not permitted. Vehicle branding must remain in place for the life of the vehicle, defined as seven (7) years.
    b. You agree that if your organization leaves the Feeding America Network within five (5) years of receipt of the vehicle, you will be expected to return the grant funds to Feeding America.
    c. You may not sell, trade, or give away the funded vehicle without the permission of Feeding America. If permission is granted, you are responsible for removing all signage and logos related to the donor and Feeding America.
    d. Your organization is responsible for any fees for licensing, insurance, or taxes on the vehicle.
6. Notification to Feeding America of any significant change in the program must be made within 30 days of the change, including site closure or redirection of funds for which prior approval by Feeding America is required.
7. Lack of notification to Feeding America of any significant change in your grant is grounds for revocation of the grant and/or placement on grant restriction at the sole discretion of Feeding America.
8. You shall also provide reasonable assistance to Feeding America in relation to requests for communication and employee engagement efforts as they relate to this grant.
9. Miscellaneous legal provisions:
    a. This Agreement shall be governed by the laws of the state of Illinois

National Office
35 E. Wacker Drive
Suite 2000
Chicago, IL 60601

tel 312.263.2303
fax 312.263.5626
feedingamerica.org

b. Neither this Agreement nor any of the rights, interests, or obligations hereunder shall be assigned by any Party without the prior written consent of the other Party.
c. This Agreement represents the complete agreement of the parties and supersedes any and all prior agreements.
d. Grantee agrees to defend, indemnify, and hold Feeding America harmless from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of the indemnifying party, its employees or agents, in performance of this Agreement.

By accepting the grant in the GMS, I fully understand and agree to comply with the above conditions and requirements of this grant from Feeding America. I certify that should my organization be awarded a grant, the check from Feeding America represents a charitable contribution to our tax-exempt 501(c)(3) organization with no exchange of any goods or services.

National Office
35 E. Wacker Drive
Suite 2000
Chicago, IL 60601

tel 312.263.2303
fax 312.263.5626
feedingamerica.org

MEMORANDUM

To: Personnel Committee



From: Traco Matthews, Chief Program Officer
Susana Magana, Director of Health & Nutrition
Lisa McGranahan, Director of Human Resources

Date: October 5, 2022

Subject: *Agenda Item 5(a):* Revised Bilingual Pay Policy – **Action Item**

On August 3, 2022, CAPK Management presented the Bilingual Pay policy to the Personnel Committee for review and approval. Since implementation, Management has amended the policy to better represent the process as well as provide clarity to the eligibility guidelines. As such, CAPK Management is proposing additional modifications to the policy. The attached policy reflects the changes to the policy proposed by key stakeholders.

Recommendation:
Staff recommends the Personnel Committee approve the revisions to the Bilingual Pay Policy.

Attachment:
Bilingual Pay Policy

POLICY AND PROCEDURE

TITLE:	Bilingual Pay
APPROVED:	August 24, 2022
APPLIES TO:	Community Action Partnership of Kern Employees

PURPOSE:
The purpose for the Bilingual Pay Policy is to recognize a diverse skillset that adds value to the organization and helps attract and retain employees. Upon approval by the CAPK Board of Directors, this Policy will be permanently established for pre-selected agency roles.

OBJECTIVE:
The primary goal of the Bilingual Pay Policy is to provide additional compensation for employees who demonstrate language competencies will improve how the agency delivers services to our targeted communities. Secondary goals for the Bilingual Pay Policy would be to attract more candidates for agency positions requiring bilingual skills, reduce employee turnover rates, and lengthen bilingual employee's service time with CAPK. The Bilingual Pay Policy applies to all employees including full-time, part-time, temporary, and emergency hires that are retained by the organization.

GOALS:
1. Compensate bilingual skills.
2. Reduce employee turnover.
3. Lengthen employee's service time with CAPK.

POSITION CRITERIA:
The position must be in a CAPK work setting with a demonstrated flow/intake of clients, phone calls, or correspondence where bilingual skills are regularly needed to meet the language needs of clients. The two types of bilingual positions are defined below:

- **Tier 1 – Bilingual positions:** Due to the nature of some positions where most client interactions are conducted in another language (i.e., MCAP), bilingual skills may be a requirement as stated on the job description.
- **Tier 2 – Bilingual stipend positions:** Some positions may not require bilingual skills, but the agency recognizes that bilingual skills add value (i.e., taking occasional calls in a second language, providing translation services, or using bilingual skills for other work-related duties).

For bilingual positions, all employees in those defined roles must demonstrate proficiency by passing the certified bilingual examination. For positions where bilingual skills may add value but are not required, employees may voluntarily test to receive the stipend.

ELIGIBILITY PROCEDURES:
Employees who regularly utilize bilingual skills in their job are eligible to receive bilingual pay subject to the following provisions. To be eligible, employees must pass a certified test demonstrating their bilingual conversational fluency. Scoring for the proficiency test will be pass/fail, and that score will remain in place while the employee remains in a position requiring bilingual proficiency. Further, a recertification is required every five (5) years in order to continue to receive this stipend. It is the responsibility of the employee to test in advance so as not to experience a gap in stipend payment.

The bilingual pay will cease when an employee is transferred, promoted, demoted, or otherwise moved into a position that is not designated as bilingual or eligible for a bilingual stipend. Additionally, the stipend may end in the case that the program no longer has funding to sustain the stipend.

BILINGUAL PAY:
1. Employees in bilingual positions (Tier 1) will receive an additional $3/hour as premium pay.
2. Employees who qualify for a bilingual stipend (Tier 2) will receive $50 bi-weekly for their skills.
3. Compensation will be effective the first day of the payroll period following certification that the employee is eligible to receive the premium pay or bilingual stipend.
4. Bilingual pay will be processed through payroll and will be considered taxable wages.
5. Retroactive pay for bilingual skills will not be authorized.
6. Bilingual pay will be expensed to the program(s) or project(s) that receive the benefit of the employee's bilingual skills.

PROGRAM GUIDELINES:
For the purpose of this policy, English is considered to be the primary language, and any other language used under this program will be considered as a second language.

The Director of Human Resources shall designate qualifying languages and authorize the full number of positions to receive bilingual pay based on the needs of the agency. For newly developed positions in the organization, the determination of whether the job description should indicate bilingual skills are required or preferred will be made in partnership with Program Directors or Chiefs and the Director of Human Resources, and all such positions must be approved by the Personnel Committee. Directors and Chiefs alone retain the authority to determine if a position should no longer be designated as a bilingual position or offer a bilingual stipend. Notwithstanding the above, all personnel shall utilize any language skills they possess to the best of their ability in handling their responsibilities on a non-regular basis without compensation.

During the time of any leave of absence without pay, employees will not be eligible for bilingual pay.

The Bilingual Pay Policy can be suspended or canceled at any time as determined by the Chief Executive Officer, at their discretion. Any modification of this policy will require prior approval by the CAPK Board of Directors.

EXAMINATIONS:
Candidates for bilingual designated positions may select Bakersfield College, or any certificated location to conduct the test.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 5, 2022

Subject: *Agenda Item 5(b)*: 2022 Employee End-of-the-Year Gift: Time Off – **Action Item**

On September 7, 2022, CAPK Management brought this agenda item to the Personnel Committee for consideration and approval. After discussion, the Personnel Committee approved this benefit. However, during the September 28, 2022, Board of Directors meeting, this item was pulled from Consent for further discussion and approval.

As the end of 2022 approaches, CAPK Management has begun discussing ways to acknowledge and reward our staff's accomplishments and hard work. After meeting and sharing ideas, CAPK Management has agreed to offer up to 8-hours of time off to benefit-eligible staff. We hope this will allow us to highlight and reward employees for their service and dedication during the year.

CAPK Management recommends up to eight (8) hours of time off be awarded to active eligible employees with a hire/rehire date of October 26, 2022, or earlier, with the number of hours granted coinciding with their regular daily schedule. Benefit-ineligible employees, including part-time, temporary, and substitute staff, are ineligible to receive this gift. Employees may not use this gifted time during a continuous leave period.

OMB Uniform Guidance allows our governing body to set benefits at its discretion. This one-time, up to eight (8) hour time off gift will be granted on October 31, 2022, and must be used by March 5, 2023. Employees must work with their supervisors to coordinate the time off to ensure proper coverage and not interrupt regular business operations. The benefit has no cash value and may not be cashed out upon exit from employment. Any unused amount remaining at the end of the period is forfeited.

In accordance with our Strategic Plan Object 5.5, the benefits of this initiative will increase staff morale and continue to incentivize staff to continue contributing to the agency's success.

Recommendation:

Staff recommends that the Personnel Committee approve the one-time award of up to eight (8) hours of time off to all eligible employees to be used for the period of October 31, 2022, through March 5, 2023.