DATE: March 20, 2024
TIME: 12:00 pm
LOCATION: KCSOS City Centre Bldg., Room 1B
1300 17th St.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Moment of Silence / Pledge of Allegiance (Please Stand)

b. Reading of the Promise of Community Action (Please Stand)

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.

c. Roll Call

Fred Plane (Chair)	Jimmie Childress	Gina Martinez
Maritza Jimenez (Vice Chair)	Mia Cifuentes	Jonathan Mullings
Ana Vigil (Secretary)	Fatima Echeverria	Yolanda Ochoa
Michelle Jara-Rangel (Treasurer)	Jeff Flores	Guadalupe Perez
Denise Boshers	Curtis Floyd	Lily Pimentel-Stratton

II. Introduction of Guests / Public Forum

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. 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. 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 February 28, 2024, Board of Directors Meeting *(p. 3-7)***
b. **Minutes from the March 6, 2024 Personnel Committee Meeting *(p. 8-10)***
c. WIC Program Restructure ***(p. 11-61)***
d. Updates to Bilingual Pay Policy ***(p. 62-64)***
e. Update to Employee Handbook Section 8.3: Non-Exempt Employee Time Records (Minute-to-Minute) ***(p. 65-79)***
f. Head Start Personnel Update ***(p. 80-81)***
g. **Minutes from the March 13, 2024, Program Review & Evaluation Committee Meeting *(p. 82-85)***
h. Migrant Childcare Alternative Payment (MCAP) Program Presentation ***(p. 86-95)***
i. February 14, 2024 PRE Committee Follow-up Memo ***(p. 96)***
j. February 2024 Program Reports ***(p. 97-138)***
k. February 2024 Application Status Report & Funding Profiles ***(p. 139-147)***

l. February 2024 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 148-149)***
m. Goal Group 3 Presentation ***(p. 150-155)***
n. **Minutes from the March 12, Budget & Finance Committee Meeting *(p. 156-157)***
o. Head Start / Early Head Start Budget to Actual Reports for January 2024 ***(p. 158-165)***

IV. New Business

a. Board Check Signing Policy ***(p. 166-167)*** — Tracy Webster, Chief Financial Officer

b. January 2024 Financial Statements – ***Action Item (p. 168-233)*** — Tracy Webster, Chief Financial Officer

V. Advisory Board Reports

a. Head Start Policy Council Report – ***Info Item (p. 234)*** — Fatima Echeverria, PC Representative
   1. March 2024 Policy Council Report

VI. Chief Executive Officer Report

a. Update to Brown Act Meeting Requirements for Virtual Attendance – ***Info Item*** — Jeremy Tobias, Chief Executive Officer

VII. Board Member Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, April 23, 2024
Larry E. Reider Building, Room #101
2000 K St.
Bakersfield, CA 93301

IX. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, March 15, 2024. Paula Daoutis, Executive Assistant.

DATE	February 28, 2024
TIME	12:00 pm
LOCATION	KCSOS City Centre, Room 1A 1300 17th St. Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:02 pm KCSOS City Centre Building, Room 1A, located at 1300 17th Street, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil (Secretary), Michelle Jara-Rangel (Treasurer), Denise Boshers, Jimmie Childress, Mia Cifuentes, Fatima Echeverria, Jeff Flores, Gina Martinez, Jonathan Mullings, Yolanda Ochoa, Guadalupe Perez, Lily Pimental-Stratton

Absent: Curtis Floyd

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; other CAPK staff

II. Introduction of Guests / Public Forum

None

III. Consent Agenda

Board Chair Fred Plane asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion. No items were removed; however, Michelle Jara-Rangel pointed out to the Board Members that a supplemental memo was added to Item Q on the Consent Agenda.

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Martinez/Vigil).

IV. New Business

a. Property and Casualty Insurance Renewal – Emilio Wagner, Chief Facilities & Technology Officer – ***Action Item***

Emilio Wagner presented the above action item for approval and reported that the final quote for the renewal came to $733,601 which represents a 16% increase over the prior year.

Fred Plane asked if there was a reason the quote came in less than the amount presented in the prior month. Emilio explained that the 18th Street building was erroneously included in the first presentation and was subsequently removed because the building is on a different policy with the County since we are joint owners.

Denise Boshers asked if there were any issues adding coverage for new vehicles that may be purchased prior to the next renewal. Denise also asked about the rating of the broker and asked about the vetting process. Emilio replied to both questions and said that there are no issues to add vehicles to the policy at the time of purchase and in regard to the rating of the broker, they are vetted through the RFP process.

Jimmie Childress asked how close we are to becoming self-insured. Tracy Webster said while there are some benefits in certain categories, you have to be very careful and have enough reserves to handle big losses. Tracy said we may separate from the current broker and staff are currently engaging in ongoing discussions with Kenan. Jeremy said we have to be careful about contract insurance requirements and said we have discussed becoming self-insured in the past but it was not an option at the time; however, it is something we will revisit in the future.

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

b. 2024 Head Start Compensation Schedule Revision – Jerry Meade, Assistant Director of Head Start Program – ***Action Item***

Jerry Meade said the Board previously approved the compensation schedule with 2 dates of implementation. In the process of implementing the March 8th schedule, two positions were erroneously left off the schedule. The Home Visiting Program Coordinator and Maintenance Manager. Jerry added that both positions were in the budget for the March 8th timeline and staff recommends approval to add these positions to the Head Start Compensation Schedule, as revised.

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

c. Proposed Amendments to the Board and Committee Meeting Schedule for 2024 – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that the Board approved the existing schedule at the November 2023 meeting. The dates shown in red on the proposed schedule in your packet are the dates that we are recommending be changed. In March we are pushing up the meeting dates to accommodate the Spring Break school schedule at the end of the month. In April, we are proposing to move the meeting date to Tuesday, April 23rd to accommodate our visit with Denise Harlow from the National Community Action Partnership (NCAP), who will be in town as our keynote speaker at the Staff Development Day on April 25th. In August, we have moved a few committee meetings due to the August NCAP Conference, and for November, the Board meeting was previously moved a week early, but CalCAPA is hosting their annual conference that week, so staff is proposing to move the date to Monday, November 25th which is during the week of Thanksgiving.

Maritza said she was concerned about having the November meeting during a holiday week but understands the need to make the change.

Motion was made and seconded to approve the revised meeting schedule. Carried by unanimous vote (Ochoa/Martinez).

d. Annual Budget for Fiscal Year 2024/2025 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item and reported the annual budget was brought to the Budget & Finance Committee in January as an Info Item, and there has been an amendment since that time. The annual operating budget being proposed is $117,408,059 and represents the functional categories for Program Services, Support Services, and Indirect. CSBG funding is intermingled with some of the programs to help facilitate their

operations. Tracy explained that the program budgets were prepared in collaboration with the Finance Team and the CEO, and were previously presented to the Budget & Finance Committee.

Fred Plane questioned the loss shown on page 276, and Tracy explained it is funding made to the Foundation.

Denise Boshers asked if the budget has been amended to reflect the loss of funding to the Shafter Youth Center. Tracy said the budget has been adjusted in the CSBG budget.

Motion was made and seconded to approve the annual budget for 2024/2025. Carried by unanimous vote (Boshers/Perez).

e. December 2023 Financial Statement – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy presented the above action item for approval and noted the agency budget to actual as of December 31, 2023 is in line with the budget goal, noting there is a negative amount for program costs. For the MCAP program, we are over-enrolled with a large wait list, so the State provided an additional $7.7 million to the program, but Tracy said she is very hesitant to include that funding in the budget on a permanent basis. Jeremy Tobias added that the over-enrollment happened as a result of COVID, when the State provided additional funds towards the end of the fiscal year. To spend down the funds for that year, we had to over-enroll. Staff felt there would be a natural attrition but that did not happen at the pace we expected. When the State was told that we would have to un-enroll families to not over expend, the State provided the additional funding. Tracy said that if the increased funding to the MCAP program turns out to be a permanent budget increase, it will be reflected in a future budget revision.

Tracy reported that in terms of the Indirect budget, we are performing very well. Jeremy Tobias said we typically come in under expenditures, and our 10% Indirect rate provides a natural cap on how much money we can spend on administration and said that our administrative expenditures will never be above 10% of our operational budget. We have been trending at about 8– 9% administrative cost to run the programs.

Motion was made and seconded to approve the December 2023 Financial Statements. Carried by unanimous vote (Childress/Martinez).

f. Board Check Signing Policy – Tracy Webster, Chief Financial Officer - ***Info Item***

Fred Plane announced that he had asked for this item to be removed from the Consent Agenda in advance so the full Board can hear the reasoning for the request, as it is a deviation of what we have done in the past.

Tracy Webster advised the Board that the item was presented to the Budget & Finance Committee as an info item and provided background information on the existing check signing policy. For clarity, Tracy emphasized that payroll checks are not signed by Board Members. Most of the business checks were converted to direct deposit and electronic check signing in 2020 due to COVID. The new SageIntact system will not provide the same type of reporting and approval from the Board as they would be required to approve every payment. All contracts and procurement levels are approved by the Board in advance and do not require board member signatures on the checks. The disadvantage is that Fred has been signing the electronic checks and is able to provide an additional level of oversight and ask questions, however, when Fred signs checks, he does not see the cash balance. The workflow remains the same, the only thing difference is that each check that exceeds $4,999.99 will not be reviewed and signed by a Board Member. Staff have reached out to the agency auditors and Wipfli for their input for best practices and they are in agreement that the Board does not need to sign checks given there are other approval processes in place. Jeremy Tobias reiterated that there are many protocols and “checks and balances” in place. Jeremy also said that staff can provide the Board with the check register of all of checks written, with

redactions to protect personal information. Tracy said that the check register would include every check cut for the time period and will include ACH payments and physical checks, but not termination checks.

Fred said he reviews the checks on a regular basis and wants staff to look for common sense items and referenced a recent water bill. Fred requested the check register be presented to the Budget & Finance Committee and later added to the consent agenda for the full Board.

Tracy said the vendors are not set up by A/P staff, it has to be done by supervisors and they cannot approve their own payments. The new system has AI based software and when invoices are scanned, it will know where it is supposed to be charged to. There is a specific workflow required for anything to be paid and A/P staff cannot enter payments without the appropriate approvals.

Fred said the process is complex and may be too confusing and asked staff to break down the processes for the Policies & Procedures manual before it goes back to the Budget & Finance Committee. Tracy said there have been many delays with the new software system, which now has a new go live date of July 1st.

V. CAPK Foundation Report

a. CAPK Foundation Report and Minutes from the November 28, 2023 Board of Directors Meeting – Catherine Anspach, Director of Development – ***Info Item***

Pritika Ram presented the above info item and said that the Foundation has raised approximately $90K to date for the June Fundraising event. Tracy Webster presented financial statements from the January Foundation Board Meeting and reported that half of the incoming donation funds are starting to shift and filter through the Foundation and also noted that the Foundation is set up for success in 2024.

VI. Advisory Board Reports

a. Head Start Policy Council Report – Fatima Echeverry, Policy Council Representative – ***Action Item***

Fatima Echeverry presented the above action item for approval and reported that the last meeting included the Policy Council's foundational structure and the members voted to serve on required committees and approved all 4 action items.

Michelle Jara-Rangel thanked Lisa Gonzales for changing the font on the minutes.

Motion was made and seconded to approve the February 2024 Policy Council report and all items. Carried by unanimous vote (Vigil/Jara-Rangel).

VII. Chief Executive Officer Report

a. City of Shafter funding for the Shafter Youth Center – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias provided a brief history of the Shafter Youth Center (SYC) and said it was established from a grant from the CA Department of Corrections, to try to give youth positive things to do in the Community. CAPK received funding streams to set up a Youth Center and the City of Shafter became very involved and assisted with the site selection. Once the facility was constructed, the City of Shafter was also very involved with the programs, hours of operation, etc. In exchange, CAPK received a monthly payment equal to $50,000 per year. In January 2024, we were notified that the City of Shafter would end their funding for the Shafter Youth Center. Jeremy said he wanted to ensure the City of Shafter understood the specifics and sent a letter to request a reconsideration. Some of the

people he has spoken to are in the political field in Shafter, including Vice Mayor Cathy Prout. Jeremy reached out to Board Member Ana Vigil for her assistance as well.

Jeremy said that the original funding from the state was termed a loan, but there were no payments required and it would be forgiven like a grant if the agency operated the facility as required for 20 years. The 20 years has now lapsed, and we now own the facility outright with no restrictions, so the building is no longer required to be used exclusively as a Youth Center, we can operate other programs at that location. Jeremy is waiting to hear back from the City of Shafter and wants them to be involved if we offer other programs. They should be involved in our discussions about the future uses of the facility.

Michelle Jara-Rangel asked if the funding was pulled due to the new Sports Center in Shafter. Jeremy said they did not state a specific reason for pulling their funding but noted that they are also providing funding to the library, which does some of the same type of programs. Jeremy emphasized that there are no hard feelings with the City of Shafter, but he does hope that they will reconsider and work with staff to initiate new programs for the center.

Ana Vigil asked if the City of Shafter will allow CAPK an opportunity to meet in person or make a presentation as she feels that not all of the councilmembers have a complete understanding of the history of the SYC, or the current programs offered. Jeremy said he hoped the letter he sent would spur a conversation or possibly a presentation to the City Council.

Maritza Jimenez requested that staff begin reaching out to corporate sponsors and perhaps offer a naming opportunity for a large corporate sponsor. Maritza said that local corporations seek opportunities to help fund youth programs and she has a good connection with Amazon that she can share with staff. Mia Cifuentes said she also has a good connection to Wonderful Real Estate, who is developing industrial parks in the area.

VIII. Board Member Comments

Jimmie Childress asked if we should invest in a risk management assessment. Jeremy Tobias said we have a risk manager on staff and will ask Laurie Sproule to make a presentation to the Board at a future meeting.

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, March 20, 2024
KCSOS City Centre, Room 1A
1300 17th St.
Bakersfield, CA 93301

X. Adjournment

The meeting was adjourned at 1:27 pm.

DATE:	March 6, 2024
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:05 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Jonathan Mullings, and Lily Pimentel-Stratton

   Absent: Guadalupe Perez

   Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facility and Technology Officer; Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Susana Magana, Director of Health and Nutrition; Freddy Hernandez, Director of Youth & Community Services; Gabrielle Alexander, Director of Finance; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. WIC Program Restructure – Susana Magana, Director of Health and Nutrition – ***Action Item***

      Susana Magana presented the above action item for approval.

      Lily Pimentel-Stratton inquired if the restructuring was due to the needs changing over time, or that if it is because the program size has doubled. Susana replied and highlighted an instance where clerks and receptionists, with their restricted duties, were causing a bottleneck and were unable to address inquiries effectively. Through the restructuring, technicians will have the capacity to undertake additional responsibilities, facilitating the smooth flow of new clients and scheduling while attending to the community's needs. This adjustment enables us to concentrate more on technological capabilities, such as online appointments. Consequently, we anticipate reduced turnover rates and improved compensation packages.

Jeremy Tobias added that the program is due for a restructuring to streamline and consolidate roles while addressing overlaps and gaps within the department. Recent changes in business practices within the program necessitated these adjustments.

Maritza Jimenez asked if we emulate other WIC partners or model our job descriptions after theirs. Susana responded that extensive research was conducted, concentrating particularly on Merced and Fresno, as their programs are comparable to ours. The team examined their job descriptions to inform our own, while incorporating insights from both our local community and practices observed among other contractors.

Lisa McGranahan noted that the team integrated the CompEase workflow, incorporating competencies and data-driven approaches tailored to geographical appropriateness. This initiative will assist future developments for other departments and divisions. Susana mentioned that the State WIC is reviewing the job descriptions and is pending State approval.

Maritza Jimenez asked about the policy moving forward to ensure we do not fall behind on wages. Lisa responded that annually, towards the end of the year, we receive notifications regarding any minimum wage increases. This summary serves to alert us to potential adjustments required for certain groups. We undertake a thorough review of this information once a year, scanning for necessary changes. Otherwise, modifications are made only upon program request. Additionally, it is mandatory for us to conduct a full salary survey every three years. Louis Gill expressed great satisfaction with the results of the recent salary survey through CompEase.

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

b. Updates to Bilingual Pay Policy – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan presented the above action item for approval.

Lily Pimentel-Stratton remarked positively on the alignment of the policy with the City and expressed satisfaction with the progress.

Martiza Jimenez requested clarification on the tiers. Lisa responded that employees would fall into one of the specified criteria. Maritza suggested revising a section to indicate that the change does not require further review by the Committee.

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

c. Update to Employee Handbook Section 8.3: Non-Exempt Employee Time Records (Minute-to-Minute) – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan presented the above item for approval. Lisa added that these changes are in accordance with legal counsel's recommendation. We have contacted SEIU to present this policy to them, along with the attached PowerPoint presentation for training purposes. Implementation is scheduled for April 1, 2024, coinciding with the start of a pay period. Lisa added that It's important to note that this adjustment does not affect the current attendance policy and will not serve as the basis for punitive actions.

Lily inquired about potential concerns regarding employees arriving early. Lisa replied, stating that the expectation is for there to be no alteration to existing behavior. If employees do arrive early, supervisors are skilled in coaching them accordingly. While there may be some overtime initially, it's anticipated to be minimal and not indicative of a shift in behavior. Lisa emphasized that overtime must be approved in advance. She also highlighted the organization's commitment to schedule accommodations, emphasizing efforts to accommodate employees' needs.

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

d. Head Start Personnel Update – Robert Espinosa, Program Design and Management Administrator – ***Info Item***

Robert Espinosa delivered the information item noted above. Robert highlighted that we currently have fewer than 100 vacancies (97), which is encouraging news. The report now reflects partially closed sites and full closure sites. Despite ongoing staffing challenges, we remain committed to ensuring that children continue to receive services.

5. Committee Member Comments

Maritza Jimenez thanked the team for the continued great work and changes made to enhance the lives of our employees.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
April 3, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:43 PM.

MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition



Date: March 6, 2024

Subject: *Agenda Item 4(a)*: Women, Infants & Children (WIC) Program Restructure – **Action Item**

Over the past few months, WIC leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the department is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involves consolidating job descriptions to streamline operations and better align with our organizational goals.

By consolidating job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently, to effectively utilize our resources, to fulfill our contractual obligations. The restructuring will ensure that our department is equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

Lastly, we recognize the importance of fair and equitable compensation for all staff members. As part of the restructuring, the leadership team conducted a comprehensive review of salary structures to ensure pay equity across all roles. Ultimately, the goal of this restructuring is to enhance our ability to meet the evolving needs of our clients. By optimizing our operations, we can deliver higher-quality services in a timely manner.

Our leadership team will provide ongoing communication, resources, and assistance to help navigate these changes effectively.

Summary of Proposed Changes

There were three (3) positions that yielded a grade reduction. The Regional Breastfeeding Specialist and the Local Vendor Specialist included supervisory requirements that were not exercised. After reviewing the needs of the WIC program, the determination was made to permanently remove the Regional Breastfeeding Assistant position and the Local Vendor Specialist referenced in the prior job descriptions. The two assistant positions had never been filled. The third position that was reduced in grade was the Nutrition Education Coordinator. This position was changed from a supervisor to a coordinator to standardize the titles established by the scope of work at the WIC Program. This position is currently vacant and the old grade 11 falls in line with a grade 10 in the new compensation schedule approved by the Board

back in November 2023. Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Breastfeeding Education Coordinator	FSLA status change and supervisor exercised modified.	10 Min: $27.88 Mid: $34.83 Max: $41.80	-
Degreed Nutritionist	Grade, supervision received, supervision exercised, and education requirement modifications.	9 Min: $24.21 Mid: $30.30 Max: $36.36	10 Min: $27.88 Mid: $34.83 Max: $41.80
Local Vendor Specialist	Formerly Local Vendor Liaison. Grade change and supervision received modifications.	8 Min: $21.09 Mid: $26.34 Max: $31.61	7 Min: $19.46 Mid: $22.89 Max: $26.34
Nutrition Education Coordinator	Formerly Nutrition Education Supervisor. Grade, FLSA, supervisor exercised, and education requirement modifications.	11 Min: $32.05 Mid: $40.06 Max: $48.07	10 Min: $27.88 Mid: $34.83 Max: $41.80
Nutrition Education Specialist	Formerly the Nutrition Assistant I, II, III, IV, and Peer Counselor. Job descriptions were consolidated, education requirements modified, and grade increased to 7.	3 Min: $15.50 Mid: $17.15 Max: $19.74	7 Min: $19.46 Mid: $22.89 Max: $26.34
Nutrition Education Technician	Formerly the Clerk, Equipment Supply Clerk, and Receptionist. Job descriptions were consolidated, education requirement modified, and grade increased to 5.	2 Min: $15.50 Mid: $15.95 Max: $18.34	5 Min: $16.84 Mid: $19.82 Max: $22.78
Outreach Specialist	Formerly the Outreach & Public Relations Coordinator. Responsibilities and education requirement changes.	7 Min: $19.46 Mid: $22.89 Max: $26.34	-
Program Administrator	Grade, supervision exercised, and education requirement change.	12 Min: $36.85 Mid: $46.05 Max: $55.27	14 Min: $48.72 Mid: $60.91 Max: $73.10
Program Manager	Grade, supervision exercised, and education requirement change.	11 Min: $32.05 Mid: $40.06 Max: $48.07	12 Min: $36.85 Mid: $46.05 Max: $55.27
Quality Assurance Coordinator	Formerly the Operations Coordinator. Grade change, supervision received, supervision exercised, and education requirement change.	9 Min: $24.21 Mid: $30.30 Max: $36.36	10 Min: $27.88 Mid: $34.83 Max: $41.80
Regional Breastfeeding Specialist	Formerly Regional Breastfeeding Liaison. Grade change, responsibilities, and education requirement changes.	9 Min: $24.21 Mid: $30.30 Max: $36.36	7 Min: $19.46 Mid: $22.89 Max: $26.34
Training Coordinator	Supervision received, supervision exercised, and education requirement change.	10 Min: $27.88 Mid: $34.83 Max: $41.80	-

Fiscal Impact and Timeframe

Staff worked with Finance and the proposed grade increases are supported by the current contract budget. The grade changes allow our program to come up to market

level and be competitive in our recruitment efforts to fill current vacant positions, as well as improve retention for this current 2023/2024 fiscal year. Program staff will continue to analyze the program for efficiency and further restructure the organizational chart in the upcoming 2024/2025 fiscal year. The revised and new job descriptions have undergone review and approval by Human Resources.

Staff have been in communication with State WIC regarding the CompEase process. The timeframe for implementation would be pending approval from State WIC, but at the earliest it would be implemented starting with pay period April 1,2024 paid on April 19, 2024.

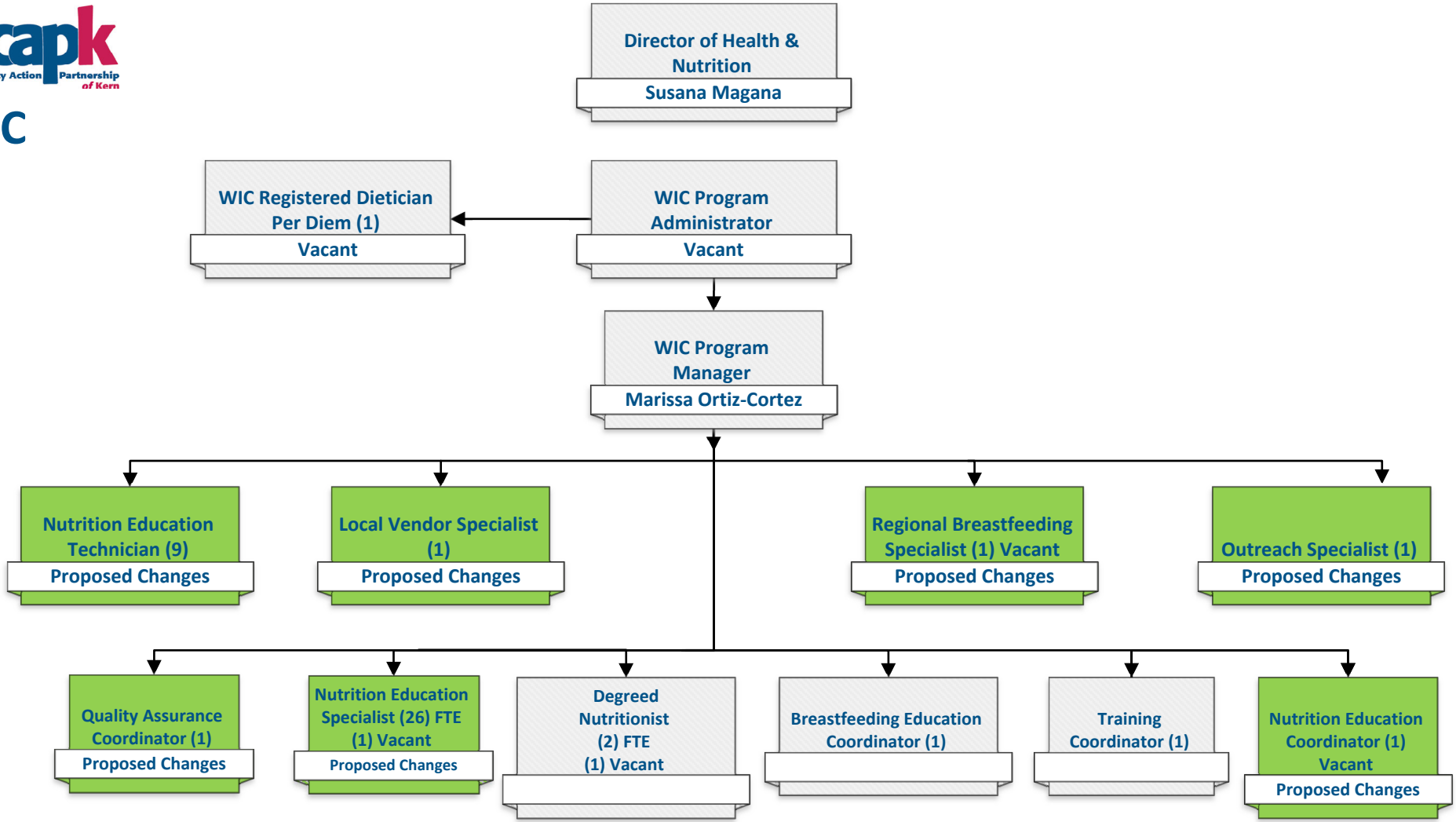
Strategic Plan Impact
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:
Staff recommends the Personnel Committee approve the WIC Program restructuring and reclassification of job descriptions described therein.

Attachments:
WIC Organizational Chart
Breastfeeding Education Coordinator Job Description
Degreed Nutritionist Job Description
Local Vendor Specialist Job Description
Nutrition Education Coordinator Job Description
Nutrition Education Specialist Job Description
Nutrition Education Technician Job Description
Outreach Specialist Job Description
Program administrator Job Description
Program Manager Job Description Job Description
Quality Assurance Coordinator Job Description
Regional Breastfeeding Specialist Job Description
Training Coordinator Job Description

WIC



Legend

New Title
Proposed Changes

Rev. 03/2024

WIC Breastfeeding Education 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:** TBD

SUMMARY:
The WIC Breastfeeding Education Coordinator develops and implements the 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 WIC Breastfeeding Education and Peer Counselor program.

SUPERVISION RECEIVED:
Receives supervision from WIC Program Manager.

SUPERVISION EXERCISED:
Assigned WIC Nutrition Education Specialists, WIC Nutrition Education Technicians, and Degreed Nutritionists.

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:

- Responsible for the development of the policy and plan for breastfeeding support and promotion:
  - Develops the lesson plans for breastfeeding classes 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 and hub meetings.
  - 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.
- International Board-Certified Lactation Consultant (IBCLC) for the Peer Counselor (PC) program:
  - Works with Program Manager to provide overall management for the PC program.
  - Provides peer counselors with basic and current information on breastfeeding.
  - Provides breastfeeding counseling for high-risk PC participants.
  - Prepares the records and reports required by State WIC Branch Peer Counselor program.
- Provides oversight and assistance to the Regional Breastfeeding Specialist (RBS):
  - Assists with the development of the RBS action plan.

- Acts as a resource for the RBS
- 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 problems, recommendations, and follow-up.
  - At appropriate intervals, re-evaluates the participant's dietary/nutritional progress and needs to determine continued eligibility.
- Maintains regular contact with health care providers.
- Understands the function of each WIC position and performs the function, if necessary, to deliver WIC services.
- Stays abreast of high-risk criteria and other federal and state regulations used in determining eligibility of WIC sites.
- Attends/participates in meetings/conferences pertinent to the WIC Program.
- Prepares and presents WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.
- Assists with internal compliance protocols and special projects.

Other Job Specific Duties:

- Transports 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 a safe and functional work environment.
- Works alternative hours as required.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other duties and special projects 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 related software applications.
- Regulations governing the administration federal and state programs.

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 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, public health, marketing, communication, nursing, health education, health care administration, psychology, or related field required.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience staff supervising.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of current certification as a Registered Dietitian.
- Possession of current certification as International Board-Certified Lactation Consultant (IBCLC).
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Breastfeeding Education 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		

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WIC Degreed Nutritionist

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:
The WIC Degreed Nutritionist is responsible for providing nutrition assessment, nutrition education and breastfeeding support, in accordance with state regulations and program policies and procedures. The Degreed Nutritionist is responsible for providing high-risk nutrition counseling and provides management and supervision of staff of assigned WIC sites. The Degreed Nutritionist is proactive in the efforts to recruit families that qualify for WIC and other CAPK programs.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program Manager

SUPERVISION EXERCISED:
Assigned WIC Nutrition Education Specialists and WIC Nutrition Education Technicians

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

Essential Job Specific Duties:

- Responsible for the management of designated WIC sites including:
  - Site (clinic) management.
  - Monitoring clinic flow and schedule.
  - Maintain a customer friendly atmosphere.
  - Maintaining voucher security and confidentiality.
- Supervision of staff:
  - Develop staff schedules and assist with the daily rescheduling of staff as needed.
  - Observe and review job performance of WIC staff, as assigned, per CQI protocol.
  - Assure that CQI requirements are completed and monitor results.
  - Assist with staff development and training.
  - Completes performance evaluations.
- Provide services to high-risk and non-high-risk participants.
- Determine eligibility of participants for the WIC Program.
- Develop individualized care plans for high-risk and non-high-risk participants and provide required follow-up according to State WIC and CAPK WIC policies.
- Record summary of pertinent information in participant's chart to provide a record of problems, recommendations, and follow up.
- Provide breastfeeding support according to WIC breastfeeding education protocol.
- Maintain regular contact with care providers.

- Stay abreast of high-risk criteria and federal and state regulations used in determining eligibility for 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.
- Assists with internal compliance protocols and special projects.

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 evenings and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other duties and special projects 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 related software applications.

Ability to:

- Solve problems.
- Demonstrate leadership capabilities.
- Address conceptual issues.
- Plan, organize, and manage projects.
- Communicate effectively, verbally and in writing.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, community groups, and WIC participants.
- Fairly gauge performance against objective criteria.
- Effectively supervise staff and enforce rules and regulations.
- Complete tasks with minimal supervision.

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 related field.
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field with experience providing nutrition counseling.

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- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months of employment.
- Possession of current certification as a Registered Dietitian (RD), highly desirable. RD eligible, preferred.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Degreed Nutritionist			
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		

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WIC Local Vendor 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Local Vendor Specialist (LVS) will establish on-going communication with WIC authorized store managers, as specified by the State WIC Program. The LVS is responsible for providing vendors technical assistance and monitoring compliance in accordance with state regulations and program policies and procedures. The LVS resolves WIC specific shopping and customer service issues between WIC authorized vendors, WIC sites, and WIC participants. The LVS will assist with nutrition assessments, nutrition education and breastfeeding support. The LVS is proactive in the efforts to recruit families that qualify for the WIC Program and other CAPK programs.

SUPERVISION RECEIVED:

Receives supervision from the WIC Program 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:

- Develop a relationship with managers of assigned stores and assist them in understanding and complying with state regulations.
- Drive throughout CAPK WIC service area to visit assigned vendors.
- Using State WIC provided forms, monitor vendor compliance to the Minimum Stocking Requirements (MSR).
- Discuss outcomes with store managers.
- Record the findings and submit them to State WIC, as required.
- Act as liaison between vendors and participants.
- Attend and participate in vendor trainings.
- Remain current on WIC vendor issues by attending California WIC Association meetings and other appropriate workshops and monitoring other modes of communication.
- Compose reports and other documents.
- Perform general clerical support duties to meet the needs of the program.
- Performs WIC Nutrition Education Specialist Duties, as assigned.
- Assists with internal compliance protocols and special projects.
- Assists with outreach efforts to increase program participation.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.

- Maintain a safe and functional work environment.
- Work alternative hours, including evening and weekends, as required.
- Is proactive in the effort to recruit and enroll families that qualify for the WIC programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Customer service best practices.
- WIC program policies and procedures.

Ability to:

- Communicate effectively, verbally and in writing.
- Work independently and with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Establish professional working relationships with staff, vendors, participants, and the public.
- Plan and organize work.
- Compose clear and concise reports and recommendations.

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 health/nutrition, journalism, marketing, communications, social work or related field.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years of working in an administrative field with emphasis on customer service, outreach, advocacy, and marketing functions.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant Certification or obtain certification within first 12 months of employment.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) preferred.
- Must be fingerprinted and pass pre-employment background check.

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- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Local Vendor 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

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11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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WIC Nutrition Education 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:** TBD

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. Supports various WIC sites as needed.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program Manager.

SUPERVISION EXERCISED:
Quality Assurance Coordinator, assigned WIC Nutrition Education Specialists, and WIC Nutrition Education Technicians.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation 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 facilitate certification within a year of hire.
  - Works with the Program Manager to develop and present in-services and workshops for staff development.
  - Coordinate activity with quantitative outcome of WIC CQI as reported by the Quality Assurance 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, provide nutritional counseling and assist participants in setting priorities.
  - Records to provide an inventory of problems, 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 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 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 duties and special projects 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 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.
- Possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics.
- Five (5) years of working with various socio-economic populations, families with infants

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and children, social services, health/nutrition education, or related field.

- Five (5) years working in a health/nutrition field with experience working with community groups as a nutritionist and developing education curriculum.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- 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.
- Bilingual Fluency (English/Spanish) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Nutrition Education 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

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Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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WIC Nutrition Education 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The WIC Nutrition Education Specialist is responsible for determining participant eligibility, enrollment authorization, and case management. The specialist provides nutrition assessments, nutrition education, and breastfeeding support in accordance with state regulations and program policies and procedures. The specialist is proactive in the efforts to recruit families that qualify for the WIC program and other CAPK programs. Work both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:
Receives direct supervision from the Degreed Nutritionist and or Program Manager as necessary.

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:

- Responsible to:
  - Maintain and enter accurate client data into the CDPH WIC database.
  - Maintain confidentiality of participants information.
  - Perform certification and recertification of participants according to state policies and procedures.
  - Perform nutrition assessment and counseling in person or virtually.
  - Provide nutrition education for participants per approved Nutrition Education protocol.
  - 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, and educate).
  - Conduct CQI audit reviews on WIC database for participants electronic files.
  - Provides breastfeeding education and support to WIC participants per breastfeeding protocol.
  - Monitor and manage participant appointments.
- Perform general clerical duties, accurately issue food benefits and CA WIC Card to participants.
- Assist with voucher security.
- Assist with monitoring supply needs and ordering.
- Demonstrate competency in the following task areas as outlined in the California WIC Nutrition Assistant (WNA) Certification Training Manual.
  - Communication and Cultural Competence

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    - Certification and Recertification
    - Nutrition and Health
    - Individual Education
    - Food Packages, Benefits, and WIC Card
    - Group Education
    - Baby Behavior
- Breastfeeding support includes:
    - Maintain the breast pump inventory both physically and in WIC database.
    - Participate in CAPK WIC Program Breastfeeding support and promotional activities.
    - Responsible for providing breastfeeding information to pregnant and new mothers, including the benefits of breastfeeding, preventing, and overcoming common barriers and concerns, and getting a good start with breastfeeding.
    - Responsible to contact WIC Peer Counseling Program (PCP) postpartum participants 2-3 times the first (1st) week, weekly for rest of the month, at least monthly while breastfeeding and before returning to work.
- Breastfeeding peer counseling support:
    - Responsible for monitoring participants who are issued hospital grade electric breast pump.
    - Required to attend monthly meetings and training relating to PCP.
    - Responsible for conducting monthly CQI audit reviews and providing feedback.
    - Responsible to identify and refer PCP participants beyond their scope of practice to the International Board of Lactation Consultant (IBCLC).
    - Responsible for maintaining accurate records of all contacts made with WIC PCP clients and documenting all interactions in the PCP database and WIC database.
    - Responsible to recruit pregnant women who intend to breastfeed and would like to have PCP support.
- 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 evenings and weekends.
- 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 personal vehicle as assigned.
- Performs any other duties and special projects as assigned.
- Performs janitorial 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 related software applications.
- Basic nutrition practices.
- Basic computer knowledge.
- Knowledge of regulations governing state programs desirable.

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Ability to:

- Handle conceptual matters.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings and or events.
- Ability to communicate effectively with staff and WIC participants both orally and in writing.
- Work independently without direct supervision.
- Effectively present program to the public.
- Establish and maintain professional working relationships with staff, agencies, and participants.
- Fluent in English and Spanish (read, write, and speak), preferred.
- Ability to effectively communicate with people of diverse socio-economic and educational backgrounds.
- Must have ability to develop nutrition care plans; analyze diets.
- Plan, organize, allocate, and control substantial resources.

EDUCATION AND EXPERIENCE:

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

- High School Diploma or the equivalent.
- AA degree in health/nutrition, business, social work, or closely related field.
- Possession of a WNA certification or obtain within 12 months of hire.
- Possession of three (3) units of college level courses in general nutrition.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years of working in direct services, emphasis on case management/ administrative functions.
- Completion of peer counselor training.
- Successfully complete 20 hours of breastfeeding education per new WNA training protocol within 12 months of hire.
- Meets criteria as established in the Peer Counselors Requirements and Responsibilities.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

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.
- Possession of WIC nutrition assistant certification or obtain certification within first 12 months of employment.

WORK ENVIRONMENT:

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

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- 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Nutrition Education 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		

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WIC Nutrition Education 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: 05 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
WIC Nutrition Education Technician performs duties related to eligibility, screening, and enrollment for the WIC Program in accordance with state regulations and program policies and procedures. Once certified, the technician will assist with nutrition assessments, nutrition education and breastfeeding support. The technician is responsible for reception and general clerical support services for the program. The technician is proactive in the efforts to recruit families that qualify for the WIC program and other CAPK programs. The WIC Nutrition Education Technician will work both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:
Receives direct supervision from the Degreed Nutritionist and/or Program Manager as necessary.

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:

- Learn and become proficient in the CDPH WIC database.
- Responsible for determining eligibility of participants in the WIC program according to CDPH WIC Policies and Procedures.
    - Responsible for accurately entering participants data (proof of income, proof of residency, proof of ID, etc.) into the CDPH WIC database.
    - Responsible for maintaining confidentiality of participant information.
    - Responsible for voucher distribution and record keeping; verify participants name on (voucher) food instrument (FI) prior to distribution.
    - Responsible for maintaining the CA WIC Card security, issuance and record keeping.
    - Maintain and follow up on WIC Card issued report.
- Communicate with WIC participants and potential WIC participants via email, phone, text messages, and telehealth.
- Responsible for receiving confidential documentation and destruction when data input is completed.
- Send program information via multiple methods to participants.
- Conduct data entry audits to ensure accuracy.

- Answer WIC participant questions regarding use of the CA WIC card, WICHealth.org, food packages, and WIC policies and regulations.
- Provides breastfeeding education information to WIC participants within the CAPK WIC protocols.
- Answer the telephone, route calls, and take messages in a tactful, courteous manner in accordance with WIC's customer service policy.
- Manage and access electronic versions of WIC materials as needed.
- Responsible for completing WIC orientation to new enrollees per CAPK WIC policy.
- Responsible for setting up appointments for applicants both walk-in's and telephone calls. Makes referrals as necessary.
- Perform clerical duties and manage mailroom functions.
- Responsible for providing information to prospective participants about the WIC Program.
- Participate in staff meetings and in-service training.
- Manages transfer information and other information requests.
- Assist with maintaining the clinics including but not limited to cleaning the office, 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.
- Responsible for maintaining the front office neat and well organized.
- Assist with monitoring and maintaining office supplies and equipment. Ensure that equipment is available and in good condition. Assist with maintaining accurate inventories for both the State WIC Branch and Agency.
- Assist with maintaining the bulletin boards and other informational displays.
- Transports staff and equipment as assigned.
- Performs nutrition assessments, nutrition education and breastfeeding support duties, as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, events, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required including evenings and weekends.
- 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.
- Performs any other duties and special projects 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 related software applications.

- CAPK WIC Policies and Procedures.
- Basic computer knowledge.

Ability to:

- Ability to communicate effectively with staff and WIC participants both orally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present the program to the public and WIC participants.
- Work independently without direct supervision.
- Establish and maintain professional working relationships with staff and WIC participants.
- Fluent in English and Spanish (read, write, and speak), preferred.

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.
- Three (3) college level units in nutrition.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- One (1) years' experience in a customer service position.
- One (1) year of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years of working in an administrative field with emphasis on case management, administrative functions/clerical, receptionist experience.
- Knowledge of regulations governing state programs, desirable.
- Ability to perform general office duties: telephone, texting, and email.
- Basic computer equipment knowledge.
- One (1) years' experience in Microsoft Office.
- Three (3) years of customer service experience.

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.
- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Nutrition Education 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		

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WIC 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Outreach Specialist is responsible for developing and implementing a strategic outreach plan to identify, reach, and enroll eligible participants into the WIC Program. This includes participating in community outreach events, managing social media, creating informational materials, and working in collaboration with other agencies, to increase recruitment of eligible families and their engagement and participation. Once certified, the Outreach Specialist will assist with nutrition assessments, nutrition education, and breastfeeding support to meet the needs of the program.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program 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:

- In collaboration with WIC Program Manager and CAPK Outreach Department, develop and implement a comprehensive outreach and growth plan for the CAPK WIC Program in compliance with program regulations.
- Direct the development and use of outreach materials, including public service announcements for radio, TV, print media, and other social media in compliance with WIC regulations.
- Assess outreach and marketing tools and communicate with the WIC Program Manager as to their benefits and use.
- Represent the CAPK WIC program to other CAPK and community organizations through written and oral means.
- Monitor effectiveness of outreach activities and redirect efforts based on results.
- Develop and conduct surveys to assess the needs of the WIC program.
- Perform general clerical support duties to meet the needs of the program.
- Performs WIC Nutrition Education Specialist duties, as assigned.
- Assists with internal compliance protocols and special projects.
- Assists with outreach efforts to increase program participation.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.

- Accompany Local Vendor Specialist (LVS) on site visits and support the LVS as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, evening, and weekends, as required.
- Is proactive in the effort to recruit and enroll families that qualify for WIC programs.
- Performs any other duties and special projects 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:

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Customer service best practices.
- WIC Program services and benefits.

Ability to:

- Work with other departments within CAPK.
- Ability to communicate effectively, verbally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Establish professional working relationships with staff, vendors, participants, and the public.
- Plan and organize work.
- Compose clear and concise reports and recommendations.

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 health/nutrition, journalism, marketing, communications, social work or related field.
- A minimum of one (1) years' experience working with news media organizations.
- Experience with community collaboratives and other community organizations.
- Five (5) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Five (5) years of working in an administrative field with emphasis on customer service, outreach, advocacy, and marketing functions.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

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OTHER REQUIREMENTS:

- Possession of WIC nutrition assistant certification or obtain certification within first 12 months of employment.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE 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	

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Reaching (below shoulder level)		x	

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

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WIC Program Administrator

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

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

SUMMARY:
Under the general direction of the Director of Health and Nutrition, responsible for the administration and management of the CAPK Women, Infants, and Children (WIC) Program that provides supplemental food benefits and nutrition education for women, infants, and children. Ensures that the CAPK WIC program is fully compliant with all state and federal regulations, contract requirements, and CAPK policies. Monitor contract compliance, assuring all reporting and budgetary functions are completed with quality in a timely manner. Lead the department in short-term and long-term planning including staffing, supply and equipment needs, location of offices, and the interpretation and implementation of WIC standards and procedures. Prepare and administer the WIC budget with funds allocation by CDPH WIC. Performs all duties of a nutritionist when necessary.

SUPERVISION RECEIVED:
Receives supervision from the Director of Health and Nutrition.

SUPERVISION EXERCISED:
Outreach Specialist, Regional Breastfeeding Specialist, Local Vendor Specialist, Degreed Nutritionist, Breastfeeding Education Supervisor, and Nutrition Education Coordinator.

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

Essential Job Specific Duties:

- Responsible for participating in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
- Maintains and oversees a management system that ensures proper planning, efficient operation, and ensures full compliance of the program requirements of the CAPK WIC Program.
- Responsible for the implementation of the policies and procedures regarding determination of eligibility and nutritional risk of applicants applying for the WIC Supplemental Food Program in accordance with federal and state guidelines.
- Maintains liaison with the State WIC Program and with the health care/community partners of Kern County and other counties.
- Coordinate services with other health organizations, state and federal agencies, and citizen groups.
- Coordinate activity with the outreach team to review activity and review achievements in increasing CAPK WIC participation.
- Responsible for the procurement and maintenance of CAPK WIC equipment.

- Prepare and submit reports as follows:
  - Responsible for long-range program planning for approval by the Division Director, Chief Program Officer, Chief Executive Officer, and the Board of Directors.
  - Responsible for nutrition education and budget expenditures.
  - Responsible for developing the WIC budget for approval by the Division Director, Chief Program Officer, Chief Executive Officer, and the Board of Directors.
  - Responsible for monitoring annual budgets and fiscal control reports throughout the year.
  - Monthly reports for program activities as required by the agency.
  - Inventory reports as required by the agency and funding source.
- Provide leadership by example, establishing, and maintaining quality work standards throughout Agency components areas.
- Plan, organize, direct, supervise, train, and evaluate the performance of the WIC staff.
- Monitor in-service training, ensuring that all personnel have adequate training.
- Offers support, counsel, and leadership to program personnel.
- Assists the WIC Program Manager with directing WIC staff regarding the nutrition and administrative component of WIC in accordance with the federal and state guidelines.
- Provide direct client services when necessary.
- Oversees the overall development and implementation of the Breastfeeding Plan, the Nutrition Services Plan, the Quality Assurance Plan, and any other plans required by CDPH WIC.
- Responsible for the overall development and monitoring of projects with the WIC program, such as the Regional Breastfeeding Liaison, Breastfeeding Peer Counselor Program, Farmers' Market Nutrition Program, and the Local Vendor Liaison Program.
- Works closely with the Director of Health and Nutrition and the Chief Program Officer to review achievements and discuss required changes in goals, objectives, or program emphasis.
- Responsible for hiring staff and maintaining appropriate staffing levels.
- Responsible for maintaining WIC facilities included but not limited to the security of the WIC offices and ensures that adequate safeguards are utilized for the protection of employees and WIC property.
- Ensures compliance with all contractual requirements prescribed by CDPH WIC including fiscal, program, and operations.
- Comply with labor laws and CAPK Human Resources policies.

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 duties and special projects 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:

- Manage multiple priorities with strong skills in planning and problem solving.
- Address conceptual issues.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively with people of diverse socioeconomic backgrounds.
- Supervise and motivate people.
- Work cooperatively with government and private sectors.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and participants.
- Bilingual fluency (English/ Spanish) preferred.

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.
- Minimum of five (5) years' experience in the administration of a health or related program.
- Minimum of five (5) years of management/supervisory experience.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability 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.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Program Administrator			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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WIC Program Manager

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under direction of the WIC Program Administrator, assists with the overall administration of the WIC Program. Acts as WIC Program Administrator as needed. Provides oversight and support to the CAPK WIC Program. Assists in the management of the day-to-day operation of the program. Provides supervision, leadership, training, and technical expertise for WIC program staff. Performs all duties of a nutritionist when necessary.

SUPERVISION RECEIVED:
Receives supervision from the WIC Program Administrator.

SUPERVISION EXERCISED:
Supervises the Nutrition Education Coordinator, Breastfeeding Education Supervisor, Quality Assurance Coordinator, Training Coordinator, Degreed Nutritionist, Outreach Specialist, Local Vendor Specialist, and assigned Nutrition Education Technicians.

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

Essential Job Specific Duties:

- Assists in the daily operation of the WIC clinics including supervision of staff and client schedule.
- Assists with overseeing a management system that ensures proper planning and efficient operation of the CAPK WIC Program.
- Responsible for the daily operations of the CAPK WIC program.
- Responsible for developing weekly schedules and other reports necessary for WIC operations.
- Attend/participate in meetings/conferences pertinent to the WIC Program.
- Prepare and present WIC information to community organizations.
- Completes on-going reports based on measurable and objective criteria. Develops reports required by California Department of Public Health WIC Division (CDPH WIC) and used by CDPH WIC to evaluate caseload, funding need, and compliance with program requirements.
- Prepares assigned reports based on accurate, detailed data and submits them to CDPH WIC.
- Assist as requested in the collection of accurate, detailed data used by the Program Administrator for the development of required reports and documents.
- Collects and compiles information from monthly State Timesheets to determine budget allocations.

- Manages the everyday operations of the CAPK WIC program.
  - Plan, organize, direct, supervise, train, and evaluate the performance of the WIC staff.
  - Ensure all staff have a clear understanding of their job responsibilities and are provided with technical guidance and support and required.
  - Ensures that in-service training is conducted, ensuring that all personnel have adequate training.
  - Assist with coordinating clinic schedules and staffing needs.
  - Performs supervisory duties as assigned.
- Provide direct participant services.
  - Determine eligibility and/or nutrition risk of participants for the WIC program.
  - Assess nutrition status of high-risk participants and develop individualized care plan.
  - Assist participant in selecting nutrition priorities and goals.
  - Provide follow-up for high-risk participants as needed.
  - Provides direct services as needed.
  - Perform other related duties as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Provides transportation for 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.
- Is proactive in the program effort to recruit and enroll families that qualify for the WIC programs.
- Performs any other duties and special projects 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:

- WIC program policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Customer service best practices.

Ability to:

- Communicate effectively, verbally and in writing.
- Ability to manage multiple priorities with strong skills in planning and problem solving.
- Work independently with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Ability to supervise and motivate people.
- Establish professional working relationships with staff, vendors, participants, and the public.

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- Plan and organize work; compose clear, concise reports and recommendations.
- Bilingual Fluency (English/Spanish), preferred.

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.
- Minimum of four (4) years' experience in the administration of a health or related program.
- Four (4) years of management/supervisory experience may be substituted by additional education or experience.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability 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.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Program Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		

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

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

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WIC Quality Assurance 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:** TBD

SUMMARY:

The WIC Quality Assurance Coordinator is responsible for the general development and implementation of WIC's quality assurance and monitoring compliance activities. This includes monthly program compliance reviews, annual auditing, staff training, and ongoing program self-assessments. The ongoing quality and compliance monitoring process must maintain compliance with applicable federal and state regulations, program policies, procedures, and best practices. The Quality Assurance Coordinator is also responsible for providing high-risk counseling, supervision, and management of WIC sites as assigned. The Quality Assurance Coordinator is proactive in the efforts to recruit families that qualify for WIC and other CAPK programs.

SUPERVISION RECEIVED:

Receives supervision from WIC Program Manager.

SUPERVISION EXERCISED:

Assigned WIC Nutrition Education Specialists and WIC Nutrition Education Technicians.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Responsible for recording and monitoring CQI data:
  - Receives CQI monitoring data from supervisors and records it in the appropriate charts.
  - Monitors CQI data to ensure it is completed as required.
  - Provides Program Manager with monthly charts of the CQI results.
  - Reminds supervisors of required follow up.
- Clinic management:
  - Monitors clinic flow and schedule.
  - Maintains a customer friendly atmosphere.
  - Identifies appropriate locations and assists with the development of new clinic sites.
- Supervision of staff:
  - Maintains voucher security and confidentiality.
  - Develops staff schedules and assists with the daily rescheduling of staff, as required.
  - Assures that CQI requirements are completed for assigned clinics and monitors results.
  - Assists with staff development and training.
- Provide services to high risk and non-high-risk participants:
  - Determines eligibility of participants for the WIC Program.

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- Develops individualized care plans for high-risk and non-high-risk participants and provides required follow up according to State WIC and CAPK WIC policies.
- Records summary of pertinent information in participant's chart to provide a record of problems, recommendations, and follow up.

- Maintains regular contact with care providers.
- Understands the function of each position and performs the function, if necessary.
- Stays abreast of high-risk criteria and federal and state regulations used in determining eligibility for the WIC sites.
- Prepares and presents WIC information to community organizations.
- Responsible for reports necessary for WIC operations under the automated system.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for WIC 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 related software applications.

Ability to:

- Address conceptual issues.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- 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.

- Graduation from a four-year college or university with a degree in nutrition, dietetics, or food science.
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field with experience providing nutrition counseling.

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- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.
- Minimum of two (2) years' WIC program experience, preferred.

OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months of employment.
- Possession of current certification as a Registered Dietitian (RD), highly desirable.
- Registered Dietitian eligible, preferred.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Quality Assurance 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

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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		

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WIC Regional Breastfeeding 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 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Regional Breastfeeding Specialist (RBS) is responsible for promoting breastfeeding-friendly practices with WIC health care providers, local hospitals, and other community partners including, but not limited to, strengthening the support for breastfeeding mothers following hospital discharge. Once certified, the RBS will assist with nutrition assessments, nutrition education, and breastfeeding support. The RBS works regionally within the Central Valley but concentrates on Kern and any other counties that the program serves.

SUPERVISION RECEIVED:

Receives supervision from the WIC Program 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:

- Develops a collaborative relationship with local hospitals, health care providers, and Public Health nurses to improve support for breastfeeding moms.
- Develops and implements outreach and education plans to promote the role of WIC in providing breastfeeding support services.
- Keeps current on state and federal legislative actions affecting breastfeeding and provides advocacy when needed.
- Participates in the breastfeeding collaborative and works to develop it as needed.
- Develops a method of communicating with and reporting to WIC agencies in the region.
- Attends and participates in regional meetings, RBL Meetings, and other appropriate groups.
- Uses a variety of tools to monitor local, statewide, and national breastfeeding rates.
- Performs WIC Nutrition Education Specialist Duties, as assigned.
- Assists with general clerical support duties to meet the needs of the program.
- Assists with internal compliance protocols and special projects.
- Assists with outreach efforts to increase program participation.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including evenings and weekends.
- Performs any other duties and special projects as assigned.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- WIC Program services and goals, including breastfeeding support.

Ability to:

- Develop and give presentations and conduct meetings.
- Communicate effectively, verbally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Adjust to changes in requirements and work environment.
- Effectively present program information to the public.
- Establish professional working relationships with staff, vendors, participants, and the public.
- Plan and organize work.
- Compose clear and concise reports and make recommendations.

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, public health, marketing, communication, nursing, health education, health care administration, psychology, or related field.
- One (1) year of outreach, advocacy, and/or marketing experience.
- One (1) year of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the duties described.

OTHER REQUIREMENTS:

- Possession of WIC nutrition assistant certification or obtain certification within first 12 months of employment.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE WIC Regional Breastfeeding 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		x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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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:** TBD

SUMMARY:
The Training Coordinator is responsible for mentoring new program hires through the certification process as well as ongoing staff development coordination. The Training Coordinator is a degreed nutritionist that is responsible for providing nutrition assessment and nutrition education and breastfeeding support, in accordance with state regulations and program policies and procedures. The Training Coordinator is also responsible for providing high-risk nutrition counseling and provides WIC site management and supervision of staff as assigned The Training Coordinator is proactive in the efforts to recruit families that qualify for WIC and other CAPK programs.

SUPERVISION RECEIVED:
Receives supervision from Nutrition Education Coordinator.

SUPERVISION EXERCISED:
Assigned WIC Nutrition Education Specialists and WIC Nutrition Education Technicians.

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

Essential Job Specific Duties:

- Under the direction of the Program Manager, 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 Program Manager.
- 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.
- Assists with internal compliance protocols and special projects.
- 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 the setting up of the clinic as needed.

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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 CAPK programs.
- Performs any other duties and special projects 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 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.
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field with experience providing nutrition counseling.
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Two (2) years of experience supervising staff.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

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OTHER REQUIREMENTS:

- Possession of WIC Nutrition Assistant certification or obtain certification within first 12 months of employment.
- Possession of current certification as a Registered Dietitian (RD), highly desirable
- Registered Dietitian eligible, preferred.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish), preferred.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of 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 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 accommodation 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					

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MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: March 6, 2024

Subject: *Agenda Item 4(b)*: Updates to Bilingual Pay Policy – **Action Item**

As part of our ongoing commitment to attracting and retaining a high-quality workforce, we are bringing forth enhanced updates to the Bilingual Pay Policy. These changes, reviewed and recommended by the leadership, aim to provide clarity and fairness in the distribution of stipends for bilingual positions.

Policy Changes

To provide clearer guidance on eligibility and positions, the criteria for positions eligible for bilingual stipends have been refined to ensure alignment with department needs and responsibilities. The policy was modified to reflect that employees seeking to receive a bilingual stipend must meet the criteria outlined for their respective positions and obtain the appropriate levels of certification.

These changes reflect our commitment to recognizing and rewarding the valuable contribution of bilingual employees. We believe that by refining the criteria and eligibility requirements, we can ensure that the distribution of stipends is fair, transparent, and aligned with organizational objectives.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under 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*, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommends the Personnel Committee approve the updated Bilingual Pay Policy described therein.

Attachments:

Bilingual Pay Policy

POLICY AND PROCEDURE

TITLE:	Bilingual Pay
APPROVED:	TBD
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 position-required language competencies that 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, 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.

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:

- **Level 1 ($50 bi-weekly) Verbal Proficiency – Bilingual stipend positions:** Some positions may not require bilingual skills, but the agency recognizes that bilingual skills add value (i.e., taking frequent calls in a second language, providing frequent translation services, or regularly using bilingual skills for other work-related duties).
- **Level 2 ($3.00/hour) Reading, Writing, and Verbal Proficiency – Bilingual stipend positions:** Some positions wherein the majority of client interactions are conducted in another language and wherein bilingual skills are a requirement as stated in the job description.

For bilingual positions, employees in those defined roles must demonstrate proficiency by passing the certified bilingual examination. For positions wherein bilingual skills may add value but are not required, employees may voluntarily test to receive the level one (1) stipend.

ELIGIBILITY PROCEDURES:
Employees who frequently 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. When first requesting bilingual pay, an employee's certificate must be dated within five (5) years of stipend request date.

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 any program and/or department/division no longer has funding to sustain the stipend, and thus is not guaranteed.**

BILINGUAL PAY:

1. Employees who qualify for a bilingual stipend (Level 1) will receive $50 bi-weekly for their certificated skills.
2. Employees in bilingual positions (Level 2) will receive an additional stipend of $3/hour which will be added as premium pay.
3. Compensation will be effective during the payroll period following certification entry into the employee record.
4. Bilingual pay will be processed through payroll and will be considered taxable wages.
5. Retroactive pay for bilingual skills will not be authorized unless at the agency's error.
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 secondary 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.

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: March 6, 2024

Subject: *Agenda Item 4(c)*: Update to Employee Handbook Section 8.3: Non-Exempt Employee Time Records (Minute-to-Minute) – **Action Item**

Summary
As part of our ongoing commitment to valuing our employees, we are bringing forth enhanced updates to Section 8.3: Non-Exempt Employee Time Records with Minute-to-Minute timekeeping. These changes, reviewed and recommended by both leadership and KDG legal counsel, aim to enhance precision and accountability in tracking employees' work hours, which will facilitate more accurate payroll management.

According to the State of California's Labor Code, every minute an employee works must be compensated. Rounding is permitted if it has a de minimus effect and favors the employee. However, due to the 2023 case *Camp v. Home Depot (pending CA Supreme Court review)*, companies that have precise timekeeping methods should capture exact time.

Policy Changes
Effective April 1, 2024, we will be implementing minute-to-minute timekeeping for all non-exempt employees. This decision has been made to ensure greater accuracy and accountability in recording work hours. By tracking time in this manner, we aim to streamline our payroll processes and pay employees for every minute worked.

Minute-to-minute timekeeping will provide a more precise record of the time spent on work tasks and projects. Employees will be accountable for accurately logging their work hours, ensuring transparency and fairness. This initiative promotes a culture of punctuality and time management within our organization, emphasizing the importance of adhering to scheduled work hours while simultaneously allowing flexibility for those employees who need it and who work in an environment that allows schedule adjustments.

To facilitate this transition, training sessions will be provided to familiarize supervisors, managers, and those impacted with the new timekeeping system.

Recommendation:
Staff recommends the Personnel Committee approve the updated Section 8.3 Policy described therein.

Attachments:
Section 8.3 Policy

8.3 Non-Exempt Employee Time Records

An employee's time record is their bill to CAPK for services rendered and is a legal document. All employees are expected to use CAPK's electronic timekeeping system. To be sure work time is paid in full, timestamp "In" at the beginning of the day, timestamp "Out" and "In" for lunch, and "Out" again at the completion of the day. Do not timestamp "In" or "Out" for the ten-minute rest periods since these breaks are on CAPK paid time. All time worked must be accurately reported on your time record accurately and to the minute. Failure to use the electronic timekeeping system will result in employee discipline.

Time worked is all the time that an employee is required to be performing duties for the company, which includes, but is not limited to, time spent performing your work duties, pre and post-shift work, preparatory paperwork, clean-up, set-up, donning and doffing, mandatory travel, or any other tasks performed in furtherance of work for CAPK. The following provisions are also included as time worked:

- **Work away from premises or at home.** If approved, work performed off the premises or job site or at home by a non-exempt employee will be counted as time worked. A non-exempt employee will not be permitted to perform work away from the premises, job site, or at home unless approved in advance in writing by the Director of Human Resources.
- **Break time.** Rest breaks of ten (10) minutes are counted as time worked and is paid time even though employees are relieved of all duty during rest breaks. Non-exempt employees do not clock out for rest breaks.

Each employee is responsible for recording all overtime worked, and reporting all missed breaks. It is the employee's responsibility to clock in and clock out for every shift worked (and all meal periods and other unpaid absences) accurately and to the minute. Employees may not begin work before they have clocked in. Non-exempt employees working "off the clock" for any reason is prohibited, and a serious violation of CAPK policy.

No one has the authority to require, allow or ask, directly or indirectly, any non-exempt employee to perform any work for CAPK "off the clock". If an employee forgets to clock in or out, or if an employee believes the timestamps are not accurate, they must notify their supervisor immediately, so the time can be accurately recorded for payroll purposes. Remember to record all time worked, even if it is during what should have been non-work time.

The beginning and end of each meal period or any other unpaid break is recorded by electronic timestamp. All arrivals and departures must be recorded by electronic timestamp as they occur to the minute. ~~Time worked is rounded to the nearest 15 minutes time in order for calculating hours worked.~~

Under no circumstances may an employee record another person's time or alter another employee's timestamp. Each employee is only permitted to record his or her own time. Any errors on an employee's timecard should be reported immediately to the supervisor.

Timecards must be reviewed and approved electronically by the employee at the completion of each pay period. An employee's approval verifies that the employee personally recorded all of the time shown and that the hours reported are complete and accurate. The approved timecard will be submitted to the supervisor for review and approved by the payroll deadline.

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Minute to Minute Pay

PRESENTED BY,

LISA MCGRANAHAN, DIRECTOR OF HUMAN RESOURCES

TRACY WEBSTER, CHIEF FINANCIAL OFFICER

Round is a great shape for balls, oranges, watches and even tires. “Round” should not be anything associated with employee wages. Employees should be paid for every minute they work.



Pay for Every Minute Worked

According to the State of California's Labor Code, every single minute an employee works must be compensated. Rounding is permitted if it has a de minimus effect. However, due to the 2023 case *Camp v. Home Depot*, companies that have precise timekeeping methods should capture exact time. (Case is pending CA Supreme Court review.)



Benefit to the Employee

- Rounding to the nearest quarter hour typically has a neutral effect on the employee. There are instances where time is rounded up and when it is rounded down.
  - For example, if a shift is 6 hours and 3 minutes, it is rounded down to 6 hours. However, a shift that is 6 hours and 8 minutes is rounded to 6.25 hours.
- When an employer has the ability to record actual time, the employee should be paid for every minute worked.
- CAPK values all staff. Plus, CAPK desires to follow the best legal guidance and pay employees for every minute they work.



California 30-Minute Minimum Lunch Requirement



Additionally….

- California specifically prohibits applying rounding to the 30-minute minimum lunch requirement, both in length of time of the break and the start time.
- CAPK's state of the art timekeeping system cannot ensure 100% compliance with this requirement while concurrently applying a rounding policy for the start and end of the workday.
- Currently, the review of the required 30-minute lunch periods are being manually reviewed. The application of minute-to-minute pay will allow the agency to improve the recording of time for employees and streamline the payroll process.



Does this Change Result in Increased Discipline?

Answer: Absolutely No!

- Intent of the change is to be compliant with changing guidance from agencies such as the California Employers Association.
- CAPK has the ability to pay employees for every minute they work with current technology in place. Therefore, CAPK employees should no longer have “rounding” applied to pay calculations.
- CAPK historically rounds in the favor of the employee.
- There is no intent for this policy to trigger attendance points or disciplinary action. However, employees who intentionally punch in early to accumulate overtime will be coached against this practice.



Other Questions

More Questions

- What if the timeclock does not capture my time or doesn’t work?
  - Contact your supervisor to coordinate timecard edits by email.
- If I am short minutes, how do make my time whole?
  - You will not be required to request minutes of time. However, you may request vacation time through ADP.


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MEMORANDUM

To: Personnel Committee

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

Date: March 6, 2024

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

The Head Start and State Child Development Division remains dedicated to providing regular updates on personnel challenges impacting the Head Start program.

For the month of February 2024, the following information is presented to the Personnel Committee:

- 604 staff currently employed.
- 97 vacant positions.
- Onboarding of 11 new staff members.
- Three (3) resignations.
- Conducted nine (9) days of interviews for eight (8) open requisitions.

Job postings continue to be listed on the Head Start California website, and ongoing recruitment endeavors persist for our direct service roles. We are actively promoting recruitment incentives to attract qualified personnel. Additionally, efforts to retain staff include the promotion of retention incentives, addressed during New Hire Orientation and through our mentorship program, to ensure awareness of incentive requirements and encourage continued employment with the organization.

Grand Canyon University is extending a special opportunity to CAPK staff with a 35% reduction in tuition fees for those pursuing a bachelor's degree in education along with a credential, specifically for the March cohort. Concurrently, a digital flyer is prominently displayed at the F. St. DMV facility, spotlighting employment prospects within the Head Start program.

Attached is a document outlining closed classrooms and staff vacancies for both closed and open classrooms as of February 28, 2024.

Attachment:
Enrollment Staffing Data Sheet

Head Start State Child Development

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	40	100%	9	8	1	89%
Alicante	20	20	100%	5	5	0	100%
Angela Martinez EHS	24	20	83%	9	6	3	67%
Angela Martinez HS	60	59	98%	19	11	8	58%
Bakersfield College	32	23	72%				
Blanton	16	14	88%				
Broadway (PY)	40	40	100%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	21	88%	14	14	0	100%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	14	93%	6	5	1	83%
Delano (PY)	76	68	89%	19	17	2	89%
E. Cal	40	36	90%	13	12	1	92%
E. Cal EHS	12	10	83%	6	3	3	50%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	39	31	79%	9	6	3	67%
Garden Pathways	11	11	100%				
Gianone	16	0	0%	8	2	6	25%
Harvey L. Hall EHS	60	44	73%	24	18	6	75%
Harvey L. Hall	80	40	50%	25	19	6	76%
Heritage (PY)	20	20	100%	4	4	0	100%
Kennedy	16	13	81%	9	8	1	89%
Lamont (PY)	20	20	100%	4	4	0	100%
Lathrop	24	16	67%	14	12	2	86%
Lodi	24	19	79%	13	11	2	85%
M. Massei	16	13	81%	9	7	2	78%
MJM EHS	16	0	0%	6	4	2	67%
MJM HS	55	0	0%	14	9	5	64%
McFarland (PY)	20	16	80%	5	5	0	100%
Mojave (PY)	20	16	80%	4	4	0	100%
Oasis EHS (PY)	8	4	50%	3	1	2	33%
Oasis (PY)	37	20	54%	11	9	2	82%
Pete Parra EHS	48	24	50%	20	11	9	55%
Pete Parra HS	80	51	64%	23	16	7	70%
Primeros Pasos EHS	16	13	81%	6	6	0	100%
Primeros Pasos HS	60	34	57%	15	11	4	73%
Rosamond (PY)	60	40	67%	16	13	3	81%
San Diego EHS	32	24	75%	17	16	1	94%
Seibert (PY)	20	20	100%	4	4	0	100%
Shafter EHS	24	18	75%	12	10	2	83%
Shafter	20	19	95%	5	5	0	100%
St. Mary's	24	23	96%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	41	64%	26	20	6	77%
Sterling HS	60	58	97%	18	16	2	89%
Sunrise Villa (PY)	20	20	100%	5	5	0	100%
Taft (PY)	60	53	88%	14	14	0	100%
Taft College	42	17	40%				
Tehachapi (PY)	34	29	85%	4	4	0	100%
Vineland (PY)	20	12	60%	5	4	1	80%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	37	62%	17	13	4	76%
Willow (PY)	40	39	98%	9	9	0	100%
Home Base Kern 152	152	107	70%	14	14	0	100%
SJC EHS HB 130	142	88	62%	12	9	3	75%
Total	**2083**	**1478**	**71%**	**554**	**438**	**116**	**79%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Fairfax ~ 19		
Class A	7	2
Gianone ~ 16		
Class 1	8	3
Class 2	8	3
Harvey Hall EHS ~ 60		
Class 7	8	2
Class 8	8	3
Harvey Hall HS ~ 80		
Class C-FD	20	3
Class D-FD	20	3
*MJM EHS ~ 16		
Class 1	8	3
Class 2	8	3
MJM HS ~ 55		
*Class A- FD	20	3
Class B- FD	17	2
Class C- FD	15	2
Oasis EHS ~ 8		
Class 1 (HB)	4	2
Oasis HS ~ 37		
Class B-SS	17	3
Class C- SS	20	2
Pete Parra EHS ~ 48		
Class 3	5	2
Class 4	3	2
Class 5	20	2
Class 6	20	2
Pete Parra HS ~ 80		
Class B-FD	8	1
Class D-FD	20	3
Prim. Pasos HS ~ 60		
Class C- FD	20	3
Rosamond ~ 60		
Class A-PD	20	2
Shafter EHS ~ 24		
Class 2	4	0
Stockdale HS ~ 60		
Class A-D-PD	60	11
Sterling EHS ~ 64		
Class 3	4	1
Class 7	8	1
Class 8	8	3
Vineland ~20		
Class A	8	1
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Lathrop 3	11	1
Stockton 6	12	1
Wesley ~60		
Class A-D	12	4

Classrooms Fully Closed	Total Slots	Staff Vac.
40	**447**	**79**

* MJM slots moved to Angela Martinez and Sterling

	Slots	Staff Vac.
Closed Enrollment	**21%**	**68.10%**
Open Enrollment	**79%**	**31.90%**

Funded Enrollment	2083	1478	71%

Active Enrollment	1636	1478	90%

Enrollment Data Run Date 2/28/2024 Staffing Data Run Date

DATE March 13, 2024
TIME 12:00 pm
LOCATION CAPK Administrative Office
Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

   Committee Member Yolanda Ochoa called the meeting to order at 12:05 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Ana Vigil (Chair, arrived at 12:13 pm), Jimmie Childress, Fatima Echeverria, and Yolanda Ochoa

   Absent: Gina Martinez

   Others Present: Vanessa C. Mendoza; Grant Administrator, Ryan Fergon; Senior Community Development Specialist, Laura Porta; Program Administrator, Rebecca Moreno; Director of Housing and Supportive Services, Carol Hendricks; Enrollment and Attendance Manager and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **Program Presentation**

   a. Migrant Childcare Alternative Payment Program (MCAP) Presentation by Laura Porta, Program Administrator

      Laura Porta presented an overview of the Migrant Childcare Alternative Payment Program (MCAP) and stated that the program is overseen by the California Department of Social Services and serves the migrant agricultural working community in California. CAPK holds the only contract of its type in California and serves six entry counties throughout the Central Valley: Merced, Madera, Fresno, Kings, Tulare, and Kern County. Approved applicants can receive services anywhere in California. Eligibility requirements: Migrant Families, Low Income & 50% wages from Agriculture, Working, S/E, Incapacitation, Vocational Training, Homelessness Verification, have children 0-12 years old, and children with special needs can be served until 21 years of age. MCAP has five childcare service options: licensed Childcare Provider, Licensed Childcare Center, License-Exempt Trust Line Provider, License-Exempt Relative Provider, and In-home Provider. Over the past four years, funding has increased significantly. The current Migrant Childcare Alternative Payment Program (MCAP) contract is $37.1 million and serves 2,849 children monthly with 560 participant childcare providers. MCAP has a fluctuating waiting list of approximately 360 eligible children. The (MCAP) program has not had a waiting list in a few years, indicating that additional growth and demand are necessary in our communities. The staff focuses on program compliance and continues to seek program development. Laura also stated that the staff size has grown from 15 to 34 in the last few years, to meet the demands of the program.

      Fatima Echeverria asked what the turnaround time was after the initial application. Laura Porta said it happens in about 24 hours, and it depends on the documentation required. Currently, the MCAP program is 100% enrolled, and we are only enrolling under a waiting list, and actively looking for funding opportunities.

5. Old Business

a. PRE Committee February 2024 Follow-up Items.

Vanessa Mendoza presented the above info item and reported that there are variations and different kinds of partnerships, and most of our partnerships have been very prominent stakeholders of the community and various divisions. We appreciate the questions because it is important to consider their financial health.

Yolanda Ochoa raised concern as to why there was such a low number of homes weatherized in East Kern in 2023 and asked if the application requirement changed. Yolanda Ochoa asked what can be done to improve awareness of CAPK services and increase outreach in the East Kern community because there is a need.

Wilfredo Cruz said there has been no change in requirements, the energy program staff and outreach team market the program throughout Kern County and can certainly look into increasing the marketing efforts.

Ana Vigil asked if the flyer includes mobile homes. Freddy Hernandez said they don't include mobile homes, however, the application does. Freddy Hernandez said that what they've faced is that clients fear that there might be questions about adjustments and modifications that have been done to their mobile homes and with the County being involved, many homeowners fear that they do not possess permits for the prior modifications made to their mobile homes. Ana Vigil suggested additional outreach to increase awareness in those areas. Freddy Hernandez said they could provide additional marketing flyers and also provide them to new applicants.

6. New Business

a. February 2024 Program Reports – Vanessa Mendoza, Grant Administrator - ***Action Item***

Vanessa Mendoza presented the February 2024 Program Reports for approval and provided notable highlights on the Housing and Supportive Services Division and reported that Rebecca Moreno has been working closely with Freddy Hernandez on bringing in more services to East Kern.

Vanessa Mendoza said that the LIHWAP 2021 had reached its contract amount, and that Energy is waiting to see if the state will provide additional funds. Vanessa also reported that through the Transformative Climate Communities (TCC) grant, the City of Bakersfield received about $22 million for green energy programs. CAPK submitted a proposal and received a notice of award, which will be included in this report sometime in October 2024, and we were awarded about $2 million to serve Southeast Bakersfield.

Ana Vigil said she had the opportunity to attend a few of the Energy outreach events and that Wilfredo and his staff have done an incredible job at these events. Vanessa Mendoza said that (TCC) has opened new business opportunities, allowing us to increase weatherization services.

Vanessa Mendoza reported that the Operations IT group's latest project has been supporting the Food Bank and client data. Specifically, the CSBG report has seen about 100,000 unduplicated data entries, and Kelly Lowrey reported last year that we distributed more than 20 million pounds of food.

Ana Vigil asked if the CalFresh Program is able to be present at food distribution sites. Alan Rodriguez said they do go to multiple food distribution sites throughout the county, with a focus on client choice food pantries, which provides culturally appropriate foods and foods that are wanted. The CalFresh team are trying to convert more pantries into clients choice food pantries. Blaine Hodge created food

distribution sites based on zip code cards for Kern County and filled in access gaps. Alan shared that the CalFresh Healthy Living Program is more of a healthy living education, policy system, and environmental program and is proactive in building strong relationships.

Ana Vigil asked if there is any opportunity to expand the Community School Partnership Program to the Northwest part of the County. Vanessa Mendoza said that if we were to receive additional funding, we could look at other partnership opportunities in different areas of the County.

Motion was made and seconded to approve the February 2024 Program Reports. Carried by unanimous vote (Echeverria/Ochoa).

b. February 2024 Application Status Reports & Funding Profiles – Ryan Fergon, Senior Community Development Specialist – ***Action Item***

Ryan Fergon presented the above action item for approval, and stated the report provides a broad overview of all the work the grants team has been doing.

Ana Vigil asked if the agency has had further conversations with the City of Shafter regarding the Shafter Youth Center or if CAPK has had the opportunity to do a presentation. Vanessa said there is nothing new to report but staff continues to investigate new opportunities for the Shafter Youth Center and staff will share more information as it becomes available.

Fatima Echeverria asked if the Victim Impact Grant in the amount of $8,000 for the travel budget covered staff only. Ryan Fergon said it would only cover staff to travel to North Kern State Prison.

Ryan Fergon said that speaking with Kelly at the Food Bank, they decided to request funds to purchase tablets to manage data at food distribution sites. This data collection will enhance our efforts to combat food insecurity.

Motion was made and seconded to approve the February 2024 Application Status Reports & Funding Profiles. Carried by unanimous vote (Ochoa/Echeverria).

c. February 2024 Head Start/State Child Development Division/Program Activity Report – Carol Hendricks, Enrollment and Attendance Manager - ***Action Item***

Carol Hendricks presented the above action item for approval and provided context to a question raised by board member Michelle Jara-Rangel regarding why Head Start provides services to a child in Eastern Kern if the child is from San Bernardino County. Carol Hendricks stated that with the approval of the Office of Head Start, CAPK staff does provide services to the child. The center at which the child is being served was visited by Palmdale Community Care Licensing, and the question was why Palmdale. Carol Hendricks said there are different jurisdictions, and Palmdale serves East and Western Kern, and the Fresno office serves Bakersfield.

Fatima Echeverria asked for more information about the Loose Parts Training. Carol Hendricks stated the Loose Parts Training was provided at a staff development day for both Kern and San Joaquin County and will follow up and provide more information to the Committee.

Motion was made and seconded to approve the February 2024 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Ochoa/Echeverria).

d. Goal Group 3 Presentation – Rebecca Moreno, Director of Housing and Supportive Services - ***Info Item***

Rebecca Moreno presented the above info item and included other additional high-level overview updates. Rebecca Moreno stated the Coordinated Entry System (CES) received funding for staffing. The City of Bakersfield HOME ARP Funding is also to fund the CES team with two FTEs. Rebecca Moreno said they are looking to increase staffing and services. Currently, they operate Mon-Fri 8:00 am to 4:30 pm, and they are looking to expand hours during the week with and offering a four-hour day Saturday to receive services.

Rebecca Moreno reported an update about Kern Health System's CalAIM IPP. The memo reported a budget of $466,070, and they came back with a representation of $550,000 for services in East Kern. The goal is to replicate our Bakersfield services, bringing them to East Kern.

Rebecca Moreno stated that Day Habilitation will be providing financial training and assistance and CAPK has partnered up with Valley Strong, and Valley Strong will be providing credit education, repair, and assistance at our Bakersfield Center and East Kern and establish services in extended communities. Rebecca Moreno said they have already established relationships in the areas, and staff in Mojave will be able to travel to Ridgecrest and other areas instead of the Bakersfield staff. It takes money and time to build up and staff are continually working towards establishing a closer connection and building relationships with the community partner agencies.

Ana Vigil asked why East Kern was chosen for this project. Rebecca Moreno said the funding is dedicated to rural communities, and since we had the Family Resource Center in Mojave serving that community, we expanded the opportunity with East Kern since the funding is very specific, and we were able to partner up with Freddy Hernandez.

Ana Vigil said that, if possible, before the next meeting, she would like to know the PIT numbers to know where the homeless individuals are. Rebecca Moreno will share at the next available meeting.

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
April 10, 2024
CAPK Administrative Office, Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

9. Adjournment

The meeting was adjourned at 1:21 pm


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of Kern
Migrant Childcare
Childcare that migrates with you.



Program Overview



The Migrant Childcare Program (MCAP), overseen by the California Department of Social Services, serves the migrant agricultural working community in California.

- ❑CAPK holds the only contract of its type in California.
- ❑Applications for services can be completed in the counties of Merced, Madera, Fresno, Kings, Tulare, and Kern.

Once services are approved, families can receive services anywhere in California.

The Migrant Childcare Program has the following offices available to help you with your application.

Madera County
1-559-385-2503

Office: 525 East Yosemite Ave.
Madera, CA 93638

Fax: 1-559-664-3302

Tulare County
1-559-474-8902

Office: 700 Doe Ave.
Building 200, Suite C, Door 7
Visalia, CA 93291

Fax: 1-559-661-3311

Kings County
Mail: P.O. Box 1101
Hanford, CA 93232
1-559-385-2502

Office: 216 W. 7th Street
Hanford, CA 93230

Fax: 1-559-664-3305

Fresno County
1-559-334-3629

Office: 1815 Van Ness Ave
Fresno CA, 93721

Fax: 1-559-664-3304

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Migrant Childcare

Mail: 5005 Business Park North
Bakersfield, CA 93309

Regional Office - Kern County
1-800-259-8866

Office: 5351 Olive Dr., Suite 200
Bakersfield, CA 93308

Fax: 661-396-1746

Merced County
1-209-259-6556

Office: 1850 Wardrobe Ave.
Merced, CA 95341

Fax: 1-209-780-4041

Migrant Childcare Program Requirements

- **Migrant Families**
  - Our Program Serves Migrant Families who work in agriculture.
- **Low Income & 50% wages from Agriculture**
  - 12-month income calculations are required for every family at certification.
- **Need Verification**
  - Working, S/E, Incapacitation, Vocational Training, Homelessness
- **Children 0-12 yrs. old**
  - Children with special needs can be served until they are 21 years of age.

Once Eligible, families can receive services for 24 months before beginning their recertification process.



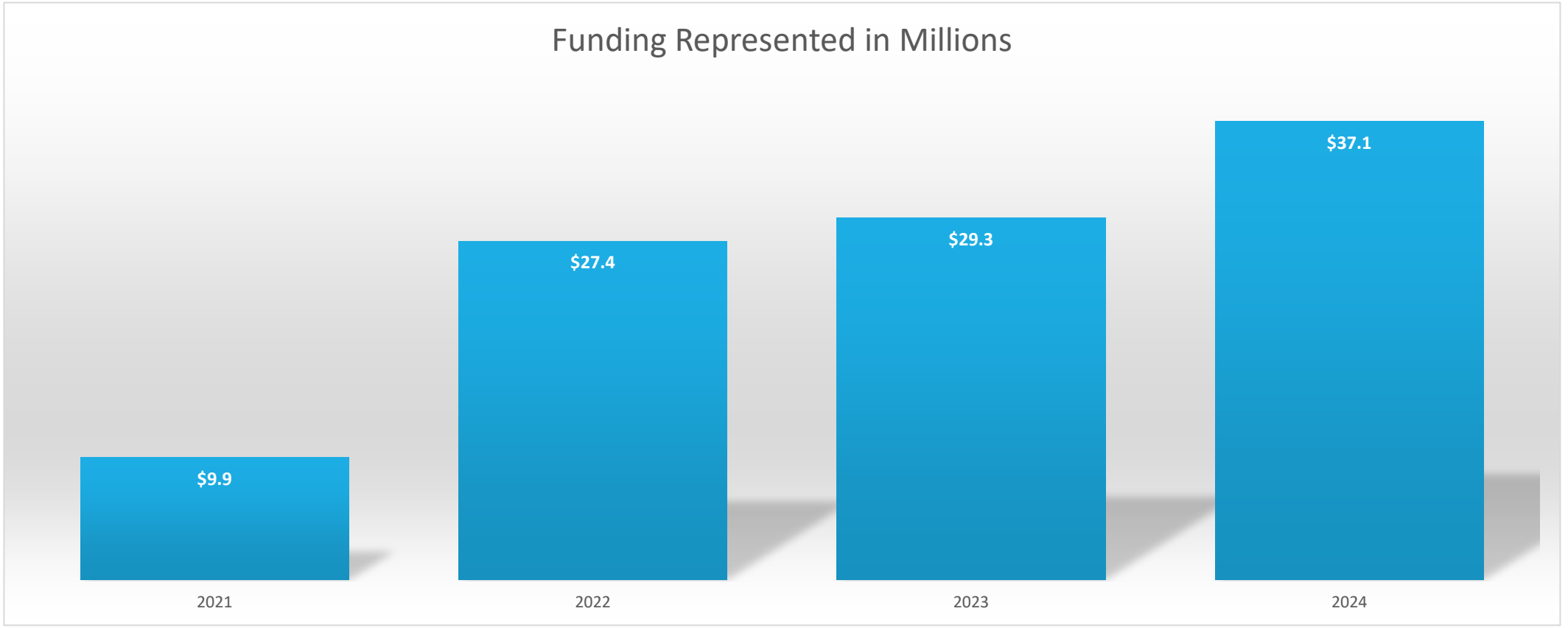
MIGRANT CHILDCARE PROGRAM
CHILDCARE SERVICE OPTIONS



- Licensed Childcare Provider
- Licensed Childcare Center
- License Exempt Trust line Provider
- License Exempt Relative Provider
- In-home Provider

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Migrant Childcare
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Program Funding Growth





Quick Notes

- ❑MCAP Team – 34 FT Staff Members
- ❑Children served monthly – 2849
- ❑Monthly subsidies total - $2.2 Million
- ❑Total Participant Childcare Providers – 560
- ❑MCAP currently has a fluctuating waiting list of approximately 360 eligible children.
- ❑Our Current Focus is:
  - ❑ Quality of service
  - ❑Program compliance
  - ❑Staff Professional Development
  - ❑Funding growth opportunities

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Migrant Childcare Program Team
FY 2023-2024


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Thank you!

MEMORANDUM

To: Program, Review, and Evaluation Committee

From: Pritika Ram, Chief Business Development Officer

Date: March 13, 2024

Subject: *Agenda Item 5a*: February 14, 2024 PRE Committee Follow-up Memo – **Info Item**

During the February 14, 2024 Program, Review, and Evaluation Committee meeting, the following items were requested by committee members:

- Item 4.a. Program Presentation: Energy Program presented by Wilfredo Cruz, Program Administrator
    - Number of mobile homes and houses weatherized in East Kern in 2023.
        - Fifteen (15) homes, including five (5) mobile homes with permanent foundations.
- Item 4.b. January 2024 Application Status Reports and Funding Profiles presented by Bradley Ryan Fergon, Senior Community Development I
    - How does the agency conduct its due diligence with prospective partner agencies?

      The agency collaborates with local community-based organizations and partners on various projects, such as resource fairs and fundraisers, for non-monetary partnerships. These partnerships are established through direct and indirect means, and the agency is knowledgeable about their scope and services. And, in certain non-financial situations, we formalize agreements with a memorandum of understanding.

      Regarding monetary partnerships that entail a subcontract relationship, the agency conducts thorough background checks on the agencies' financial health. Additionally, subcontractors are provided with training by the finance department, including information on reporting requirements. In cases of noncompliance, the agency offers additional training and intervention. If these efforts do not resolve the noncompliance, the agency takes steps to terminate the contract.

March 2024 PRE Committee

February 2024 Program Monthly Reports

Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

Community Action Partnership of Kern

Monthly Report 2024

Month	February-24	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.
The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,663	5,208	20,000	13%	26%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	1,938	3,514	16,000	12%	22%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	17	17	240	7%	7%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	13				
Encampment Resolution - Pending	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	44	44	600	7%	7%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	20	20	250	8%	8%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	The East Kern Family Resource Center location will have a "walk-in" for individuals seeking CES services.
2. Increase staff recruitment and retention.	Onboarded Program Specialist and 3 Housing Navigators;

3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	Onboarding more staff to assist in high call volume. 4 FTE are in training phase.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	February-24	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	120	246	1,500	8%	16%
Total Clients Served	195	395	2,400	8%	16%
Pets (i.e., kennel, emotional support assistance and service pet)	16	32	75	21%	43%
Residents Under 90 days length of stay	69	148	800	9%	19%
Exits to Permanent Housing (FNPI 4b)	9	15	114	8%	13%
Exits-Self	20	49	150	13%	33%
Exits-Involuntary	50	79	700	7%	11%
Case Management Services (SRV 7a)	478	1,107	8,000	6%	14%
Critical Incidents	43	89	250	17%	36%
Shelter Residents Meals (SRV 5ii)	7,937	16,170	70,000	11%	23%
Number of Volunteers *(duplicated)*	107	214	100	107%	214%
Volunteers Hours *(duplicated)*	165	347	3,000	5%	12%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	81	167	500	16%	33%
Current client census	65	116	300	22%	39%
Meals (SRV 5ii)	2,617	5,903	20,000	13%	30%
Pets	13	26	75	17%	35%
Clients moved to Shelter (SRV 4m)	1	3	15	7%	20%
Exits to Permanent Housing (FNPI 4b)	1	3	20	5%	15%
Exits-Self	2	6	50	4%	12%
Exits-Involuntary	13	27	75	17%	36%
Critical Incidents	3	13			
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	14	25	30	47%	83%
Current client census	14	25	25	56%	100%
Clients moved to Shelter (SRV 4m)	0	0	10	0%	0%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

Monthly Report 2024

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	Three client participating in Project Hire-Up, graduation will be held on 3/8/24.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Job descriptions will be reviewed by HR to ensure descriptions reflect the duties being performed.
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	9 clients transitioned into permanent housing, 15 total since 1/2024.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	18
25 - 34	49
35 - 44	45
45 - 54	33
55 - 61	33
62+	17
Total:	**195**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	0
Black or African American	42
Hispanic/Latina/e/o	13
White	72
Multiple races	65
Client Don't know / Refused	1
No Answer	
Total:	**195**

Gender	Month
Female	85
Male	109
Trans Female and Male (Male to Female, Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**195**

Zip Code	Month	Zip Code	Month
93301	27	92123	3
93302	1	94964	1
93304	26	93268	2
93305	18	93280	1
93306	12	93285	1
93307	19	52060	1
93308	21	63132	1
93309	6	86351	1
93311	2	93203	1
93312	1		
93313	4		
93314	2		
93385	1		
90212	1		
93505	1		
93215	1		
93230	1		
93501	1		
96001	1		
93555	4		
93556	1		
Not specified	32		
Total			**195**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	3
25 - 34	11
35 - 44	25
45 - 54	24
55 - 61	7
62+	11
Total:	**81**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0
Black or African American	7
Hispanic/Latina/e/o	3
White	51
Multiple races	19
Client Don't know / Refused	
No Answer	
Total:	**81**

Gender	Month
Female	37
Male	44
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**81**

Zip Code	Month	Zip Code	Month
93301	11		
93304	7		
93305	12		
93306	3		
93307	5		
93308	10		
93309	6		
93312	3		
93215	1		
93555	1		
93556	1		
93454	1		
93263	3		
93561	1		
93203	2		
Not specified	14		
Total			**81**

Program Highlights

2 clients transitioned into permanent housing and 1 transferred into M Street.

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Month	February-24	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 to December 31, 2024		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD Goal	Annual Progress		
Number of Clients Currently Served	402	900	45%		
Number of Referrals Received (SRV 7c)	150				
Number of Enrollments	58				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	721	721	8,100	9%	9%

Housing & Furnishing Deposits (SRV4d)	Month	YTD	YTD Goal	Month Progress	Annual Progress
One-time use up-to $5000 per client (includes housing deposits, furnishing, appliances)	3	3	40	8%	8%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	1	1	110	1%	1%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) 3 FTE HN to establish caseload (1:35) by 2/1/2024	2 New navigators received 10 KHS referrals each
2.) 3 FTE HN to establish caseload (1:75) by 3/1/2024	In Progress
3.) Increase staff recruitment and retention	In Progress

Program Highlights

Health and Nutrition Services

Cal-Fresh Health Living Program
Food Bank
Migrant Childcare Alternative Payment
Women, Infant, and Children

Community Action Partnership of Kern

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Month	February-24	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Susana Magana	**Program Manager**	Alan Rodriguez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). The CFHL program has three (3) subcontractors that assist in carrying out the goal of educating the student population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (SRV 5ff)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	340	672	1,100	31%	61%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	1060	2,355	6,000	18%	39%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	190	694	2,000	10%	35%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	839	901	2,500	34%	36%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	839	2,487	30,000	3%	8%
Policy Systems and Environmental Changes (PSE's)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Partner with 6 agencies/program to evaluate/implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	0	2	6	0%	33%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Explanation (Over/Under Goal Progress)	
All goals are progressing as expected. This month there was a decrease with IE however, it is expected to increase over the next few months due to weather warming up and an increase in community events for CAPK and all subcontractors.	
Program Strategic Goals	**Progress**
Minimize staff turn-over and become fully staffed.	In the month of February, we had 1 resignation and 3 staff onboarded. We are currently at 90.1% capacity. The program made an offer to fill the vacancy and it was accepted. This new staff is scheduled to start on 3/11/24. After this, CFHL will be fully staffed.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct and indirect Education to improve the opportunities for the SNAP-Ed eligible population to choose healthier food choices, physical activity, and review nutrition information.	During February 2024 CFHL partnered with Greenfield School District's FRC and Bakersfield College's Food Pantry to provide Direct Education classes. Bakersfield College, in particular, offered an incentive program to their students who complete the series-based classes that we offer. The students who complete the course will receive $250 which is meant to be used towards groceries. More information regarding the Bakersfield Classes can be found here: **https://www.bakersfieldcollege.edu/news/2024/0126-bc-promotes-healthy-nutrition-with-food-smarts-workshop.html** The CFHL program also attended community events Bakersfield College's Food Distribution and conducted Surveys at Premier Valley Medical Group on White Lane.

Progress with Policy Systems and Environmental Changes (PSE) Initiatives.	Policy Systems and Environmental Changes (PSE) are longer-term projects that are aimed at implementing and sustaining long-term changes. The PSEs that CFHL is currently making progress on are 1) collecting data at Premier Valley Medical Group on White Lane to identify if Food insecurity should be screened at the time patients are being evaluated in the clinic. We are finishing the data collection and will be meeting with PVMG to discuss next steps. Through preliminary Conversations they are interested in expanding to the other 4 PVMG sites. 2) Another PSE we are working on is helping Royten's Enrichment Academy Community Hope (R.E.A.C.H.) attain a Food Prescription Grant that will increase access to fresh fruits and vegetables in the Cal City Community. R.E.A.C.H has successfully submitted the grant application and is waiting for the award notification. 3) CFHL is developing a presentation to present to other clinics to identify if their vending machines are offering healthier options in hopes that they have begun to follow California Assembly Bill 912. 4) Enrolling Pantry's and Food distribution into the Food Pantry program to help convert into a client's choice model. CFHL is looking forward to collaborating with the CAPK Food Bank to set up a model pantry on site.

Program Highlights

The CalFresh Healthy Living (CFHL) program, has shifted focus from Direct Education classes to PSE initiatives at the State level (CDPH). Even though this is a recent shift in focus, as CAPK CFHL meets with CDPH consultants the work the program is doing is shared and they have verbalized how impressed they are with the work we are doing. They are especially impressed with our intention to work on multiple PSEs simultaneously and at networking skills while working with other organizations in the community. The Highlight for this month is

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Month	January-24	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2024 - December 31, 2024 *(Note: The data represents information from two months earlier.)*		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 175 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the Food Bank distributes between more than 1.5 and 2 million pounds of food which reaches tens of thousands of Kern County food-insecure neighbors.

The Emergency Food Assistance Program (TEFAP)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served	51,599	51,599	600,000	103%	9%
Pounds Distributed	741,989	741,989	10,000,000	89%	7%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	87,370	87,370	600,000	175%	15%
Pounds Distributed	365,288	365,288	4,000,000	110%	9%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Not included in Pantry Program)*	763	763	10,000	92%	8%
Pounds Distributed	151,073	151,073	1,000,000	181%	15%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	4,987	4,987	60,000	100%	8%
Pounds Distributed	175,637	175,637	1,920,000	110%	9%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(Not attached to other distributions)*	4,280	4,280	50,000	103%	9%
Pounds Distributed	89,312	89,312	1,000,000	107%	9%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	3,904	3,904	75,000	62%	5%
Pounds Distributed	31,541	31,541	250,000	13%	13%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,447	1,447	5,000	347%	29%
Pounds Distributed	1,012	1,012	10,000	121%	10%

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Community Events & Other	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served	406	406	25,000	20%	2%
Pounds Distributed	39,010	39,010	2,000,000	23%	2%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Individuals Served	154,756	154,756	1,425,000	130%	11%
Total Pounds Distributed (SRV 5jj)	1,594,862	1,594,862	20,180,000	95%	8%
Volunteers (SRV 6f)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	44	44	275	192%	16%
Other Volunteers (i.e., general public, duplicated)	146	146	1,500	117%	10%

Explanation (Over/Under Goal Progress)

Continue to see strong TEFAP and PANTRY PROGRAM numbers. Community Events & Other was significantly lower due to very few community events happening in January.

Program Strategic Goals	Progress Towards Strategic Goals
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	This goal is on hold pending potential restructuring.
Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed.	This project will begin after the pallet barcode tracking system is deployed in Q2.
Develop a direct to client home delivery program for emergency food assistance.	This goal is on hold pending potential restructuring.

Program Highlights

The beginning of the year is typically a slower period, marked by a slight decline in numbers. We did not see this decline. Rather, the TEFAP and Pantry Programs continued to hold steady and increase in certain areas. Additionally, the Food Bank staff opened a TEFAP distribution on site at the Food Bank on the third Friday of the month to serve our neighbors in SE Bakersfield. It is already one of the largest TEFAP distributions in Kern County serving almost 450 families.

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Month	February-24	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2024 to December 31, 2024		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.

Program Reimbursements (CY Jan - Dec 2024) Note: duplicated below for program fiscal year.	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$ 2,477,149	$ 2,477,150	$ 23,000,000	11%

Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$ 2,477,149	$ 15,232,904	$ 23,000,000	66%

Services	**Current Month**
Active Child Enrollment	2,898
Active Childcare Providers (SRV 7f)	424

	Prev- Month	**Add (+)**	**Drop (-)**	**Current Month**
Waiting List Totals (children)				

Explanation (Over/Under Goal Progress)

The Migrant Childcare Program is fully enrolled and expected to meet 100% of the current contract. MCAP's contract earnings are tracked by FY from July 1st, 2023 to June 30th, 2024.

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Program Strategic Goals	Progress Towards Strategic Goal
1. Fill Staff Vacancies.	Program management is currently recruiting for positions approved at the end of November 2023 by the BOD. Interviews are being conducted for 1 management position and 2 Specialists positions. These positions will help provide support and supervision to current staff and ensure manageable workloads.
2. Staff Retention and Professional Development (Training).	Management is currently planning the activities for the 2nd half of the FY. Staff training and program policy review and are being prioritized and will be scheduled based on program priorities with at least one monthly training for staff.
3. Contingency Staffing Plan & Solidify Program Growth.	Management continues to support cross training between departments and preparing current staff members for higher responsibilities and advanced roles. A full review of current program training needs is being conducted and those will be scheduled in the upcoming months.

Program Highlights
The Migrant Childcare Program has reached full enrollment and currently expected to met 100% of our contract. We are currently serving a total of 2,898 children across the state and contracting with over 420 providers. Our team is currently hiring three additional staff members, including one coordinator position to support the Reimbursement Department and two team specialists to help enhance the quality and compliance of our program, and support manageable workloads for staff. Our program is also one step closer to opening a new office space in Tulare County to enhance service access and support our single staff member working with our Tulare County community.

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Month	February-24	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Marissa Ortiz-Cortez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Women Infants & Children (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	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,348		14,610		98%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,058		900		118%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	18	34	268	7%	13%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	176	382	1,200	15%	32%
WIC Presentations and Outreach Events	5	11	100	5%	11%
Publication in newspaper, television, and/or social media postings (English and Spanish)	32	54	350	9%	15%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	0	0	120	0%	0%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	264	527	1000	26%	53%

Explanation (Over/Under Goal Progress)

RBL position vacant since Jan 2024.

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Program Strategic Goals	Progress
Restructure WIC Program staffing model to improve recruitment and retention of staff.	The WIC program has started cross functional training which enables staff to share skills across the program to strengthen overall knowledge and performance.

Program Highlights
In the month of February, WIC CAPK reached 98.2% of the participation caseload requirement. This milestone has not been achieved in several years.

Youth and Community Services

East Kern Family Resource Center
Oasis Family Resource Center
Energy, Weatherization, and Utility Assistance
Friendship House Community Center
Shafter Youth Center
Volunteer Income Tax Assistance

Community Action Partnership of Kern

Monthly Report 2024

Month	February-24	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	0	0	60	0%	0%
Street Outreach and Education	0	0	75	0%	0%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	0	1
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	4	8
Mental Services (SRV 7c)	0	2
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	4	4
Educational and Career Development (SRV 7c)	2	4

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	13	40
House Hold Items	13	26
Hygiene Kits (SRV 5oo)	13	23
Emergency Clothing (SRV 7n)	22	39
Administrative Services & Copies	10	25
Transportation Services (SRV 7d)	0	1
Educational Supplies (SRV 2k)	0	0

Covid - 19 Supplies (SRV 5oo)	0	7			
First 5 Kern	**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	4	10	0%	40%
Children Educational Center Base Activities (FNPI 2b)	1	3	30	3%	10%
Children Educational Home Base Activities (FNPI 2b)	1	2	30	3%	7%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	1	2	12	8%	17%
Family Support Services for non-clients with children 5 and under	33	68			
First 5 Total	**36**	**79**			
First 5 Kern/ Department Health Services	**Month**	**YTD**	**Annual Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	99	114			
CalCapa Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.5)	12	82	150	8%	55%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	69	153	1800	4%	9%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	209	236			
Baby Supplies (SRV 2w)	53	98			
Covid - 19 Supplies (SRV 5oo)	2	26			
Court Mandated Parenting Correspondence (SRV 2w)	1	7			
Educational Supplies (SRV 2k)	6	31			
Emergency Clothing (SRV 7n)	111	221			

Food Assistance (SRV 7c)	125	291
Household Items (SRV 7c)	82	121
Hygiene Kits (SRV 7c)	16	40
Referrals (SRV 7c)	13	68
Transportation Services (SRV 7d)	0	1

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	We continue to look for funding for our Center and are currently working on KHS grants that will be sent out in March.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	EKFRC was invited to be a guest speaker at our local HEADSTART Program here in Mojave California. I had the opportunity of sharing our programs and services we are currently providing such as our diaper program,, VITA, HEAP, emergency food, emergency clothing, our HMIIS Program and our First 5 Program to the parents.
3. Improve on-site services to more effectively connect with the East Kern target population.	EKFRC is now in the hiring process, We have selected 10 candidates that will be interviewed for the position of Housing Navigator. The First 5 Case-Manager position continues to be open and soon we will select the candidates that will be interviewed for the First 5 part-time position.

Program Highlights
During the month of February EKFRC met with Vanessa and her team, Kern Health Systems, and the support team from CAPK. The topic was washers and dryers for East Kern and a computer/classroom for our clients. Great News and more information to follow.

Community Action Partnership of Kern

Monthly Report 2024

Month	February-24	Program/Work Unit	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy Hernandez	Program Manager	Eric Le Barbé
Reporting Period	January 1, 2024 - December 31, 2024		

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 resilience.

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	2	30	3%	7%
Children Receiving Case Management Services (SRV 7a)	1	3	30	3%	10%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	1	2	15	7%	13%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Family Support Services for non-clients with children 5 and under (SRV 2w)	29	88			
First 5 Total	**32**	**102**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	10	58			

Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	0	10	0%	0%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	0	10	0%	0%
Plan A Sex Education Kits for qualifying youth 16-19 (SRV 5m)	0	0	75	0%	0%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.5)	19	166	150	13%	111%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	160	366	1800	9%	20%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	88	192
Baby Supplies (SRV 2w)	92	198
Copies	36	93
Court Mandated Parenting Correspondence (SRV 2w)	0	10

Educational Supplies (SRV 2k)	39	80
Emergency Clothing (SRV 7n)	16	29
Food (SRV 7c)	118	236
Household Items (SRV 7c)	147	291
Referrals(SRV 7c)	78	198
Transportation Assistance (SRV 7d)	33	63
Total Community Services	**647**	**1390**

Explanation (Over/Under Goal Progress)

The Oasis FRC met all its First 5 Kern goals for the fiscal year 2023-2024. None of the services for Planned Parenthood have been provided yet but the OFRC staff continued training in January and is planning the implementation of this new program and should be able to start delivering services by the end of March once Planned Parenthood delivers the kits.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for the Believe in Reading Literacy grant seeking funding to purchase children books for the children enrolled in the First 5 Kern Case Managed programs and the Summer Bridge program.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC staff attended the Ridgecrest Economic Outlook Conference, the table was donated by The Swap Sheet. This was a great opportunity for the FRC to network with local business to seek future donations. The Oasis FRC staff met with the Ridgecrest Salvation Army to provide an update of services to collaborate to help families receive services for both organizations.

Program Highlights

The Oasis Family Resource Center provided community services responding to a total of 273 inquiries in the month of February 2024.

Community Action Partnership of Kern
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Month	February-24	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez	Program Administrator	Wilfredo Cruz Jr.
Reporting Period	January 1, 2024 - December 31, 2024		

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 Household Water Assistance Program (LIHWAP) 2021 Ends March 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	852	1,353	700	122%	193%
Utility Payments	$ 143,308.00	$ 369,962	$302,457	47%	122%
Low-income Home Energy Program (LIHEAP) 2024	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	621	937	3,200	19%	29%
Utility Payments	$ 856,965	$ 1,279,518	$ 4,947,219	17%	26%
Households Served - Weatherization	16	31	200	8%	16%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	135	240	450	30%	53%
Utility Payments	$ 298,699	$ 470,482	$ 744,877	40%	63%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	0	0	54	0%	0%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**1,608**	**2,530**	**4,350**	37%	58%
Total Utility Payments	**$ 1,298,972**	**$ 2,119,963**	**$ 5,994,553**	22%	35%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**16**	**31**	**254**	6%	12%
Weatherized Homes - Submitted to CSD (Delayed by 2 months - January)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Weatherized	**13**	**13**	**200**	7%	7%
Total Weatherized Homes Payments	**$ 251,679**	**$ 251,679**	**$ 2,677,067**	9%	9%

Explanation (Over/Under Goal Progress)

LIHWAP 2021 - we have fully expended the client assistance portion of this contract but state has provided additioanal funds to assist potential clients in our community.

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Program Strategic Goals	Progress Towards Goal
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.	Tool is currently in the test phase in Eastern Kern - 2 months in.
2) Effectively initiate and manage the City of Bakersfield - Transformative Climate Communities (TCC) grant, focusing on providing weatherization and solar services to residents in Southeast Bakersfield. This endeavor involves a collaborative partnership with GRID Alternatives and Kern Community College District (KCCD).	Currently in the process of developing program and receiving contract. Anticipated to start program during second half of 2024.
3) Continue to build partnerships with community to fully administer the Low-Income Household Water Assistance Program (LIHWAP) grant.	Currently 100% spend out, however we are working valued community partners and community leaders to continue assisting residents as state has provided us with additional funds.

Program Highlights
1) The UA Team spent out 100% of the client assistance allocaton on the contract! 2) Per contract closeout letter received from CA CSD, our program will receive the Category A performance designation - this means our agency will receive its full three-factor formula allocation of the final 2024 LIHEAP local assistance grant and a percentage of any available 2024 LIHEAP funds that are not allocated to agencies that did not meet the expenditure requirements.

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Month	February-24		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	8	96	100	8%	96%
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	35	0%	0%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	8	30	50	27%	60%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	6,515	10,722	15,000,000	0.6076292	0%
Canvasing phone calls and flyers	1,587	2,356	12,000	0.6735993	20%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	-
Outcome/Case Managed Families (SRV 7a)	5	5
Provided Food Assistance (SRV 7c)	5	5
Assisted with Energy/HEAP Services (SRV 7c)	0	-
Provided Assistance with Medi-Cal (SRV 7c)	0	-
Provided Mentoring Services (SRV 2p, 7c)	10	10
Deposit Payments (SRV 4d)	0	-
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

During the month of Feb., 2024 the City of Bakersfield did not make any request for the Outreach Worker to respond to an incident. Also, participants did not request assistance with HEAP services, Medi-Cal, deposit payments, or temporary housing. However, five individuals were provided DMV vouchers to obtain an identification card.

Program Strategic Goals	Progress Towards Strategic Goals
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House.	The FHCC Advisory Board is in the process of planning the 2024 Mixer fundraiser for the Friendship House.
Recruit and secure staffing for the Friendship House.	The FHCC recently hired a CalVIP Outreach Worker, a CalVIP Program Educator, and an Activity Specialist. The Friendship House is currently fully staffed.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The FHCC Program Manager assisted the CAPK grant writers with submitting a grant proposal to the Women's & Girl's Fund and The Dept of Corrections.

Program Highlights

Aldi's grocery store provided gift cards to the Friendship House After-school Program, and thanks to their generosity we are able to provide cooking classes for the program youth. The cooking class is provided to teach the youth how to prepare healthy snacks that are both quick and tasty.

Community Action Partnership of Kern

Monthly Report 2024

Month	February-24		Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Shafter Youth Center (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	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program (SRV 2m) June/July	0	0	60	0%	0%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	3	17	35	9%	49%

Community Programs	Month	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	65	
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	4	
On Site Collaboration: Energy, VITA, Food Bank	3	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	0	1	6	0%	17%

Explanation (Over/Under Goal Progress)

Community Program has been really taking off this month. Basketball has grown and continues to be in demand, along with Zumba and Fitness Boot Camp.

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Program Strategic Goals	Progress
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Student report cards have been collected to begin grade analysis from previous grading periods
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	SYC has been working with CAPK Foundation to address and collaborate on meeting the needs of the facility and program
3. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	Staff has been researching different activities and program services to bring new innovation to our youth
Program Highlights	

Community Action Partnership of Kern

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Month	February-24	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Volunteer Income Tax Assistance (VITA) program provides free tax preparation and electronic filing services for individuals and families with low to moderate incomes. VITA also aids eligible clients in maximizing benefits from the Earned Income Tax Credit (EITC), thereby enhancing their tax returns and contributing to the local economy. All VITA services are delivered by IRS-certified staff and volunteers.

Completed Tax Returns (SRV 3o)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	2,180	2,493	7,400	29%	34%
Social Security Number (SSN)	1,984				
Individual Taxpayer Identification Number (ITIN)	196				
State	2,187	2,498	7,400	30%	34%
Social Security Number (SSN)	1,984				
Individual Taxpayer Identification Number (ITIN)	203				

Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$1,000,782	$1,417,574
State Refunds	$1,967,564	$2,080,601
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$518,500	$905,402
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$1,505,293	$1,565,382
Total Refunds and Credits	**$4,992,139**	**$5,968,959**

Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications *(Note: duplicate of Federal Tax Returns Completed)*	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	23	30	150	15%	20%

Explanation (Over/Under Goal Progress)	
Federal and State tax return count varies by need of client, some are only filing for the state Young child Tax Credit which requires zero income and only a state return.	
Program Strategic Goals	**Progress Towards Goal**
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	During the month of February our efforts of reaching clients in rural area has increased through our collaboration with Tri Counties Bank, our Delano location is fully booked for the remainder of the season.
Program Highlights	
Saturday is our busiest day of the week. It is a walk in only day and on average we see about 95-110 people in a 4 hour window. On Sat 2/24, Chase Bank	

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern

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Month	February-24	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner CFTO, Maria Contreras Assistant Director	**Program Managers**	Douglas Dill, Ryan Dozier, Laurie Sproule, Maria Contreras
Reporting Period	January 1, 2024 - December 31, 2024		

Division Description

The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	17	8	9	19
Dynamic 365 Enhancements	2	2	0	0

Projects	*Description of Status*	*Current % Status*
Universal Intake	Delayed	15%
In-kind Management	IS team tested solution and communicated feedback	65%
CalAIM - KHS Version 3.0	Design orchestration developed	15%
Referral Management Enhancements	Updated eligibility questions in review	32%
Energy-Weatherization	Application development in progress	45%
FRC Platform Updates	Enhancements in progress	80%
Food Bank Front Desk Application	Development in progress	50%
Feeding America Service Insights Project-Select Phase	Prepping documentation for KRV/Food Bank Staff	23%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	193	609	339	519

Construction Projects		*Description of Status*	*Current % Status*
Central Kitchen		Building department submittal	25%
Food Bank Expansion		Photovoltaic and backup generator install	99%

Major Maintenance Projects		*Description of Status*	*Current % Status*
Oasis Renovation		Construction completed, pending play structures pending permit	90%
Angela Martinez		Construction in progress, need of mold remediation	50%
Stockdale HS		Contractor Construction completed, licensing alterations pending, Play Structure going in contract	70%
Playgrounds		Sterling, HH, Jewett	95%
Planz Modular Disposal		Getting Bids	20%
Cleo Foran		Termites Remediation	100%

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Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	420	47	425	829

Help Desk Projects	***Description of Status***	***Current % Status***
Mitel Phone System Upgrade	Leverage a replacement unified communications system solution to replace and/or upgrade current Mitel system.	20%
MDM Mobility Project	Upgrade the current MDM software for centrally manage, monitor, and secure Cap K Mobile Devices.	5%
Software License Project	Obtain software license tracking tool to maintain, centralize, and track inventory of all Cap K supported software license information.	5%
Asset Management Tracking	Update all assets within Asset Tiger Management tool for tracking, and tagging of all assets across CAPK.	30%

Information & Technology Projects	***Description of Status***	***Current % Status***
18th St AT&T Switch Ethernet	Transfer AT&T service to 18th st	*100%*
18th St AT&T 10 GB internet connect	Transfer AT&T service to 18th st	*50%*
Head Start Expansion	TDB	

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
For Report Only	8	17
First Aid	1	2
Medical	0	0
Modified Duty	0	0
Lost Time	0	0
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients	1	1
Property	2	6
Vehicle Incident / Grand Theft Auto	1	4
Motor Vehicle Accident	0	0
Work Place Violence / Over Doses / Death	0	0
Total	**13**	30

Program Strategic Goals	Progress Towards Goal	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance program.		
Develop and implement a Data Governance strategy.		
Improve the customer experience by assessing it through factors such as response time and customer sentiment.		

Program Highlights

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing
2-1-1 Kern Call Center
CenterCommunity Schools Partnership Program (CSPP)

Community Action Partnership of Kern
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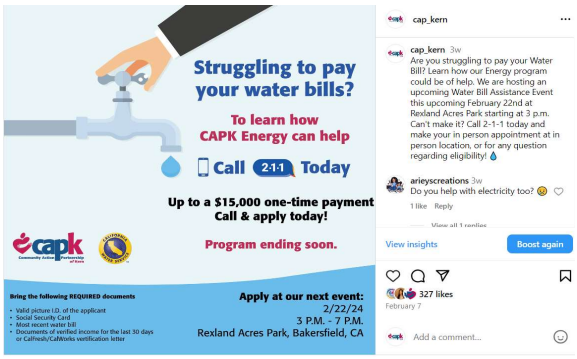
Month	February-24	**Program/**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	27,573	55,077	250,000	132%	22%
Facebook Impressions (i.e., number of times users see content)	399,000	544,000	1,250,000	383%	44%
Other Social Media Impressions	19,000	40,000	250,000	91%	16%

Highest Performing Post



https://www.instagram.com/p/C3EKGY2vvr8/?fbclid=IwAR2xz6PXglyTc5lnUic5mXjy33tYgDQCsgbbWQ6PfbxqHc0qGWpUlXz0HAg

44,571 reach (how many individuals saw this post)
87,322 impressions (how many times the post came across screens)
693 interactions (how many liked, commented, or shared)

Outreach Special Projects

- Hosted media training for 10 staff members in collaboration with HeySalty
- Working along CAPK Foundation to assist planning for Gourmet for Good Event
- Continued planning for Staff development day
- 2/1/24 Outreach at CSUB Spring Volunteer Fair
- 2/4/24 Outreach at Lamont COVID/Clinic in Partnership with CAPK and Building Healthy Communities
- Created and Posted National 211 Day 2024 Video
- Outreach at PACT meeting 2/14/24
- Created and Posted National 211 Day 2024 Video
- Outreach team interviewed and captured media interviews to complete CAPK MCAP (Migrant Childcare Program) video
- Outreach at LIHWAPWater Event 2/22/24
- Assisted Energy Team in executing ads through various platforms like billboards, radio, tv, and digital ads to push LIHWAP Water Bill Assistance set to expire at the end of March 2024.

Outreach Advocacy

- Hosted LIHWAP event with Assemblymember Dr. Jasmeet Bains office in her constituent space.
- Prepping for NCAF Legislative Day in DC next month
- Toured staff member Steven Kemp from Congressman Valadao's office at M street.

Advocacy Watch-list

- 211 Infrastructure Act

Notice of Proposed Rulemaking (NPRM) in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming
Farm Bill Package

Projects

The Kern coalition completed another series of community meetings across all 5 sub-regions. During these sessions, we presented information on stakeholder mapping relevant to each region, highlighted industries identified as either prominent or emerging, shared the regional plan pt 1, and collected feedback from local residents. The input from the community will play a crucial role in shaping the strategic plan for the regional plan pt 2 due Aug 30th. In addition, the state organized a winter convening, bringing together representatives from all 13 regions. This allowed for CJF partners to network and collaborate with other counties. The state also scheduled one-on-one meetings with all regions to provide feedback on their regional plan part 1 and discuss next steps. For Kern, we have been asked to submit an updated version by April 30th that addresses some missing areas the state identified and include more quantitively data on industries and economic status. The Kern Coalition has been awarded $14M that will go towards exploratory, last mile and shovel ready projects that align with the mission of CJF.
IRM will continue to undergo internal workflow updates, including eligibility questions and potentially adding a new feature for client acknowledgment, allowing staff to share personal client information with other CAPK programs. Although the timeline for this second phase is currently unspecified, the IS/IT team is committed to working diligently on these upgrades and executing in a timely manner. One on one training sessions remain available upon request. Program with pending referrals will begin to receive an exported client list directly from IRM to ensure that all referrals are properly recorded and followed up on.
The Diaper Distribution Demonstration Research Pilot Program (DDDRP) has continued successful enrollment by nearing their target reach of 300 children. A check-in with all CAP agencies will be conducted in March to gather program feedback.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
The 2023 CSBG Annual Report was accepted by CSD. Staff is now preparing a presentation to share the findings with leadership and program leads. The 2024 CSBG planning has begun and will include an updated meeting schedule with staff, joint efforts with the Information System team, and consultants.	The Community Schools Partnership Program has been designated as the next CAPK cohort to undergo ROMA certification. The start date for their training, which spans approximately seven months, is yet to be announced.

Foundation

Helped to coordinate and attended the East Kern FRC Ribbon Cutting event.
Solicited the following sponsors for GOURMET FOR GOOD to increase funding: Clinica Sierra Vista, Rio Tinto/Borax, Omni Family Health and AES Global Energy.
Client Meeting with Gabriela Mello, Citizens Business Bank
Prospect Development Meeting with Mia Cifuentes with Berry Petroleum.
Continued coordination of fundraising event, GOURMET FOR GOOD, planning menu, event layout and run of show.
Continued solicitation of items for silent auction for fundraiser.
Completed the Donor Apple Wall Campaign materials with Marketing Team for Food Bank.
Created the Save The Date card for GOURMET FOR GOOD.
Exploratory call with prospective CRM Vendor, Virtuous.
Launched the Virtual Food Drive Campaign with Kaiser Permanente, Leadership Bakersfield and IKEA to increase funding for the Food Bank.

Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	The grants team is currently review our repository of past funders over the last four years to identify potential new funding streams and cultivate relationships with them for future support.
Dedicate the upcoming year to thorough planning efforts, ensuring the successful completion of the new five-year strategic plan.	Our leadership team has given approval for a two-hour training session on SMART goals, aimed at facilitating the development of specific, measurable, achievable, realistic, and time-bound objectives essential for our forthcoming strategic plan.
Increase trust among elected officials, partner agency leaders, and corporate partners in CAPK as a partner-of-choice for implementation of anti-poverty and comms development programs. Raise awareness among civic influencers of poverty and CAPK's work to help families achieve self-sufficiency. Raise awareness among low-income residents of CAPK's programs that can help families and individuals in need.	All 3 goals have been implemented into the strategy of all campaigns.
Goal #1: Launch the Virtual Food & Hygiene Drive Campaigns and introduce them to donor prospects to supplement physical drives. Goal #2 Working in conjunction with the Marketing & Outreach Team, pilot the Food Bank Apple Wall Campaign, increasing donations for the program. Goal #3 Establish the Inaugural Signature Fundraiser, Gourmet For Good, increasing awareness for the Foundation and raising unrestricted funds for general operating support.	Goal met. Foundation successfully created the campaign and coordinating materials and created it's first campaigns with with Kaiser Permanente, Leadership Bakersfield and IKEA. Goal implemented. Foundation piloted the Food Bank Apple Wall and has launched the campaign. Goal implemented. Established the Inaugural Signature Fundraiser, Gourmet For Good, set for June 1, 2024.
Program Highlights	

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Month	February-24	Program/Division	2-1-1 Call Center Program
Division/Director	Pritika Ram	Program Manager	Sabrina Jones-Roberts
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The 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. The 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. The program has over 25 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Homeless Diversion Programs	Food Pantries	Utility Service Payment
Top 3 Unmet Needs	Food Stamps	Rent Payment Assistance	VITA Program

Information and Referral Services Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County	6,155	13,495	90,000	7%	15%
Kings County	207	495	4,000	5%	12%
Tulare County	973	2,051	10,000	10%	21%
Stanislaus County	810	1,673	10,000	8%	17%
Fresno & Madera	4,393	7,479	20,000	22%	37%
Merced & Mariposa	75	146	900	8%	16%
Total I&R Calls Handled	**12,613**	**25,339**	**134,900**	**112%**	**19%**
Average Wait Time	**0:50**				
Average Handle Time	**5:15**				

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	15	20.7	**(5.66)**

Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 3l)	48	14	38	300	37%	13%
Medi-Cal Application (MNP) (SRV 3h)	30	22	43	100	51%	43%
Medi-Cal Redetermination- KP (SRV 3h)	13	0	0	70	0%	0%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	76	23	59	300	39%	20%

2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	20,369	40,765	225,000	9%	18%

Other Calls	Month	YTD
LIHEAP (SRV 7b)	3,809	8,666
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	640	1,336
Mental Health (SRV 7c)	380	772
Food-related Calls (SRV 7c)	1,317	2,857
Housing and Homelessness Calls (SRV 7c)	1,919	4,290

Health and Human Service Referrals (SRV 7c)	2,052	4,200	
Total Other Services	10,117	22,121	

Explanation (Over/Under Goal Progress)

The program is currently on track to meet its goal expectations and will be monitored throughout for increment changes. The call volume support required and staffing ratio has been determined by trends identified by recent call demands of the program.

Program Strategic Goals	Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates.	The program continues seeking to captivate skilled candidates by streamlining the recruitment process of internal Human Resources and external Staffing Agency efforts. The program aims to offer competitive wages, language fluency and competency incentives, and opportunities for growth.
2. Enhance employee retention and foster opportunities for professional growth.	2-1-1 is staffed with 18 Full Time and 3 temporary Information and Referral (IR) Specialists. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. The program offers opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist. The Program is experiencing growth and anticipates onboarding a Program Specialist on 2/5/24.
3. Focus on retaining current contracts, such as those with United Ways, and explore growth opportunities to enhance the impact on clients.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained.

Program Highlights

National 211 Day is celebrated annually on February 11th. The program honored this day by creating Do-It-Yourself 211 T-Shirts, inviting team members to the program office to showcase their artistic skills, entering into a contest for a chance to win a prize, participating in a Photo-Op conducted by CAPK Media Team, and releasing a video to social media platforms outlining the ongoing call handling support the program provides to the community. The program also met with three (3) of its county partners regarding call handling contracts nearing their end and has been provided with verbal authorization by each of them to proceed with a three (3) year renewal.

Community Action Partnership of Kern

Monthly Report 2024

Month	February-24	**Program/Work Unit**	Community School Partnership Program
Division/Director	Pritika Ram	**Program Manager**	Que'Mesha Banner
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Community School Partnership Program (CSPP) provides direct wrap around case management to student-families enrolled within Bakersfield City School District's (BCSD) Community Schools. CSPP is designed to receive referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program links student-families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs.

Additional Requested Services	Higher Education	Medi-cal assistance	Citizenship Assistance
BCSD Referral Type	M.T.S.S (19)	F.A.C.E (8)	OTHER (33)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	60	131	650	9%	20%
Families Receiving Case Management Services (SRV 7a)	16	36	488	3%	7%
Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**			
Families that completed Pre-assessment	16	37			
Families that completed Post-assessment	0	2			
Internal Referral Services (SRV 7c)	**Month**	**YTD**			
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	13	25			
Total Families referred internally for Housing (CES)	7	17			
Total families referred for Employment Resources (2-1-1 or external)	7	13			
Total Families referred internally for Childcare (Head Start)	7	11			
Total Families referred internally for Utility Assistance (Energy)	7	14			
Total Families referred to Friendship House afterschool/ mentorship program	2	5			
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	20	43			
Home Visits (SRV 2cc)	2	7			

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)
Communtity Schools Partnership Program is in the 7th month of the 2023-2024 academic year. On 2/16/24, the Case Manager stationed at McKinley Elementary, submitted a letter of resignation. Case Manager's last day was 2/23/24. MTSS meetings are not being held consistently at all school sites. Case Managers and Liaisons created parent surveys or announcements through school-based communication apps to promote the program and accept walk-in referrals from parents.

Program Strategic Goals	Progress Towards Goal
1. Elevate program standards and effectiveness by providing a minimum of 3-months and up to one year of case management services to families referred to program and ensure the case management flow chart is being followed and conducted promptly.	Case Managers continue to improve engagement with families on their caseload and incoming referrals to the program. Case managers have shown improvement with following program procedures during intake, assessment, and family goal plannning.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals for family goal planning with participating families based on their needs outlined in ROMA assessment to reduce barriers and increase successful outcomes.	Case Managers have shown improvement with completing initial Family Goal Plans with SMART goals. Case managers need improvment with 30-60-90 follow ups.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	CSPP is collaborating with Chase Bank Community Manager to provide financial education courses to community school parents. The first session was held on February 27, 2024 at Stella Hills Elementary School.
4. Recruitment	On 2/20/24, a job requistion was created for the Community School Partnership Program Case Manager positon vacancy and closed on 3/1/24.

Program Highlights
On 2/27/24, Stella Hills held it's first financial education workshop through our collaboration with Chase Bank. The topic of the first workshop was on Savings and budgetting. There were 5 parents in attendance and they were very engaged.

Application Status Report
February 2024

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Homeless Veteransâ€™ Reintegration Program (HVRP)	Abandoned - Local data indicates that additional services are not required to address local needs in Kern County with this target population. The intent of HVRP, an employment-focused competitive federal grant program, is to enable Americaâ€™s veterans experiencing homelessness to reach their full employment potential and obtain high-quality career outcomes.	US Department of Labor	$ 600,000.00	$ -		Abandoned
Emergency Solutions Grants Program	Abandoned. Opportunity declined my leadership. Scope: Rapidly re-house homeless individuals and families, Â· Improve the number and quality of emergency shelters for homeless individuals and families. Help operate emergency shelters. Provide essential services to shelter residents, Â· Engage homeless individuals and families living on the street. Prevent families and individuals from becoming homeless.	County of Kern	$ 379,867.00	$ -		Abandoned
HOME American Rescue Plan	CAPK is pursuing capacity building assistance to bolster the general operations of our Coordinated Entry Systems program by increasing staffing and operational hours.	City of Bakersfield	$ 247,852.00	$ 247,852.00	2/26/2024	Awarded
First 5 Kern Community Event Support Grant	The Oasis Baby Shower Event will provide 20 low-income expecting mothers with baby supplies.	First 5 Kern	$ 5,000.00	$ 4,800.00	2/16/2024	Awarded
Community Development Block Grant (CDBG)	Solar Installation at Friendship House Community Center	City of Bakersfield	$ 231,048.00	$ 231,048.00	2/26/2024	Awarded
Whale Tail	This funding opportunity will provide a hands-on marine experience to low-income students at SYC and FHCC.	California Coastal Commission	$ -	$ -	2/21/2024	Denied
City of Shafter	The City of Shafter has provided funding for SYC since 2013, totalling $50,000 annually or $4,167 monthly. In February of	City of Shafter	$ 50,000.00	$ -	2/5/2024	Denied
Economic Mobility focused on the needs of individuals and families - Copy	Program: EKFRC: Funds for purchasing supplies to support family stabiliztion	Bank of America	$ 20,000.00	$ -		Pending
Victim Impact Grant	FHCC staff will provide rehabilitative services at North Kern State Prison to those with gang and gun-related sentences.	California Department of Corrections and Rehabilitation (CDCR)	$ 400,000.00	$ -		Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Friendship House Community Center
Funding Agency	Environmental Protection Agency City of Bakersfield	**Project Name**	Microgrid Project
CFDA	66.616	**Target Population**	Southeast Bakersfield Residents
Reapplication (Y/N)	No	**Number to be served**	--
Estimated Request	$2,676,374	**Division Director**	Freddy Hernandez
Award Period	Three years Start Date - Anticipated Spring '24	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

Through the implementation of a community microgrid, FHCC will serve as a crucial resource during extreme temperatures in Kern County, while also reducing local greenhouse gas emissions through EV charging stations and transitioning to electric sources, fostering a more sustainable community environment.

Project Description (Brief one paragraph description)

The project entails adding a 40 kW photovoltaic array and a 1,156 kWh battery storage system to the Friendship House Community Center's existing 90 kW setup for backup power, forming a self-sustaining microgrid. This microgrid will operate independently from the utility grid, with the photovoltaic array providing daytime power and charging the batteries for nighttime use, reducing dependence on the utility grid. The battery system will also stabilize power fluctuations from the utility grid to ensure uninterrupted operation during power failures, allowing the site to remain functional for at least 8-12 hours, depending on energy usage and climate control needs. Additionally, the project includes installing photovoltaic panels, inverters, and underground wiring, as well as creating structural foundations for the Battery Energy Storage System. An optional addition involves converting natural gas appliances to electric, enabling the Friendship House to rely solely on solar power and battery storage for heating, cooling, water, and electric vehicle charging, eliminating concerns about gas service interruptions during disasters.

Estimated Budget Summary

CAPK's budget for this project includes a base cost of $2,352,874 for the microgrid. An alternative option, converting to an all-electric facility, raises the total funding request to $2,676,374, involving the removal of the gas heat source and its replacement with a heat pump.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals: Freddy Hernandez 03/05/2024
Freddy Hernandez (Mar 5, 2024 14:04 PST)

1. Division Director — Date

Pritika Ram 03/04/2024

2. Chief Business Development Officer — Date

03/05/2024

3. Chief Program Officer — Date

Stacy Webster 03/05/2024

4. Chief Financial Officer — Date

03/05/2024

5. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Friendship House Community Center
Funding Agency	CA Dept. of Corrections and Rehabilitation	**Project Name**	Victim Impact Grant
CFDA	N/A	**Target Population**	Incarcerated individuals
Reapplication (Y/N)	N	**Number to be served**	160
Estimated Request	$ 400,000	**Division Director**	Freddy Hernandez
Award Period	2024-2026	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

Provide rehabilitative services to persons convicted of gang and gun violence related sentencing in effort to reduce recidivism.

Project Description (Brief one paragraph description)

FHCC Program Educators will provide rehabilitative services in a cohort-style every three-months. During this time, participants will share their stories, develop self-awareness of the crimes they committed, gain accountability for their actions, and receive assistance through resources/referrals. One-on-one assistance will also be offered to strengthen participant- instructor relationship. The grant term is scheduled for two years and will serve 160 clients with 192 hours of rehabilitative assistance at North Kern State Prison in Delano.

Estimated Budget Summary

During the two-year grant term, $229,216 will be allocated for salaries and $71,056 for benefits. $6,000 is allocated for equipment (computers for new employees), $12,062 for instructional material and supplies, and $18,000 for office supplies. Travel costs to and from center is at $8,000 with training at $4,000. All other operating costs, such as research, printing, space and hiring costs, equal to $15,302.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — 02/27/2024
1. Division Director — Date

Pritika Ram — 02/27/2024
2. Chief Business Development Officer — Date

02/29/2024
3. Chief Program Officer — Date

Stacy Webster — 02/29/2024
4. Chief Financial Officer — Date

02/29/2024
5. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	CES and EKFRC
Funding Agency	Kern Health Systems	**Project Name**	CalAIM Incentive Payment Program
CFDA	N/A	**Target Population**	Homeless
Reapplication (Y/N)	N/A	**Number to be served**	75
Estimated Request	$ 466,070	**Division Director**	Rebecca Moreno and Freddy Hernandez
Award Period	April 2024 - April 2025	**Program Manager**	Anna Saavedra

Project Goal (One sentence goal statement)

The goal of Kern Health Systems' CalAIM Incentive Payment Program (IPP) is to reduce homelessness and recidivism through a multi-modal intervention strategy that includes rental assistance and housing tenancy sustaining services.

Project Description (Brief one paragraph description)

The project focuses on addressing the dynamic risk factors for homelessness and recidivism, such as housing stability, employment, and mental health/substance use. CAPK plans to leverage its experience from the Emergency Solutions Grant (ESG)-CV Rental Assistance program, employing Housing Navigators to assist members in finding housing, completing rental applications, securing required documentation, and providing deposit payment assistance. The program emphasizes a trauma-informed, client-directed, strengths-based approach, aiming for sustainable housing solutions and fostering self-sufficiency upon program exit through comprehensive case management and support services. Additionally, we plan to bring laundry services to EKFRC to better serve the homeless population of East Kern.

Estimated Budget Summary

The budget for the CalAIM IPP initiative totals $466,070, encompassing salaries for key personnel like Program Supervisors and Homeless Navigators ($204,344 including fringe benefits), operating expenses such as travel ($4,000), facilities and equipment costs including washer/dryer and renovations for plumping and sewer systems($138,691), supplies ($48,000), and other operating expenses ($13,000). Additionally, $25,000 is allocated for client incentives, with indirect costs accounting for $33,035. This comprehensive budget is meticulously designed to support the project's aim of reducing homelessness and recidivism, ensuring all necessary resources are adequately funded for effective implementation.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Rebecca Moreno — Freddy Hernandez 02/29/2024
1. Division Director — Date

Pritika Ram 02/29/2024
2. Chief Business Development Officer — Date

02/29/2024
3. Chief Program Officer — Date

Stacy Webster 02/29/2024
4. Chief Financial Officer — Date

02/29/2024
5. Chief Executive Officer — Date

Date Presented / Approved:

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

Signature: Freddy Hernandez
Freddy Hernandez (Feb 29, 2024 14:19 PST)

Email: fhernandez@capk.org

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Food Bank
Funding Agency	California Department of Social Services	**Project Name**	Reach and Resiliency
CFDA	N/A	**Target Population**	Pantry and Commodity Partners
Reapplication (Y/N)	No	**Number to be served**	111
Estimated Request	$ 120,000	**Division Director**	Susana Magana
Award Period	March through June 2024	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

With additional funding, CAPK will pursue the continuation of our round 1 endeavors, with a specific emphasis on bolstering our research in food security and deploying strategies to combat food waste.

Project Description (Brief one paragraph description)

At present, our pantry and commodity partners lack a system for collecting client information, impeding our ability to discern the demographics of those utilizing our services. With the additional resources from round 1, we intend to procure tablets for our partners, facilitating the creation of online profiles with client-specific identifiers. This approach will enable us to track the frequency of food collection, providing valuable insights into client behavior. This will empower CAPK to better manage individuals over time, particularly those experiencing long-term food insecurity who frequent multiple distribution sites. In parallel, our efforts to address food waste align with SB1383 requirements, wherein tier 2 distributors will notify our partners of surplus food availability. Leveraging a real-time platform, these distributors, including restaurants, hotels, and local education agencies, will alert CAPK's partners simultaneously. Partner and commodity sites will sign up for food pick-ups on a first-come, first-served basis using the tablets.

Estimated Budget Summary

We are requesting an additional $120,000; $109,091 for 111 tablets with built-in LTE, as well as 10% of the direct costs towards our indirect cost rate.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Susana Magana (Mar 5, 2024 12:52 PST) 03/05/2024
1. Division Director Date

Pritika Ram 03/05/2024
2. Chief Business Development Officer Date

03/06/2024
3. Chief Program Officer Date

Stacy Webster 03/05/2024
4. Chief Financial Officer Date

03/05/2024
5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Food Bank
Funding Agency	County of Kern Planning Division	**Project Name**	CARES Food Access Fund
CFDA	N/A	**Target Population**	Food Bank clients
Reapplication (Y/N)		**Number to be served**	2,000
Estimated Request	$ 1,000,000.00	**Division Director**	Susana Magana
Award Period	TBD - December 2026	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

The CAPK Food Bank will use one-time County - CARES funding to purchase food for distribution in rural and unincorporated areas of Kern County.

Project Description (Brief one paragraph description)

The CAPK Food Bank will use one-time funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to purchase food for 4-6 free farmer markets and distributions in rural and incorporated areas, including Rexland Acres, Lamont, Lost Hills, and Ridgecrest.

Estimated Budget Summary

The funding, considered one-time, is set to expire by December 2026. However, final details of the erm are pending the contract. The majority of the funding, 76%, will be allocated towards direct food purchase, with 1% for travel, and the remaining balance of 23% towards salaries. Indirect expenses are not allowed as part of this funding.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals: Susana Magana (Mar 5, 2024 14:43 PST) 03/05/2024

1. Division Director — Date

Pritika Ram 03/05/2024

2. Chief Business Development Officer — Date

03/06/2024

3. Chief Program Officer — Date

Stacy Webster 03/05/2024

4. Chief Financial Officer — Date

03/05/2024

5. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
February 2024

Funding Type	Private	**CAPK Program**	Oasis Family Resource Center
Funding Agency	Kern Family Health Care	**Project Name**	Oasis Case Management Support
CFDA	N/A	**Target Population**	Low-income families
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Eric Le Barbe
Description	Kern Family Health Care funds will purchase a laptop for an OFRC case manager, children's educational activities, and baby/toddler supplies. This project scope will provide case management support to low-income families in Ridgecrest and assist children with a kindergarten readiness program and baby/toddler supplies.		

Funding Type	Private	**CAPK Program**	Friendship House Community Center
Funding Agency	Kern Family Health Care	**Project Name**	FHCC STEM Building
CFDA	N/A	**Target Population**	Youth
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Lois Hannible
Description	Kern Family Health Care funds will purchase STEM supplies for FHCC's STEM project and a fieldtrip to the California Science Center. This project scope will provide a STEM focused learning opportunity for youth in East Bakersfield.		

Funding Type	Private	**CAPK Program**	Shafter Youth Center
Funding Agency	Kern Family Health Care	**Project Name**	SYC STEM Building
CFDA	N/A	**Target Population**	Youth
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Angelica Nelson
Description	Kern Family Health Care funds will purchase STEM supplies for SYC's STEM project and a fieldtrip to the California Science Center. If funded, this project will take place in the summer and provide a STEM focused learning opportunity for youth in Shafter.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
February 2024

Funding Type	Private	**CAPK Program**	East Kern Family Resource Center
Funding Agency	Kern Family Health Care	**Project Name**	EKFRC Emergency Supplies
CFDA	N/A	**Target Population**	Low-income individuals and families
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Anna Saavedra
Description	Kern Family Health Care funds will purchase emergency supplies and transportation passes for low-income individuals and families in Mojave. This project scope will provide transportation services for individuals who have a transportation barrier given Mojave's remote location and provide emergency supplies for those in need, such as hygiene products, shelf-stable food, and clothing.		

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Date Presented/Approved

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

Community Action Partnership of Kern
Monthly Report 2024

Month	February-24	Program/Work Unit	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks
Reporting Period	February 1, 2024 - February 29, 2024		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (14 fully closed classrooms/5 partially closed classroom)	574	829	829	69%	163
Disabilities	21%	10%	10%	210%	n/a
Over Income 101%-130% (up to 35%)	26	n/a	n/a	5%	n/a
Over Income 131% and up (up to 10%)	44	n/a	n/a	8%	n/a

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (14 fully closed classrooms/7 partially closed classrooms)	929	1242	1242	75%	284
Disabilities	6%	10%	0	60%	n/a
Over Income 101%-130% (up to 35%)	35	n/a	n/a	4%	n/a
Over Income 131% and up (up to 10%)	51	n/a	n/a	6%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To-Date	Annual Goal (Contract Limit 400)	Annual Progress	
Enrollment	222	314	312	101%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	52,327	20,095	15,687	16,545

Child and Adult Care Food Program (CACFP) (Note: The data represents information from January 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	66,685	19,584/47,101	41,594	79%

Household Services	Month	YTD
Eligibility Determination (SRV 7b)	244	378

Total Community Services	**244**	**378**	

Explanation (Over/Under Goal Progress)
Due to being understaffed and pending licenses at four centers, it has contributed to being under enrolled; however, the classrooms that are closed at Harvey Hall and Sterling centers are pending licensing and can be opened once approved. As of February 28, 2024, there are 97 vacant positions; however, we are trending upward as there were 11 staff onboarded and 3 resignations.

Program Strategic Goals	**Progress Towards Goal**
1.) School Readiness	Objective: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, diversity, equity, inclusion, and safety. To address this,10% of the program staff will attend Loose Parts and STEM training by year 1. Progress: In February 2024, the last cohort of Head Start Teachers and Assistant Teachers received Loose Parts training; therefore, reaching the benchmark set.

Program Highlights

1. The last cohort of Head Start Teachers and Assistant Teachers attended Loose Parts training.
2. There were 3 application clinics held at the Kaiser Office to enroll families for services.
3. Recruitment events occurred at the following centers: McFarland, Shafter, Taft, Pete Para, and Rosamond.
4. On February 22, 2024, a recruitment event was held at the Water Bill Assistance event.
5. Two ReadyRosie Family Workshops were offered at the Angela Martinez and Shafter centers.
6. On February 21, 2024, Dr. Kirk provided parent training.
7. On February 26, 2024, the Head Start Health Department conducted CPR training for staff.
8. CLASS- Spring observations started. We had 14 new preschool CLASS observers, and 15 team members participate in the Toddler CLASS observer training (currently testing). We had a consultant visit and provided training for Head Start staff.
9. During the week on March 4, 2024, Read Across America will commence at various Head Start centers. Each classroom received books to enhance their classroom library. Many guests are readers are scheduled to participate to promote literacy development.

MEMORANDUM

To: Program Review & Evaluation

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: March 13, 2024

Subject: *Agenda Item 6d:* Goal Group 3 Presentation – **Info Item**

CAPK's Strategic Goal 3 aims to advance economic empowerment and financial stability for low-income individuals in the communities we serve. This goal is structured around four key objectives:

- 3.1: Increase housing stability for those experiencing or at risk of homelessness.
- 3.2: Enhance CAPK's capacity to offer long-term affordable housing solutions.
- 3.3: Expand opportunities for clients to progress through career and education pathways.
- 3.4: Improve access to economic asset enhancement and financial education opportunities.

Team Members: The Goal Group 3 team, led by Rebecca Moreno, includes Keith Jackson, Sylvia Ortega, Bradley Fergon, and co-lead Louis Gill. The team convenes monthly to review progress and brainstorm new strategies for achieving these objectives. Additionally, our team is actively seeking to recruit two new members.

Recent Developments:
In alignment with our strategic objectives, CAPK has recently secured several contracts and funding opportunities to support our mission:

- **HHAP Rounds 3 & 4 Funding:** CAPK has been awarded $300,000 to enhance the East Kern Family Resource Center's rural drop-in center, introducing mobile showers and laundry services. This initiative supports Objective 3.1 by improving housing stability and living conditions for our rural homeless population.

- **City of Bakersfield HOME ARP Funding:** A $247,852 grant from the City of Bakersfield's HOME American Rescue Plan will strengthen the operations of our Coordinated Entry Systems program. This funding bolsters our objective to increase organizational capacity (Objective 3.2) and streamline access to housing solutions.

- **Kern Health Systems' CalAIM IPP:** CAPK is excited to partner with Kern Health Systems on the CalAIM IPP, aimed at tackling homelessness and recidivism through a

comprehensive, multi-modal intervention strategy, now supported by a budget of $466,070. This initiative will enhance our housing tenancy sustaining services, offering rental assistance and employing Housing Navigators to assist clients with housing searches, application processes, and securing necessary documentation and deposit payments. Drawing on CAPK's success in the Emergency Solutions Grant (ESG)-CV Rental Assistance program, the project focuses on sustainable housing solutions, utilizing a trauma-informed, client-directed, strengths-based approach. Comprehensive case management and support services will ensure clients achieve self-sufficiency upon exiting the program. Additionally, the introduction of laundry services at the East Kern Family Resource Center will further support the homeless population in East Kern, addressing basic needs and facilitating their journey towards stability and independence. This budget allocation represents a significant commitment to addressing key factors affecting homelessness and recidivism, promoting long-term economic empowerment and financial stability for our clients.

These initiatives represent significant strides towards our collective goals, demonstrating CAPK's commitment to empowering the communities we serve.

Attachment:
Goal Group 3 Summary Report

Mission Statement

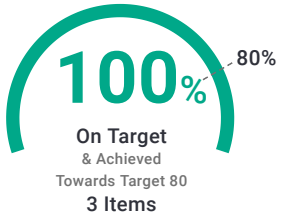
Organizational Slogan

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

Vision Statement

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

Vision Description





My Items

Item	YTD Actual
3.1: Increase housing stability for people experiencing or at risk of homelessness.	**47%**
3.1.1: Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness...	**50%**

Item	YTD Actual
3.1.2: Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services.	**45%**

Objective
Increase housing stability for people experiencing or at risk of homelessness. (3.1) (Last updated: 03/06/24)
Aligned to: #3 Economic Empowerment

Last comment: Discussed Recent Developments: In alignment with our strategic objectives, CAPK has recently secured several contracts and funding opportunities to support our mission: HHAP Rounds 3 & 4 Funding: CAPK has been awarded $300,000 to enhance the East Kern Family Resource Center's rural drop-in center, introducing mobile showers and laundry services. This initiative supports Objective 3.1 by improving housing stability and living conditions for our rural homeless population. City of Bakersfield HOME ARP Funding: A $247,852 grant from the City of Bakersfield's HOME American Rescue Plan will strengthen the operations of our Coordinated Entry Systems program. This funding bolsters our objective to increase organizational capacity (Objective 3.2) and streamline access to housing solutions. Kern Health Systems' CalAIM IPP: CAPK is excited to partner with Kern Health Systems on the CalAIM IPP, aimed at tackling homelessness and recidivism through a comprehensive, multi-modal intervention strategy, now supported by a budget of $466,070. (03/06/24)

Owner
Rebecca Moreno

Measure:
Percent Complete

47% **0%**



YTD Target: 57%

YTD Actual 10/01/21 12/31/25

YTD Actual 10/01/21 12/31/25

Activity
Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness by 2028" 10-year plan. (3.1.1) (Last updated: 04/07/22)

Owner
Rebecca Moreno

Measure:
Percent Complete

50% **0%**



YTD Target: 56.8%

Activity
Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services. (3.1.2) (Last updated: 06/06/23)

Owner
Rebecca Moreno

Measure:
Percent Complete

45% **0%**



YTD Target: 56.8%

Sub-Activity
Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless (3.1.1.1) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
0%
YTD Target: 56.8%

Sub-Activity
Improve the evaluation and data management components of CES. (3.1.1.2) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
0%
YTD Target: 56.8%

Sub-Activity
Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless. (3.1.1.3) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
0%
YTD Target: 56.8%

Sub-Activity
In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective advocacy efforts at the local and State levels. (3.1.1.4) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
0%
YTD Target: 56.8%

Sub-Activity
Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis (3.1.2.1) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
0%
YTD Target: 56.8%

Sub-Activity
Increase funding streams to expand number of emergency beds/services as needed. (3.1.2.2) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
0%
YTD Target: 56.8%

Sub-Activity
Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing. (3.1.2.3) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
0%
YTD Target: 56.8%

Sub-Activity
Expand upstream support to reduce the number of people who become homeless for the first time. (3.1.2.4) (Last updated: 10/06/21)
Owner
Measure: *Percent Complete*
0%
YTD Target: 56.8%

Objective
Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families. (3.2) (Last updated: 09/02/22)
Aligned to: #3 Economic Empowerment
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
45%
0%
YTD Target: 56.8%

Objective
Increase opportunities and supports for clients to advance through career and education pathways. (3.3) (Last updated: 09/29/22)
Aligned to: #3 Economic Empowerment
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
40%
0%
YTD Target: 56.8%

Objective
Increase access to economic asset enhancement and financial educational opportunities. (3.4) (Last updated: 09/02/22)
Aligned to: #3 Economic Empowerment
Owner
Measure: *Percent Complete*
32%
0%
YTD Target: 56.8%

Activity
Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s). (3.4.2) (Last updated: 02/09/22)
Owner
Measure: *Percent Complete*
YTD Actual 10/01/21 12/31/25
33%
0%
YTD Target: 56.8%

Sub-Activity

Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps. (3.4.2.1) (Last updated: 02/09/22)

Last comment: Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (02/09/22)

Owner

Measure:
Percent Complete

YTD Actual
100%

10/01/21 **0%** 12/31/25



YTD Target: 56.8%

YTD Actual 10/01/21 12/31/25

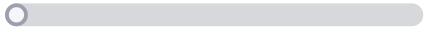
Sub-Activity

Complete internal capacity assessment to evaluate potential for delivery of new financial services. (3.4.2.2) (Last updated: 10/06/21)

Owner

Measure:
Percent Complete

0%



YTD Target: 56.8%

Sub-Activity

Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board. (3.4.2.3) (Last updated: 10/06/21)

Owner

Measure:
Percent Complete

0%



YTD Target: 56.8%

DATE	March 12, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18th St., 3rd Floor Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee member Denise Boshers called the meeting to order at 12:01 pm at the Community Action Partnership of Kern Administrative Building, 1300 18th St., Bakersfield, CA 93301

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Denise Boshers, and Fatima Echeverria

   Absent: Michelle Jara-Rangel and Mia Cifuentes

   Others present: Jeremy Tobias, Chief Executive Officer, Tracy Webster, Chief Financial Officer; Emilio Wagner, Chief Facilities & Technology Officer, 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 January 2024 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above info item and provided a summary of the attached reports and noted that this report covers eleven months of the budget year.

      Tracy advised the committee that the contract term does not end in February due to the No-Cost Extension for one additional year. Denise Boshers asked if the Carryover is a part of the No-Cost extension or if they separate. Tracy replied that there are two separate approval processes but after March, they will be lumped into one contract. There will be one contract number, and the only difference will be the TT&A. Tracy reminded the committee that in January, it is classified as Carryover, but in March, it goes to No Cost Extension to continue spending money. Tracy added that if the Carryover is within the 5-year contract term, it is considered a Carryover. Given this is the last year of the 5-year contract period, it now is a No Cost Extension and changes the reporting period.

      Tracy addressed the in-kind for Gionone from the last meeting. The report shows activity, but with no children enrolled presently, the report shows past activity. There was activity for a portion of the year. However, the site is currently closed due to low staff. The in-kind recorded is correct.

   b. Check Signing Policy – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reminded the Committee that this item was presented as an Info Item in February and was pulled from the Consent Agenda by Board Chair Fred Plane for further discussion and review by the entire Board. At the Board Meeting, Fred Plane requested that staff utilize a check register for the Board to see checks being issued, and to bring back to the committee in March. Tracy said that the requested information will not be available until the conversion to SageIntact takes place, now scheduled for July. Today's request is to authorize staff to add the check signing process into the revised Policy Manual and staff will come back for Board approval of the Policy in June.

Fatima Echeverria said she remembered that Fred was concerned about not being able to review the checks, but Tracy reminded her that redacted check register will be made available to the Committee and Board but said that personal information and employee terminations will be eliminated from the check register report.

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

c. January 2024 Financial Reports – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported the agency did not require a draw from the line of credit during the month of January and provided updates on Central Kitchen, CMAP, and center-based programs (CSPP, CMIG and CCTR). Tracy also noted that the Finance Division has two vacancies and is currently working with SageIntact on the upcoming accounting software platform conversion, which was pushed back and expected to go live in July.

The agency expenditures are currently at 90% for the year, which is aligned with the goal of $91.7%. The Indirect Fund budget to actual report for January month end showed that revenue is in excess of expenditures by $2,110,347, which is 137.8% of the budgeted indirect surplus. Overall expenditures are $85% of the budget and less than the target of 91.7% (11 of 12 months)

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

Committee Member Comments

No comments.

Next Scheduled Meeting
12:00 pm
Wednesday, April 17, 2024
CAPK Administration Office
1300 18th St., 3rd Floor
Bakersfield, CA 93301

Adjournment

The meeting was adjourned at 12:18 pm.

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: March 12, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended January 31, 2024 – **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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through January 31, 2024. Eleven months (91.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 76% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 55% of the budget.

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

The non-Federal share is at 102% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - January 31, 2024
Month 11 of 12 (91.7%)

Prepared 03/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	7,327,057	2,114,979	78%	22%
FRINGE BENEFITS	3,650,298	1,988,854	1,661,444	54%	46%
TRAVEL	70,000	-	70,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	744,041	876,938	(132,897)	118%	-18%
CONTRACTUAL	171,839	202,119	(30,280)	118%	-18%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	3,279,937	756,921	81%	19%
INDIRECT	1,752,938	1,380,133	372,805	79%	21%
TOTAL BASE FUNDING	**19,868,010**	**15,055,038**	**4,812,972**	**76%**	**24%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	16,144	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**177,586**	**-**	**100%**	**0%**

CARRYOVER

PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	18,021	7,112	72%	28%
SUPPLIES	53,386	53,386	-	100%	0%
EQUIPMENT	314,100	-	314,100	0%	100%
CONSTRUCTION	1,000,000	505,731	494,269	51%	49%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	161,361	4,122	98%	2%
INDIRECT	49,259	49,259	-	100%	0%
TOTAL CARRYOVER	**1,836,328**	**1,016,725**	**819,603**	**55%**	**45%**

GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**16,249,349**	**5,632,575**	**74%**	**26%**

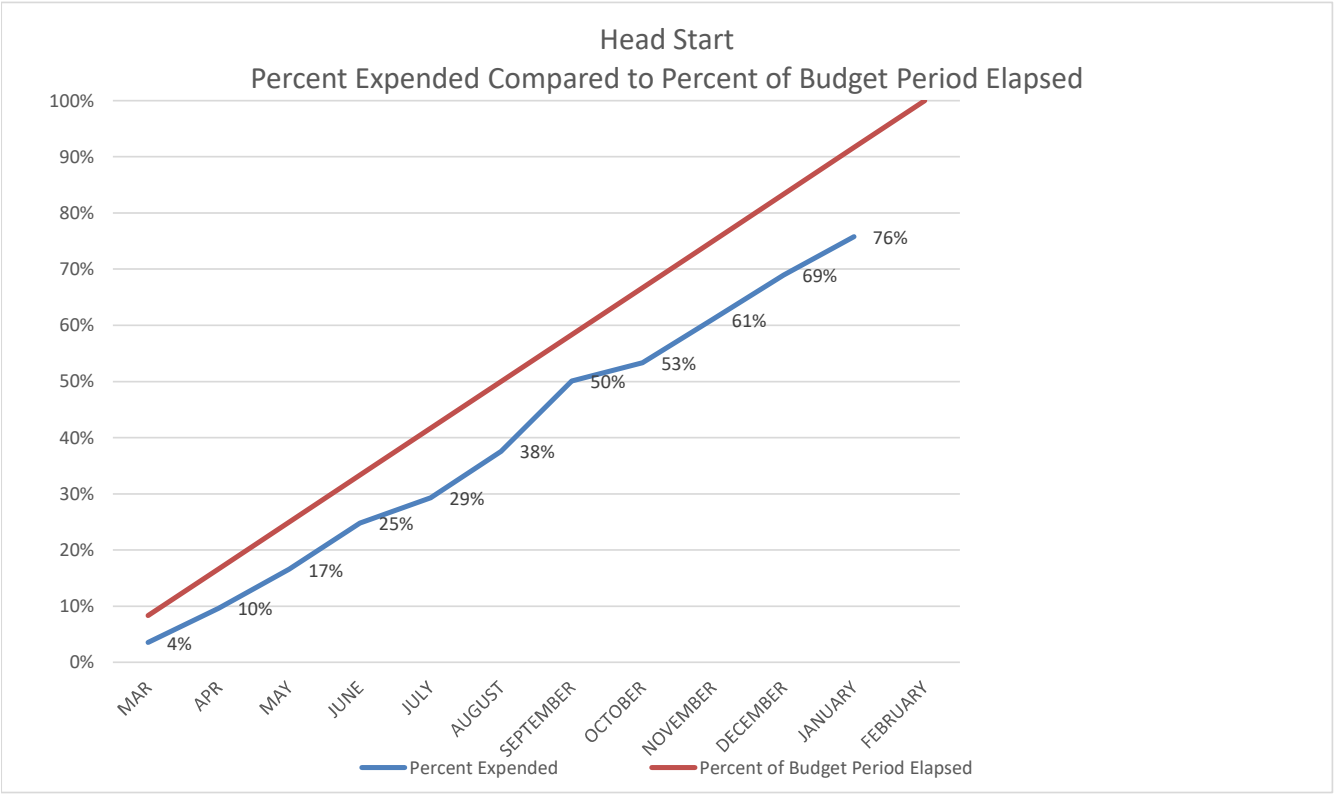
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,180,070	(1,221,672)	162%	-62%
CALIF DEPT OF ED	11,131,398	10,170,613	960,785	91%	9%
TOTAL NON-FEDERAL	**13,089,796**	**13,350,683**	**(260,887)**	**102%**	**-2%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2024
Administrative Cost for HS and EHS Combined **7.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	19,266	-	-	-	**19,266**	2/1/2024
Lowe's	44,045	2,154	856	(180)	**46,875**	2/2/2024
Smart & Final	90	-	-		**90**	2/1/2024
Save Mart	1,405	-	-	-	**1,405**	2/5/2024
Chevron & Texaco Business Card	7,684	-	-	-	**7,684**	2/6/2024
Home Depot	14,666	1,603	1,486	383	**18,137**	2/5/2024
	87,156	**3,758**	**2,341**	**202**	**93,457**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
10%
17%
25%
29%
38%
50%
53%
61%
69%
76%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: March 12, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended January 31, 2024 – **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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through January 31, 2024. Eleven months (91.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 76% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 83% of the budget.

Carryover Funds

Overall expenditures are 47% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - January 31, 2024
Month 11 of 12 (91.7%)

Prepared 03/06/2024

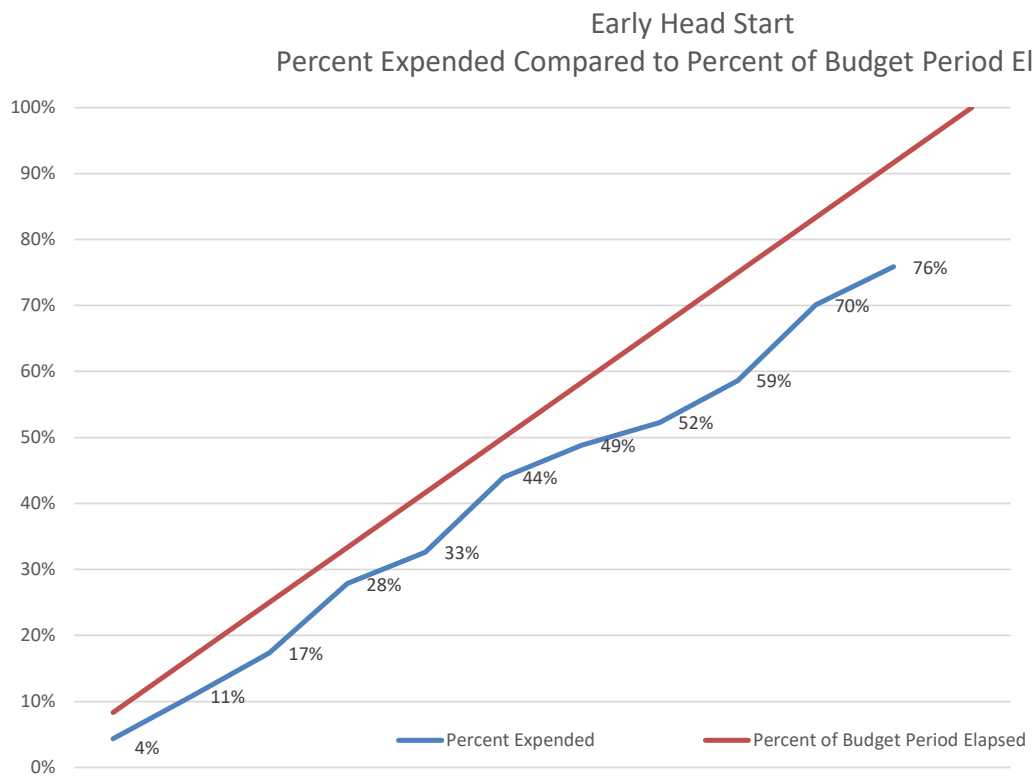
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	7,502,190	1,387,462	84%	16%
FRINGE BENEFITS	2,516,917	2,101,515	415,402	83%	17%
TRAVEL	50,000	34,040	15,960	68%	32%
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	702,661	502,462	58%	42%
CONTRACTUAL	1,091,221	770,772	320,449	71%	29%
CONSTRUCTION	-	-	-		
OTHER	3,374,545	1,828,281	1,546,264	54%	46%
INDIRECT	1,665,883	1,317,986	347,897	79%	21%
TOTAL BASE FUNDING	**18,793,341**	**14,257,445**	**4,535,896**	**76%**	**24%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,192	-	100%	0%
SUPPLIES	30,013	24,822	5,191	83%	17%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	162,225	50,168	76%	24%
INDIRECT	31,268	27,911	3,357	89%	11%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**285,229**	**58,717**	**83%**	**17%**

CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	34,387	2,811	92%	8%
SUPPLIES	13,347	9,362	3,985	70%	30%
EQUIPMENT	100,000	44,517	55,483	45%	55%
CONSTRUCTION	700,000	209,027	490,973	30%	70%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	70,153	-	95%	5%
INDIRECT	23,470	23,470	-	100%	0%
TOTAL CARRYOVER	**1,042,113**	**485,006**	**553,252**	**47%**	**53%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,179,400**	**15,027,680**	**5,147,864**	**74%**	**26%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
11%
17%
28%
33%
44%
49%
52%
59%
70%
76%
Percent Expended
Percent of Budget Period Elapsed

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Repor
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending January **31, 2024** (Month 11 of 12)

Percent of budget period elapsed: 91.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	4,558	11,209	11,841	9,218	7,909	11,680	80,080	Kern	39,812	201%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	8,729	8,579	236	0	134	66,385	Kern	19,906	333%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,088	13,238	10,278	6,545	10,748	111,640	Kern	59,718	187%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,571	7,423	9,483	989	270	42,456	Kern	39,812	107%
California City	20	3,962	3,239	1,327	0	0	2,248	4,947	5,964	68	7,316	151	29,222	Kern	19,906	147%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,666	4,917	1,635	5,971	7,925	4,492	56,264	Kern	22,892	246%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,898	20,443	19,877	19,431	18,085	154,935	Kern	75,643	205%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,925	8,979	8,651	8,495	7,804	99,243	Kern	51,756	192%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	7,108	8,166	9,032	5,561	8,315	80,298	Kern	38,817	207%
Fairview	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,847	14,722	12,779	9,645	13,556	10,179	4,875	136,732	Kern	139,343	98%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	3,532	2,775	0	28,137	Kern	19,906	141%
Home Base	152	13,671	16,943	9,226	8,582	8,412	14,055	13,222	9,432	8,011	4,912	272	106,738	Kern	75,643	141%
Lamont	20	6,800	7,113	3,715	0	0	3,913	8,049	8,222	2,452	6,008	0	46,273	Kern	19,906	232%
Martha J. Morgan	71	18,212	18,278	16,909	13,241	10,398	12,436	13,568	10,201	11,068	7,550	334	132,194	Kern	70,667	187%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,590	8,582	0	249	73,574	Kern	19,906	370%
Mojave	20	2,344	954	100	0	0	2,425	2,111	2,927	3,553	4,357	106	18,878	Kern	19,906	95%
Oasis	45	14,048	12,295	9,215	0	0	653	9,110	7,828	6,335	8,154	57	67,694	Kern	44,789	151%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	26,857	33,710	14,794	22,123	414	246,280	Kern	127,399	193%
Planz	0	0	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	25,055	27,724	25,212	34,877	662	254,251	Kern	75,643	336%
Rosamond	60	4,136	4,253	1,942	0	0	649	3,948	166	353	4,323	174	19,944	Kern	59,718	33%
San Diego	32	8,409	6,487	4,838	5,327	4,354	4,636	5,747	6,976	5,035	3,442	272	55,523	Kern	31,850	174%
Seibert	20	2,192	2,325	1,186	0	0	392	3,238	272	377	1,287	204	11,473	Kern	19,906	58%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,408	3,601	1,579	1,963	2,380	166	29,824	Kern	19,906	150%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,698	3,980	4,454	4,566	4,592	3,533	0	35,132	Kern	23,887	147%
Sterling	124	17,632	14,182	16,513	14,791	16,430	18,707	19,248	23,643	22,045	6,873	407	170,472	Kern	123,418	138%
Stockdale Head Start	60															
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	3,145	2,883	2,377	0	91	18,125	Kern	19,906	91%
Taft	60	8,550	8,852	6,946	0	0	511	3,678	7,557	4,969	2,402	40	43,505	Kern	59,718	73%
Tehachapi	34	1,671	2,593	77	0	0	0	537	2,877	543	0	502	8,801	Kern	33,840	26%
Vineland	20	2,263	2,062	1,834	0	0	964	836	2,295	0	813	0	11,066	Kern	19,906	56%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,413	13,764	12,031	11,774	0	87,196	Kern	19,906	438%
Wesley	60	21,461	17,008	14,220	0	0	4,292	6,804	7,301	3,266	9,417	0	83,770	Kern	59,718	140%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,705	12,678	12,860	8,419	85	70,064	Kern	39,812	176%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0			
Governance		485	363	394	15	39	144	23	35	0	0	0	1,498	Kern	15,000	10%
Program Services		13,559	8,991	8,585	11,830	7,588	5,257	8,302	382	7,651	972	1,775	74,892	Kern/SJC	74,265	101%
California Street	24	5,829	6,641	6,121	4,730	4,028	6,606	7,763	9,575	10,063	10,319	5,701	77,375	SJC	39,646	195%
Chrisman	16	4,794	4,540	2,987	946	0	0	0	0	0	0	0	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	682	494	226	0	0	0	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,158	2,017	2,800	1,888	22,853	SJC	26,431	86%
Lodi Home Base	30	8,307	13,348	14,790	11,503	11,165	14,790	12,221	11,317	7,233	9,359	4,696	118,730	SJC	24,779	479%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,682	595	7,057	6,756	5,575	4,575	61,981	SJC	49,558	125%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	6,447	3,335	2,018	68	871	0	43,658	SJC	9,086	481%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	1,869	3,074	1,775	2,346	585	26,427	SJC	39,646	67%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,420	7,364	2,265	3,711	1,799	50,533	SJC	39,646	127%
Stockton Home Base	78	9,353	11,386	11,847	13,688	11,724	15,010	12,768	12,701	14,333	15,657	10,523	138,989	SJC	64,425	216%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	2,046	1,471	1,188	0	0	0	26,767	SJC	9,912	270%
Walnut	24	3,586	3,040	3,039	4,162	5,619	5,756	4,143	5,555	3,728	3,693	3,208	45,531	SJC	39,646	115%
SUBTOTAL IN-KIND	**1,945**	**403,643**	**392,442**	**355,378**	**218,740**	**179,630**	**261,936**	**332,394**	**359,287**	**296,213**	**275,073**	**105,332**	**3,180,070**	**0**	**1,971,337**	**161%**
														x		
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	216,189	237,647	211,249	207,732	226,243	2,595,126	Kern	3,297,554	79%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	526,245	461,074	602,357	5,186,418	Kern	6,413,658	81%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	3,373	4,053	2,963	3,478	3,865	45,380	Kern	0	0%
SUBTOTAL CA DEPT of ED		**901,323**	**787,654**	**816,465**	**580,318**	**375,785**	**615,807**	**674,523**	**829,843**	**740,457**	**672,284**	**832,465**	**7,826,924**		**9,711,212**	**81%**
														x		
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	158,866	154,042	151,221	1,575,518	SJC	1,175,152	**134%**
SUBTOTAL CA DEPT of ED		**96,972**	**128,349**	**139,529**	**128,466**	**109,071**	**159,715**	**163,431**	**185,856**	**158,866**	**154,042**	**151,221**	**1,575,518**		**1,175,152**	**134%**
GRAND TOTAL		**1,401,938**	**1,308,445**	**1,311,372**	**927,524**	**664,486**	**1,037,458**	**1,170,348**	**1,374,986**	**1,195,536**	**1,101,399**	**1,089,018**	**12,582,512**		**12,857,701**	**98%**
													768,171			
													13,350,683			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending January 31, 2024 (Month 11 of 12)

Percent of year elapsed: 91.7%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	2,323	2,965	3,755	2,203	3,370	0	1,636	26,363	103,398	25%
Kern Community College District - BC	32	27,579	13,672	20,450	23,742	22,090	23,937	24,011	24,706	17,964	124	75	198,350	137,864	144%
KCSOS - Blanton	16	33,685	6,355	8,527	37,414	13,482	29,774	108,940	10,478	10,200	0	0	258,855	68,932	376%
Garden Pathways	11	0	166	0	0	0	0	0	136	0	0	0	302	47,391	1%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	21,039	22,308	20,926	0	0	284,244	180,947	157%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**152**	**113,580**	**67,100**	**77,115**	**102,524**	**56,011**	**79,971**	**157,745**	**59,830**	**52,460**	**124**	**1,711**	**768,171**	**654,854**	**117%**

Budget reflects Notice of Award #09CH011132-05-01

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: March 12, 2024

Subject: *Agenda Item 4b: Board Check Signing Policy* - **Action Item**

Background:

Historically, all checks issued by CAPK have required the signature of a Board member when the dollar amount exceeds $4,999.99 except for payroll checks which are processed through ADP. Prior to the implementation of Direct Deposit in 2020, these checks were manually signed by Board members. Presently, the CAPK Finance department obtains electronic approval for the signature of checks through Adobe sign from a board member when accounts payable checks are produced. For the most part, this is once a week. However, there are circumstances such as terminated employee checks or unusual vendor payments which require payments to be completed more than once a week.

The accounts payable department is unable to process checks unless a board member signs off on all payments for a check run.

The volume of accounts payable has significantly increased over the past six years.

Fiscal Year	Number of Payments	Amount
2017-18	11,703	$26,901,193
2018-19	10,843	$26,608,315
2019-20	11,331	$30,062,811
2020-21	8,303	$28,884,389
2021-22	9,395	$28,574,317
2022-23	13,901	$61,290,772
2023-24 (through December 2023)	18,815	$81,325,820

The procurement process of the agency already follows very specific steps prior to the issuance of an invoice for payment from a vendor. Please see the following procurement threshold and authorization limits for all requisitions and purchase orders for the agency:

Amount of Purchase	Required Approvals
≤ $9,999.99 (or $2,000 if subject to Davis-Bacon)	Manager or higher

Amount of Purchase	Required Approvals
$10,000 ≤ $99,999.99	• Administrator; or Assistant Director (≤ $20,000); or • Director (≤ $30,000); or • Chief Program Officer (≤ $100,000)
$100,000 ≤ $249,999.99	• Chief Financial Officer (≤ $150,000); or • Chief Executive Officer (≤ $250,000); or • Board of Directors (> $250,000)
> $250,000 and above	• Chief Executive Officer (≤ $250,000); or • Board of Directors (> $250,000)
Construction/Major Renovations over $250,000	Chief Executive Officer and Board of Directors

The agency's Accounting and Financial Policies Manual approved in April 2022 further states:

The Board must approve the following items regardless of threshold:

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

Proposed Changes:

Based on data from Wipfli, like agencies, and input from our external auditor, it has been determined that obtaining Board signatures for accounts payable checks at a given dollar amount should be removed from our Accounting and Financial Policies. The authority to spend funds is based on grant and contract allowable costs and must follow the agency's procurement guidelines.

The authorization to process payments should be based on the authority of the Chief Executive Officer and/or the Chief Financial Officer or designee to ensure expeditious payment to vendors. This change will allow for a more efficient process and reduce the likelihood of delayed payments.

Additionally, the new accounting system being implemented in March 2024, provides additional internal securities with respect to obtaining advance approval before an expenditure occurs. The system also allows for workflow approval from the Chief Executive Officer and/or the Chief Financial Officer or designee.

Recommendation:

Staff recommends that the Budget and Finance Committee approve the revision to Accounting and Financial Policies Manual to no longer require board signature for checks paid at any level. Accordingly, there will be no change in the procurement thresholds and authorization limits.

BUDGET AND FINANCE COMMITTEE

MARCH 20, 2024

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/23 - 02/28/24	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/23 - 02/28/24	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/23 - 02/28/24	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/23 - 02/28/24	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/23 - 02/28/24	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/23 - 02/28/24	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	534	DONATIONS
211			NOT APPLICABLE	03/01/23 - 02/28/24	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/23 - 02/28/24	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/23 - 02/28/24	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042103	08/01/22 - 07/31/23	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	244,868	21.009	23VITAA0166	10/01/22 - 09/30/23	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,773,414	93.569	23F - 4015	01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,438,248 7,083,340 7,629,640	93.568 93.568 93.568	22B - 4012 23B - 5013 24B-2012	11/01/21 - 06/30/23 11/01/22 - 06/30/24 11/01/23 - 06/30/25	122-31 122-32 122-33	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133 284,366	93.568 93.568	22Q-4561 23Q-5561	09/01/22 - 06/30/23 05/01/23 - 05/31/24	122-42 122-44	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 09/30/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123-67	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 12/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	677,192 611,225	93.575	CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428 5,466,652	93.575	CMAP - 2000 CMAP - 3000	07/01/22 - 06/30/23 07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	2,088	93.575	CMIG - 2004	07/01/22 - 06/30/23	250	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,816,697	10.561	19-10324 A01	10/01/22 - 09/30/23	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
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)	454,253	10.568/.569	15 - MOU - 00118	10/01/22 - 09/30/23	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105-105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1 and 2	69,850	10.187	15 - MOU - 00118	00/00/00 - 12/31/23	105-106	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 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	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, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SAFE CAMPING - COUNTY OF KERN	1,111,036	21.027		7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	437,459	10.565	MOU-20-6003	10/01/22 - 09/30/23	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	10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,346,698	10.557	22 - 10236	10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000	93.185	00-FE-3400-01-00	05/01/22 - 06/30/23	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO(	107,627	10.561	22 - CF - SUB - KERN	10/01/22 - 09/30/23	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNTY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/22 - 06/30/23	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
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
KCCD CERF REGIONAL CONVENER	160,000	N/A		03/06/23 - 09/30/24	208	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	1,571,900	PO23-01122	N/A	07/01/22 - 06/30/23	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/22 - 06/30/23	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CDSS CHILD CARE FACILITIES	249,637	N/A	FGRT-22-IGPMRR-0828-A1	08/16/22 - 06/30/24	260	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	23,809,862 23,809,862		CMAP - 2000 CMAP - 3000	07/01/22 - 06/30/23 07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423 3,043,423		CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992 7,087,664		CSPP - 2120 CSPP - 3124	07/01/22 - 06/30/23 07/01/23 - 06/30/24	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239 291,239		CMIG - 2004 CMIG - 3004	07/01/22 - 06/30/23 07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079 40,079		CMSS - 2004 CMSS - 3004	07/01/22 - 06/30/23 07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		010 - 2023	07/01/22 - 06/30/23	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/22 - 06/30/23	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		012 - 2023	07/01/22 - 06/30/23	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,271,412		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES,
HOUSING ASSISTANCE AND PREVENTION (HHAP)	200,000		2022-017	08/01/22 - 01/31/24	276-072	BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
	300,000		2023-302	05/01/23 - 06/30/26	276-073	
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,527		15 MOU - 00118	07/01/22 - 06/30/23	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL FOOD	256,506		MOU-22-00118	07/01/23 - 06/30/24	216-087	
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/24	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 06/30/23	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/26	216-104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	240,727		N/A	07/01/22 - 06/30/23	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	90,558		2020.2.05	07/01/22 - 06/30/23	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	93,282			07/01/23 - 06/30/24		
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	144,951		2020.2.06	07/01/22 - 06/30/23	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	147,799			07/01/23 - 06/30/24		
FIRST 5 KERN - HELP ME GROW	249,281		2020.1.06	07/01/22 - 06/30/23	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF
	256,718			07/01/23 - 06/30/24		KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	169,156		2020.2.18	07/01/22 - 06/30/23	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF
	173,165			07/01/23 - 06/30/24		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
BKRHC - HOUSING AND HOMELESS INCENTIVE PROGRAM (HHIP)	120,000		2023-001	01/01/23 - 10/31/23	291	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE
UNITED WAY STANISLAUS - CES	402,525			07/01/22 - 03/31/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN HELPLINE 211	45,000		604-2022	07/01/22 - 06/30/23	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/22 - 06/30/23	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE MEDICAID REDETERMINATIONS	90,000		N/A	08/01/23 - 07/31/24	419	KAISER PERMANENTE
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/22 - 11/30/23	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

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	
108	Early Head Start	X					
109	Head Start	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					
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				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		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				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

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			
124	Low Income Home Water Assistance			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		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	Youth Services						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				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		
	Homeless Services						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				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		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2023/24

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/23	n/a				
04/30/23	n/a				
05/31/23	n/a				
06/30/23	n/a				
07/31/23	n/a				
08/31/23	n/a				
09/30/23	n/a				
10/31/23	$ 350,000	$ 350,000	42	$ 3,741.83	9.17000%
11/30/23	n/a				
12/31/23	n/a				
01/31/24	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for $1.5 million during January , February, July, August 2023 and will decrease to $350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

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
12/31/22 - 3/31/23	90 days	$ 642.01	8.69%
04/01/23 - 6/30/23	90 days	$ 221.18	8.90%
07/01/23 - 9/30/23	90 days	$ 718.75	8.90%
10/01/23 - 12/31/23	90 days	$ 3,741.83	8.90%

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 JANUARY 31, 2024

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(262,573.34)
HEAD START/EARLY HEAD START	1,768,481.97
SUBTOTAL	**1,505,908.63**
GENERAL CHILD CARE	349,380.15
MIGRANT A/P	7,895,274.30
Child Development Reserve Fund No. 1	(7,509.91)
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	102,322.48
MIGRANT SPECIALIZED SERVICES	(40,019.51)
SAN JOAQUIN COE GENERAL CHILD CARE	(393,014.53)
STATE PRESCHOOL	3,453,000.27
SUBTOTAL	**11,351,470.90**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(124,294.88)
EF&S	(6,725.38)
EFAP	(61,572.36)
HUD CPF Food Bank Expansion	(216,182.94)
FEEDING AMERICA SERVICE INSIGHTS	7,988.44
FOOD BANK	(269,656.93)
FOOD BANK EXPANSION	382,344.71
FOOD BANK CAPACITY PROGRAM	29,166.99
FOOD BANK - STATE	(458,517.70)
SOUTHERN CA GAS COMPANY	(20,200.96)
WONDERFUL FOOD BANK EXPANSION	1,058,257.53
WONDERFUL FOUNDATION	175,791.06
SUBTOTAL	**496,397.58**
ENERGY	(233,253.81)
LIHEAP	(2,131,793.16)
DOE	(757.35)
LIWHAP	(100,888.98)
PG&E	17,359.01
TRANSFER NEGATIVE BALANCE	2,449,334.29
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	381,557.22
ARG III - Warm Handoff	(35,193.02)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(86,483.67)
KCCD CERF REGIONAL CONVENOR	(32,784.67)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(54,610.02)
BKRHC-Encampment Resolution	(5,487.53)
CALAIM HOMELESS PREVENTION SERVICES	207,908.52
CAL FRESH	(17,884.49)
CALEITC	(103,286.00)
CAPK FOUNDATION	(75,373.76)
Child Care Facilities	249,637.00
COST POOLS	(35,791.13)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(551,054.06)
CSBG	(321,193.46)
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(527.59)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	1,344,042.16
EAST KERN FAMILY RESOURCE CENTER	46,440.77
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(134,606.39)
Day 1 Families Housing Support	(1.75)
ASTHO VACCINE EQUITY	(10,882.01)
CITY OF BAKERSFIELD CAL VIP	(17,467.94)
FIRST 5 KERN 211	(38,030.79)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(30,985.47)
FIRST 5 HELP ME GROW	(64,801.05)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(53,305.75)
FRIENDSHIP HOUSE	(3,972.68)
City of Bakersfield - FHCC Sports Field	(8,700.00)
City of Bkfd-Cal VIP Outreach	(9,397.98)
FUNDRAISING	275,059.44
GENERAL FUND	5,175.61
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.01
HOME VISIT INITIATIVE (CO OF KERN)	(565,312.81)
HUD-COORDINATED ENTRY SYSTEM	(39,673.88)
Kaiser	82,217.52
INDIRECT FUND	2,447,792.07
IRS - VITA	(10,300.72)
TAX ASSISTANCE	33,168.56
M ST NAVIGATION CENTER	28,632.80
NEOPB CAL FRESH HEALTHY LIVING	(247,749.49)
POSITIVE YOUTH DEV SVC	(12,616.88)
POSITIVE YOUTH M	(38,660.13)
SHAFTER YOUTH CENTER	35,434.73
OASIS FAMILY RESOURCE CENTER	24,032.40
CalCAPA-Diaper Distribution Pilot	(8,744.08)
SIERRA FOUNDATION - ASTHMA MITIGATION	(179.83)
UNITED WAY 211	981.55
WELLS FARGO FOUNDATION	46,933.12
WIC	(1,123,831.06)
LESS: ENERGY NEGATIVE BALANCE	(2,449,334.29)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**(978,162.20)**
TOTAL OPERATING CASH	12,375,614.91

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. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds 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 Childcare (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.

7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
January 31, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 01/31/24		13,063,769.93
LESS: OUTSTANDING CHECKS	696,579.09	
ADJUSTED BANK BALANCE AT 01/31/24		12,367,190.84
GENERAL LEDGER BALANCE AT 12/31/23		15,057,066.98
ADD: DEPOSITS	1,961,721.31	
US TREAS DRAWDOWNS	4,966,390.25	
FUNDS FROM OTHER GRANTS	7,213,058.52	
TRANSFERS FROM RESTRICTED ACCOUNTS	37,810.47	
ADP /HEALTH EQUITY REFUND	3,332.84	
REIMBURSEMENT OF ALTERED PAYEE	77,155.96	
LESS: CHECKS	2,936,443.82	
ADP PAYROLL 1/12/24	1,904,374.63	
ADP PAYROLL 1/26/24	2,023,407.71	
ADP PAYROLL 12/29/23	278.52	
EFTS FOR HRA/HSA/ STD/403B	584,149.09	
REC LOAN PRINCIPAL/INT EXPENSES	24,103.20	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
TRANSFERS TO RESTRICTED ACCOUNTS	5,000,000.00	
CREDIT CARD	39,774.89	
BANK FEES	857.64	
ACH VOUCHERS	4,435,955.99	
GENERAL LEDGER BALANCE AT 01/31/24		12,367,190.84
	DIFFERENCE:	-

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 02/06/2024

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Feb 6, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**01/31/24**		**1,019,231.18**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/24**		**1,019,231.18**

BALANCE PER G/L	**12/31/23**		**1,018,299.27**
ADD: DEPOSITS		0.00	
INTEREST		931.91	
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	**01/31/24**		**1,019,231.18**

DIFFERENCE: 0.00

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

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 02/01/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Feb 2, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2024

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**01/31/24**		**779,073.39**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/24**		**779,073.39**

BALANCE PER G/L	**12/31/23**		**16,836.36**
ADD:	DEPOSITS	779,026.50	
	INTEREST	31.45	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	WIRE TRANSFER	16,820.92	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	**01/31/24**		**779,073.39**

** 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: Lili Solorio TITLE: Accountant DATE: 02/01/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Feb 1, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
DAY 1 FAMILIES ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**01/31/24**		**5,002,960.94**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**01/31/24**		**5,002,960.94**

BALANCE PER GENERAL LEDGER	**12/31/23**		**21,007.00**
ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
	WIRE TRANSFER	5,000,000.00	
	PAYPAL DEPOSIT	0.00	
	INTEREST	2,960.94	
LESS:	APPLIED MERCHANT DEBITS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	17.45	
	BANKCARD FEES	0.00	
	CASH CONCENTRATION FEE	0.00	
	FUND TRANSFER TO GENERAL FUND	20,989.55	
		0.00	
BALANCE PER GENERAL LEDGER:	**01/31/24**		**5,002,960.94**

** 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.*
***** January 2024 name changed from Online Donations to Day 1 Families*

Difference: **0.00**

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 02/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Feb 2, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**01/31/24**		**7,586.63**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/24**		**7,586.63**
BALANCE PER G/L	**12/31/23**		**7,579.70**
ADD: DEPOSITS		0.00	
INTEREST		6.93	
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	**01/31/24**		**7,586.63**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 02/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Feb 2, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2024

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:		**01/31/24**		**97,429.90**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER			0.00	
ADJUSTED BANK BALANCE:		**01/31/24**		**97,429.90**
BALANCE PER G/L		**12/31/23**		**97,340.82**
ADD:	DEPOSITS		0.00	
	INTEREST		89.08	
	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		**01/31/24**		**97,429.90**
			DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 02/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Feb 2, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:		**01/31/24**	**1,108,194.23**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**01/31/24**	**1,108,194.23**
BALANCE PER G/L		**12/31/23**	**1,107,180.98**
ADD:	DEPOSITS	0.00	
	INTEREST	1,013.25	
	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		**01/31/24**	**1,108,194.23**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 02/01/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Feb 1, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED January 1, 2024 - January 31, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	3,375.57
Gloria Barbero	Administrator - EHS San Joaquin	2,721.84
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,975.65
Freddy Hernandez	Director of Youth and Community Services	8,494.58
Louis Gill	Chief Program Officer	1,412.38
Lisa McGranahan	Director of Human Resources	1,495.02
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	-
Pritika Ram	Chief Business Development Officer	3,297.33
Jeremy Tobias	Chief Executive Officer	2,132.65
Emilio Wagner	Chief Facilities and Technology Officer	3,959.78
Tracy Webster	Chief Financial Officer	997.81
Rebecca Moreno	Director of Housing Support Services	4,789.93
Susana Magana	Director of Nutrition Services	1,298.07
	Total	$ 39,950.61

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/8/2024	1/9/2024	Amzn Mktp Us Amzn.Com/Bill, WA				-80.52
	Refund for bike helmets that did not arrive in time.						
2	1/9/2024	1/10/2024	Los Hermanos Restaurant R Bakersfield, CA				54.13
	Gourmet for Good Planning Committee- With Foundation Board						
3	1/9/2024	1/10/2024	Smart And Final 362 Bakersfield, CA				13.62
	Cups for Gourmet for Good Planning Committee						
4	1/9/2024	1/11/2024	Vons #1969 Bakersfield, CA				23.76
	Sodas and Ice for Planning Committee						
5	1/15/2024	1/17/2024	American Air Fort Worth, TX				30.00
	Checked Bag for Catherine Anspach. QGiv Conference.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	1/16/2024	1/16/2024	Uber Trip Help.Uber.Com, CA				41.36
	Uber from Airport to Hotel. Qgiv Conference.						
7	1/21/2024	1/22/2024	American Air Fort Worth, TX				30.00
	Checked bag for Catherine Anspach. Qgiv Conference						
8	1/21/2024	1/22/2024	American Air Fort Worth, TX				30.00
	Checked bag for Lara Popkin. Qgiv Conference						
9	1/21/2024	1/23/2024	Hyatt Rgncy Grnd Cypress Orlando, FL				1,266.77
	Hotel Stay for Lara Popkin- Room 512. Qgiv Conference						
10	1/21/2024	1/23/2024	Hyatt Rgncy Grnd Cypress Orlando, FL				1,266.77
	Hotel Stay for Catherine Anspach- Room 514. Qgiv Conference						
11	1/22/2024	1/22/2024	Uber Trip Help.Uber.Com, CA				29.99
	Uber from Hotel to Airport. QGiv Conference.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	1/23/2024	1/25/2024	Office Depot #952 Bakersfield, CA				44.37
	Supplies needed.						
13	1/24/2024	1/25/2024	Pf Changs #9817 Olo 111-111-1111CA				487.13
	Food for January 23rd Foundation Board Meeting.						
14	1/25/2024	1/25/2024	Logcabinflorist.Com Httpslogcabin, CA				28.09
	Bow for EKFRC Ribbon Cutting						
15	1/25/2024	1/29/2024	Moo Creamery Bakersfield, CA				51.27
	Lunch Meeting with Vice Chair of the Foundation						
16	1/27/2024	1/29/2024	Dollar Tree Bakersfield, CA				26.89
	Napkins and trays for East Kern Ribbon Cutting						
17	1/28/2024	1/30/2024	Albertsons #3129 Bakersfield, CA				31.94
	Fruit for East Kern Ribbon Cutting						

Transaction Count: 17

Total: 3,375.57

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/17/2024	1/19/2024	United United.Com, TX				629.08
	Travel Ticket for Maria Duarte to attend the Head Start Association Annual Conference (HSA).						
2	1/17/2024	1/19/2024	Long Beach Hilton 562-9833400, CA				278.20
	Deposit for Hotel stay at the Hilton Hotel & Resorts for Maria Duarte attending the Head Start Association Conference in Long Beach, CA.						
3	1/17/2024	1/19/2024	Long Beach Hilton 562-9833400, CA				278.20
	Deposit for Hotel stay at the Hilton Hotel & Resorts for Patricia Mexicano attending the Head Start Association Conference in Long Beach, CA.						
4	1/17/2024	1/19/2024	United United.Com, TX				629.08
	Travel Ticket for Patricia Mexicano to attend the Head Start Association Annual Conference (HSA).						

E7

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	1/17/2024	1/19/2024	Long Beach Hilton 562-9833400, CA				278.20
	Deposit for Hotel stay at the Hilton Hotel & Resorts for Gloria Barbero attending the Head Start Association Conference in Long Beach, CA.						
6	1/17/2024	1/19/2024	United United.Com, TX				629.08
	Travel Ticket for Gloria Barbero to attend the Head Start Association Annual Conference (HSA).						

Transaction Count: 6

Total: 2,721.84

Employee Signature **Date**

Authorized Approver Signature **Date**

E8

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/5/2024	1/8/2024	National Head Start Asso 703-739-0875, VA				699.00
	Registration for NHSA Winter Leadership Institute, Crystal City, 1/22-1/25/24-Elsa N. 108@20%=$139.80/109@80%=$559.20						
2	1/6/2024	1/8/2024	American Air Fort Worth, TX				617.20
	Travel--AA Flight for NHSA Winter Leadership Institute, Crystal City, VA 1/22-1/25/24- Elsa N. 108@20%=$123.44/109@80%=$493.76						
3	1/11/2024	1/15/2024	Long Beach Hilton 562-9833400, CA				278.20
	Travel-Lodging for HSCA Parent & Family Engagement Conf. in Long Beach, CA 2/26-2/27/24-Sylvia O. 108@20%=$55.64/109@80%=$222.56						
4	1/11/2024	1/15/2024	Long Beach Hilton 562-9833400, CA				278.20
	Travel-Lodging for HSCA Parent & Family Engagement Conf. in Long Beach, CA 2/26-2/27/24-Elsa N.108@20%=$55.64/109@80%=$222.56						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	1/11/2024	1/15/2024	Long Beach Hilton 562-9833400, CA				278.20
	Travel-Lodging for HSCA Parent & Family Engagement Conf. in Long Beach, CA 2/26-2/27/24- Yolanda G. 108@17%=$47.29/109@68%=$189.18/117@15%= $41.73						
6	1/12/2024	1/15/2024	Hilton Advpurch8002367113 800-2367113, TN				828.24
	Travel-- Lodging for R9HSA Strategies for HS Agencies in a Changing Landscape in Sacramento, CA 1/30-1/31/24- Yolanda G. 108@17%=$140.80/109@68%= $563.20/117@15%=$124.24						
7	1/12/2024	1/15/2024	Hilton Advpurch8002367113 800-2367113, TN				828.24
	Travel-- Lodging for R9HSA Strategies for HS Agencies in a Changing Landscape, Sacramento, CA 1/30-1/31/24- Sylvia O. 108@20%= $165.65/109@80%=$662.59						
8	1/12/2024	1/15/2024	Hilton Advpurch8002367113 800-2367113, TN				583.53
	Travel-- Lodging for R9HSA Strategies for HS Agencies in a Changing Landscape, Sacramento, CA 1/30-1/31/24- Jerry Meade 108@20%= $116.71/109@80%=$466.82						
9	1/19/2024	1/22/2024	Target 00025247 Bakersfield, CA				43.28
	Office Supplies for Yolanda Gonzales- 108@17%=$7.36/109@68%= $29.43/117@15%=$6.49						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
10	1/26/2024	1/29/2024	Hyatt Regency Crystal Ci 7034181234, VA				1,228.86
	Travel- Lodging for NHSA Winter Leadership Institute in Crystal City, VA 1/22-1/25/24 -Elsa N 108@20%=$245.77/109@80%=$983.09						
11	1/26/2024	1/29/2024	Hyatt Regency Crystal Ci 7034181234, VA				373.57
	Travel- Lodging for NHSA Winter Leadership Institute in Crystal City, VA 1/22-1/25/24 -Yolanda G. 108@17=$63.51/109@68%=$254.03/117@15=$56.03						
12	1/27/2024	1/29/2024	Hyatt Regency Crystal Ci 7034181234, VA				-60.87
	Refund-Travel Lodging for NHSA Winter Leadership Institute in Crystal City, VA 1/22-1/25/24 -Yolanda G. 108@17%=$10.35/109@68%=$41.39/117@15%=$9.13						

Transaction Count: 12

Total: 5,975.65

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/5/2024	1/8/2024	Fs *archenergy 877-3278914, CA				1,000.00
	Youth & Community Services - Rem Software purchase needed for DOE contract						
2	1/6/2024	1/9/2024	Jerrys Pizza And Pub Bakersfield, CA				175.41
	VITA Volunteer Training Lunch 1/6/24						
3	1/13/2024	1/15/2024	La Flor Mercado 661-204-4705, CA				275.57
	VITA-Volunteer Training Lunch 1/13/24						
4	1/13/2024	1/15/2024	Holiday Inn Express 9169231100, CA				826.42
	Lodging for Christopher Ortega; January 9-12, 2024 Training - Sacramento, CA (DOE BIL WAP Contract)						
5	1/13/2024	1/15/2024	Holiday Inn Express 9169231100, CA				776.42
	Lodging for Lon Anderson; January 9-12, 2024 Training - Sacramento, CA (DOE BIL WAP Contract)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	1/16/2024	1/17/2024	Smiths Bakeries Inc Bakersfield, CA				118.44
	EKFRC Ribbon Cutting Ceremony Supplies						
7	1/16/2024	1/17/2024	Smart And Final 326 Bakersfield, CA				14.99
	EKFRC Ribbon Cutting Ceremony Supplies						
8	1/18/2024	1/19/2024	Suncoast Hotel & Casino 7023677111, NV				-180.80
	Lodging Refund for Wilfredo Cruz NCAP 2024 Management & Leadership Training Conference						
9	1/18/2024	1/22/2024	Hilton Advpurch8002367113 800-2367113, TN				614.04
	Lodging for Andres Gonzalez; February 13-16, 2024 Training - Chico, CA (DOE BIL WAP Contract)						
10	1/18/2024	1/22/2024	Hilton Advpurch8002367113 800-2367113, TN				614.04
	Lodging for Michael Gage; February 13-16, 2024 Training - Chico, CA (DOE BIL WAP Contract)						
11	1/18/2024	1/22/2024	Hilton Advpurch8002367113 800-2367113, TN				614.04
	Lodging for Gary Steves; February 13-16, 2024 Training - Chico, CA (DOE BIL WAP Contract)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	1/19/2024	1/19/2024	Ep* Past To Present: C Expopass.Com, IL				597.00
	Registration for Freddy Hernandez, Wilfredo Cruz, and Jacquelin Guerra Legislative Day 2024						
13	1/25/2024	1/26/2024	Hotelbookingservfee 8007279059, UT				15.99
	Lodging for Wilfredo Cruz NCAP 2024 Management & Leadership Training Conference						
14	1/26/2024	1/29/2024	Dunkin #357749 Bakersfield, CA				91.23
	CalEITC Media Event/VITA						
15	1/26/2024	1/29/2024	Rescntr*red Rock Casin 800-774-2354, CT				2,907.40
	Lodging for Wilfredo Cruz NCAP 2024 Management & Leadership Training Conference						
16	1/29/2024	1/31/2024	Foodmaxx #413 Baker Bakersfield, CA				34.39
	EKFRC Ribbon Cutting Ceremony Supplies						

Transaction Count: 16

Total: 8,494.58

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/9/2024	1/10/2024	Fredpryor Careertrack 800-5563012, KS				99.00
	Registration for Sara Elias to attend the Live Online Seminar Fred Pryor Seminars Grammar & Proofreading 1/23/24						
2	1/17/2024	1/19/2024	Too Fat Sandwich Shop 877-8144102, CA				72.10
	Lunch for the PRE meeting January 17, 2024						
3	1/19/2024	1/19/2024	Ep* Past To Present: C Expopass.Com, IL				199.00
	Registration for Louis Gill to attend the 2024 CalCAPA Legislative Day April/May 2024						
4	1/20/2024	1/22/2024	American Ai 800-433-7300, TX				30.00
	Airfare/Baggage fee for Louis Gill's first day of travel to attend the NHSA Winter Leadership Institute January 21-25, 2024 in Crystal City, Virginia						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	1/24/2024	1/26/2024	American Ai 800-433-7300, TX				30.00
	Airfare/Baggage fee for Louis Gill's return from the NHSA Winter Leadership Institute January 21-25, 2024 in Crystal City, Virginia						
6	1/25/2024	1/29/2024	Hyatt Regency Crystal Ci Arlington, VA				983.69
	Lodging for Louis Gill to attend the NHSA Winter Leadership Institute January 21-25, 2024 in Crystal City, Virginia						
7	1/26/2024	1/29/2024	Hyatt Regency Crystal Ci 7034181234, VA				-51.41
	Lodging refund adjustment for Louis Gill to attend the NHSA Winter Leadership Institute January 21-25, 2024 in Crystal City, Virginia						
8	1/26/2024	1/29/2024	Rps Bakersfield Bakersfield, CA				50.00
	Parking paid at the airport for Louis Gill to attend the NHSA Winter Leadership Institute January 21-25, 2024 in Crystal City, Virginia						

Transaction Count: 8

Total: 1,412.38

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/10/2024	1/11/2024	Bonnies Best Cafe Bakersfield, CA				128.80
	Bonnies Best Cafe-Personal Committee Meeting						
2	1/10/2024	1/12/2024	Biometrics4all Inc 714-568-9888, CA				21.75
	Relay Fees for running New Hire Fingerprints Invoice Period 12/01/2023-12/31/2023 Invoice Date 1/01/2024						
3	1/12/2024	1/15/2024	Frugattis Italian Eatery Bakersfield, CA				320.00
	HR Staff Development Training						
4	1/15/2024	1/17/2024	Safety Holdings 888-9472622, NM				1,024.47
	Driver Monitoring Services						

Transaction Count: 4

Total: 1,495.02

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/1/2024	1/2/2024	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription fee for stock photos						
2	1/3/2024	1/4/2024	Sq *flame & Skewers Gosq.Com, CA				82.46
	Lunch meeting - 2024 Staff Development Planning Meeting						
3	1/3/2024	1/8/2024	Edreams Us -, FL				185.72
	Airline ticket for Vanessa Mendoza to fly from Burbank, CA to Las Vegas, NV for NCAP Management & Leadership Conference.						
4	1/8/2024	1/10/2024	Office Depot #952 800-463-3768, CA				48.69
	Card Stock Paper needed urgently for project.						
5	1/16/2024	1/16/2024	Facebk 4t5jkv3wa2 650-5434800, CA				175.00
	Facebook Ad for LIHWAP Program						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	1/18/2024	1/19/2024	Martins Meats And Deli M Bakersfield, CA				56.13
	Lunch for Staff Development Planning Committee - Taste Testing for Catering Vendor for event on 4/25/24.						
7	1/18/2024	1/22/2024	Sacramento Holiday Inn 4804262831, CA				260.78
	Hotel Fee for Pritika Ram to attend the 2024 NASCSP CSBG Annual Report Training in Sacramento. Agenda is attached.						
8	1/19/2024	1/19/2024	Ep* Past To Present: C Expopass.Com, IL				398.00
	CalCAPA Legislative Day Registration Fee for Pritika Ram & Savannah Maldonado ($199 each) to total $398						
9	1/19/2024	1/19/2024	American Air Fort Worth, TX				28.77
	Additional Seat Fee for airline ticket for Savannah Maldonado to return to Bakersfield from Las Vegas. All "free" seats were taken.						
10	1/19/2024	1/19/2024	American Air Fort Worth, TX				435.60
	One-Way Airline Ticket for Savannah Maldonado to attend NCAP Mgmt. & Leadership Conf. In Las Vegas. Flight is from Las Vegas to Bakersfield.						
11	1/19/2024	1/22/2024	United United.Com, TX				193.60
	One-Way Airline Ticket for Savannah Maldonado to attend NCAP Mgmt. & Leadership Conf. In Las Vegas. Flight is from Bakersfield to Las Vegas.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	1/20/2024	1/22/2024	Facebk G4xwpv3wa2 650-5434800, CA				175.00
	Facebook Ad for LIHWAP Program						
13	1/20/2024	1/22/2024	Facebk H6bb6z7fm2 650-5434800, CA				67.61
	Facebook Ad - Maya Cinemas						
14	1/22/2024	1/23/2024	La Times Subscription Latimes.Com, CA				52.00
	LA Times Annual Subscription Fee.						
15	1/25/2024	1/26/2024	Govt Social Media Httpsgovernme, NV				859.00
	Registration Fee for Ernesto Leon to attend Government Social Media Conference in Palm Springs, CA.						
16	1/28/2024	1/29/2024	Facebk Bqr3tv7wa2 650-5434800, CA				249.97
	Facebook Ad for LIHWAP Program.						

Transaction Count: 16

Total: 3,297.33

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/29/2023	1/2/2024	Twpsub54319315 Wapo.Com, DC				170.00
	Washington Post Annual Subscription						
2	1/9/2024	1/10/2024	Mama Toscas 661-8311242, CA				538.08
	Executive Leadership Staff Lunch / Holiday Staff Development Meeting. Agenda & Attendee list is attached.						
3	1/11/2024	1/11/2024	Chevron 0380243 Bakersfield, CA				79.27
	Gasoline for CEO's Agency Vehicle						
4	1/18/2024	1/19/2024	Ep* Past To Present: C Expopass.Com, IL				199.00
	Registration Fee for Jeremy Tobias to attend the CalCAPA Legislative Day event in Sacramento.						
5	1/20/2024	1/22/2024	Thingsremembered.Com 866-516-8474, IL				401.82
	Retirement gifts for Head Start Staff: Shirley Park & Angela Floratos						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	1/23/2024	1/24/2024	McW#1006-Coffee 866-2543229, CA				29.99
	Monthly car wash fee for CEO's agency vehicle.						
7	1/24/2024	1/25/2024	American Air Fort Worth, TX				20.29
	Flight for Board Member M. Boshers to attend NCAP Management & Leadership Conf. in Las Vegas. Extra charge for seat as standard seat was unavailable.						
8	1/24/2024	1/25/2024	American Air Fort Worth, TX				435.60
	Flight for Board Member M. Boshers to attend NCAP Management & Leadership Conf. in Las Vegas. Flight is from Las Vegas to Bakersfield.						
9	1/24/2024	1/26/2024	United United.Com, TX				258.60
	Flight for Board Member M. Boshers to attend NCAP Management & Leadership Conf. in Las Vegas. Flight is from Bakersfield to Las Vegas.						

Transaction Count: 9

Total: 2,132.65

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	12/28/2023	1/2/2024	Blvd 661-873-4477, CA			✓	707.10
	Staff Development Event at The BLVD Jan 11 2024 Deposit Paid						
2	1/8/2024	1/9/2024	Microsoft#g036428640 Msbill.Info, WA			✓	1,297.34
	Recurring Fees						
3	1/11/2024	1/15/2024	Blvd 661-873-4477, CA			✓	708.00
	Remaining balance BLVD Staff Event						
4	1/13/2024	1/15/2024	Doubletree Bakersfield Bakersfield, CA			✓	417.36
	Orville Abello return for end of year staff event						
5	1/18/2024	1/22/2024	Sacramento Holiday Inn 4804262831, CA			✓	220.78
	2024 NASCSP Annual Report Training January 17 – 18, 2024 Ryan Dozier						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	1/19/2024	1/22/2024	Msft * E0200qhhfp Msbill.Info, WA			✓	11.20
	Recurring Fee's						
7	1/19/2024	1/22/2024	Wl *mindbody Inc 805-250-8506, CA			✓	461.98
	Recurring Fee						
8	1/29/2024	1/30/2024	Dnh*godaddy.Com 480-5058855, AZ			✓	136.02
	domain renewal fee						

Transaction Count: 8

Total: 3,959.78

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/5/2024	1/5/2024	San Diego Chapter Of T San Diego, CA				50.00
	Annual Renewal for Adriana Arredondo 2024						
2	1/10/2024	1/11/2024	Elavon Srv Fee Doj Reg Ch 916-2107629, GA				9.20
	Registry of Charitable Trust 2023 registration payment						
3	1/10/2024	1/11/2024	Doj Registry Of Charitabl 916-2106400, CA				400.00
	Registry of Charitable Trust 2023 Registration payment						
4	1/18/2024	1/19/2024	Big Red Consulting 408-732-1492, CA				99.00
	Positive Pay Extension						
5	1/23/2024	1/24/2024	Sequoia Sand Downtown Bakersfield, CA				203.50
	Lunch order for Budget and Finance Committee meeting						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	1/24/2024	1/25/2024	Sq *too Fat Sandwiches-18 Gosq.Com, CA				111.11
	Lunch order for Audit & Pension Committee meeting						
7	1/24/2024	1/25/2024	Boomtaxtaxfiling Boomtax.Com, TX				125.00
	Verification Service for 2023 Tax tear for EIN's and SSN's						

Transaction Count: 7

Total: 997.81

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/2/2024	1/4/2024	Travelodge 661-3250772, CA				336.00
	Lodging 121 for LBNC client Jamie Aguilar						
2	1/18/2024	1/22/2024	Hilton San Francisco 415-7711400, CA				873.15
	Lodging deposit for Lori Worley to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
3	1/18/2024	1/22/2024	Hilton San Francisco 415-7711400, CA				873.15
	Lodging deposit for Laurie Hughey to attend the 2024 NAEH Conference March 4 -6, 2024 in San Francisco, CA						
4	1/18/2024	1/22/2024	Hilton San Francisco 415-7711400, CA				873.15
	Lodging deposit for Hannah Weightman to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	1/18/2024	1/22/2024	Hilton San Francisco 415-7711400, CA				873.15
	Lodging deposit for Rebecca Moreno to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
6	1/19/2024	1/19/2024	Ep* Past To Present: C Expopass.Com, IL				199.00
	Registration for Rebecca Moreno Legislative Day 2024						
7	1/29/2024	1/31/2024	Hilton Parc 55 S Fran 415-3928000, CA				762.33
	DISPUTING CHARGES						

Transaction Count: 7

Total: 4,789.93

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 12/30/2023 - 1/31/2024

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	12/30/2023 - 1/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/5/2024	1/8/2024	Lassens Natural Foods-Bk Bakersfield, CA				78.38
	Special Diet-Food/Milk's						
2	1/9/2024	1/11/2024	Kern Co Parks And Rec 661-868-7000, CA				30.00
	FB-Permit paid to occupy Kern Park and Recreations for monthly food distributions.						
3	1/10/2024	1/11/2024	Lassens Natural Foods-Bk Bakersfield, CA				62.41
	Special Diet-Foods/Milk's						
4	1/10/2024	1/11/2024	Walmart.Com 800-966-6546, AR				151.55
	CK Supplies for the HS Centers.						
5	1/10/2024	1/11/2024	Usps Po Boxes Online 800-344-7779, DC				354.00
	MCAP - Untied States Postal Service						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	1/19/2024	1/19/2024	Ep* Past To Present: C Expopass.Com, IL				398.00
	Registration for Susana Magana & Kelly Lowery 2024 CalCAPA Legislative Day						
7	1/26/2024	1/29/2024	Walmart.Com 800-966-6546, AR				89.28
	Central Kitchen - Drying racks and baby bottle brushes						
8	1/26/2024	1/29/2024	Smart And Final 803 Bakersfield(G, CA				54.61
	Special Diet-Foods/Milk's						
9	1/26/2024	1/29/2024	Lassens Natural Foods-Bk Bakersfield, CA				79.84
	Special Diet-Foods/Milk's						

Transaction Count: 9

Total: 1,298.07

Employee Signature **Date**

Authorized Approver Signature **Date**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 28, 2024 (11 OF 12 MONTHS OR 91.7%)

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,632,027	1,165,715	71.4%	466,312
Head Start Subsidy	1,120,549	1,214,686	108.4%	(94,137)
Total Revenue	2,752,576	2,380,401	86.5%	372,175
Expenditures (Note B)				
Salaries	880,250	684,369	77.7%	195,881
Benefits	253,487	205,765	81.2%	47,722
Vehicle Gasoline, Repair/Maintenance	45,000	40,653	90.3%	4,347
Space Costs	121,700	161,398	132.6%	(39,698)
Supplies - Office & Food Service	106,000	129,881	122.5%	(23,881)
Equipment Repair/Maintenance & Lease	25,000	16,545	66.2%	8,455
Communication	13,000	13,566	104.4%	(566)
Risk Insurance	12,700	11,784	92.8%	916
Printing	1,000	877	87.7%	123
Hiring & Employee Costs	1,200	2,334	194.5%	(1,134)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,015,580	865,067	85.2%	150,513
Sub Total	2,475,417	2,132,237	86.1%	343,180
Adult Meals Prepared	128,794	134,515	104.4%	(5,721)
Indirect	148,365	113,649	76.6%	34,716
Total Expenditures	2,752,576	2,380,401	86.5%	372,175

	Prior Period	JANUARY 2024	Cumulative
Total Meals Prepared and Vended (Note C)	541,207	59,005	600,212
Total Meals Claimed	339,340	42,902	382,242
Difference	201,867	16,103	217,970

Percentage Claimed to Prepared/Vended		72.7%	63.7%

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 7/1/23 - 6/30/24 (7 OF 12 MONTHS = 58.3%)

Contract CMAP-3000	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	Total	%	% Earned to MRA
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,128	$ 2,186,332	$ 2,080,437	$ 2,428,137	$ -	$ -	$ -	$ -	$ -	$ 17,254,564		
Add: Family Fees	-	-	-	55	55	-	-	-	-	-	-	-	$ 109		
Net Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,183	$ 2,186,387	$ 2,080,437	$ 2,428,137	$ -	$ -	$ -	$ -	$ -	$ 17,254,674	84.10%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,640,785**		**72.99%**
Administration & Support Services Revenue															
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,183	$ 2,186,387	$ 2,080,437	$ 2,428,137	$ -	$ -	$ -	$ -	$ -	$ 17,254,674		
Reimbursement Rate	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%		
Revenue Earned	$ 657,443	$ 682,288	$ 648,807	$ 528,793	$ 521,213	$ 495,956	$ 578,844	$ -	$ -	$ -	$ -	$ -	$ 4,113,343		
Program Administration/Support Services Costs	177,391	196,747	285,508	115,970	204,994	333,118	175,890	-	-	-	-	-	1,489,619	7.26%	
Indirect (10% x MTDC) Costs	292,056	304,728	299,124	231,951	237,703	239,848	168,171	-	-	-	-	-	1,773,581	8.64%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 469,447	$ 501,475	$ 584,632	$ 347,921	$ 442,698	$ 572,966	$ 344,061	$ -	$ -	$ -	$ -	$ -	3,263,200	15.90%	
Revenue Earned Over/(Under) Costs	$ 187,997	$ 180,813	$ 64,174	$ 180,872	$ 78,515	$ (77,011)	$ 234,783	$ -	$ -	$ -	$ -	$ -	850,144		
TOTAL COSTS - NET OF FAMILY FEES	$ 3,227,294	$ 3,363,540	$ 3,306,250	$ 2,566,104	$ 2,629,085	$ 2,653,403	$ 2,772,198	$ -	$ -	$ -	$ -	$ -	20,517,873	100.00%	

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

Provider payments	17,254,674
Reimbursement Rate (19.25% / 80.75%)	x 23.8390%
Revenue Earned	4,113,342

Note 2: The maximum reimburseable amount per the 2022/23 State contract is as follows:

Provider Payments	23,640,785	80.75%
Administration	4,757,434	16.25%
Support Services	878,295	3.00%
Maximum Reimbursable Amount (MRA)	29,276,514	100.00%

Note 3: Increase to contract was received August 2023 in the amount of $55,652.

Note 4: Voluntary Temporary Transfer was approved and received February 2024 in the amount of $7,704,498. Increase will not be added to the calculation in the table

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/23 - 6/30/24 (7 OF 12 MONTHS = 58.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-3063)														
Adjusted Days of Enrollment - Certified	5,189	6,077	5,517	6,065	5,391	5,301	5,768	-	-	-	-	-	39,308	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 267,471	$ 313,264	$ 284,402	$ 312,630	$ 277,904	$ 262,622	$ 285,771	$ -	$ -	$ -	$ -	$ -	$ 2,004,063	**50.99%**
Maximum Reimburseable Amount (MRA)													**$3,930,503**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.38%	99.76%	99.82%	99.78%	99.26%	99.41%	99.02%							**99.50%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,104	6,787	8,232	10,641	9,521	8,342	10,898	-	-	-	-	-	57,526	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 171,560	$ 375,128	$ 454,961	$ 588,144	$ 526,245	$ 461,074	$ 602,357	$ -	$ -	$ -	$ -	$ -	$ 3,179,468	**44.86%**
Maximum Reimburseable Amount (MRA)													**$7,087,664**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.42%	98.76%	98.62%	98.53%	98.63%	100.00%	98.20%							**98.78%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	18	50	65	79	58	68	75	-	-	-	-	-	411	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 907	$ 2,552	$ 3,374	$ 4,054	$ 2,964	$ 3,480	$ 3,866	$ -	$ -	$ -	$ -	$ -	$ 21,197	**7.28%**
Maximum Reimburseable Amount (MRA)													**$291,239**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	92.75%	98.78%	100.00%	100.00%	100.00%							**98.60%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	97.75%	100.00%	100.00%	100.00%	100.00%							100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2023/24 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/23 - 6/30/24 (7 OF 12 MONTHS = 58.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	2,278	3,336	3,413	3,882	3,318	3,217	3,158	-	-	-	-	-	22,602	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 111,258	$ 162,917	$ 166,708	$ 189,582	$ 162,051	$ 157,131	$ 154,253	$ -	$ -	$ -	$ -	$ -	$ 1,103,900	**44.91%**
Maximum Reimburseable Amount (MRA)													**$2,458,117**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.41%	99.36%	100.00%	99.92%	99.95%	100.00%	97.94%							**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2023/24 Cooperative Agreement with the San Joaquin County Office of Educatior

Division/CFO: Tracy Webster, CFO
Month/Year: January-2024
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	January 2024		Year to Date 03/1/23 - 01/31/24	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	15	1,961,648	178	31,005,002
Wire Deposits	19	12,179,448	142	56,051,832
Head Start/IRS Drawdowns	4	1,936,164	46	28,183,501
Vendor Checks Issued	3,314	7,350,251	22,129	88,676,071
Payroll Disbursed		3,927,782		37,962,454
Grant Reports Prepared	39		315	
ASTHO Vaccine Equity				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
CSPP				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
EFAP Build Back Better				
Food Bank Farmers Market				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Head Start/Early Head Start Kern SF-425				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Homeless LBNC				
Homeless Safe Camping				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP 2023				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANISLAUS CES				
WIC				

Business Services

Activity	Requested	In-Progress	Processed		Processed YTD
Purchase Orders	230	0	230		1,864
Contracts	25	2	23		171
Leases	2	14	2		16
Requests for Proposals	1	2	0		4

Business Services Projects

Description		% Completed		Comments
Mental Health Consultant		50		Pending proposals
Gardening and Landscape		0		Pending Re-issue

Total Division Staffing 30 positions + 2 Vacancies

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specalist
Finance Administrator	Accounting Clerk (1)	Business Technician (2)
Payroll/HRIS Manager	AP Supervisor (1)	
Accounting Administrator	Fiscal Technician (2)	
Accounting Administrator - Energy	Payroll Specialists (3)	
Accountant (2)	Payroll Supervisor (1)	
Accountant II (2)	Administrative Assistant to CFO	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2023

ASSETS	
Cash in Bank	12,449,539
Cash - Vacation Reserve	1,050,719
Petty Cash	-
Accounts Receivable	11,950,544
Travel Advance	200
Prepaid Expense	999,684
Inventory	1,090,744
Net Fixed Assets - Unrestricted	703,156
Net Fixed Assets - Restricted	30,074,237
Total Assets	58,318,823
LIABILITES AND NET ASSETS	
Accounts Payable	7,537,974
Accrued Expenses	3,430,196
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	5,710,865
Total Liabilites	21,911,578
Total Net Assets	36,407,245
Total Liabilities and Net Assets	58,318,823

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

REVENUE	
Grant Revenue	106,882,227
Donations	47,277,632
Other Revenue	756,165
In-Kind	163,275
Total Revenue	155,079,300
EXPENDITURES	
Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	8,330,212
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,848,807
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	163,275
Total Expenditures	140,404,844
Net Change in Assets	14,674,456
Net Assets, beginning	21,732,790
Net Assets, ending	36,407,245

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF JANUARY 31, 2024

ASSETS	
Cash in Bank	19,370,788
Cash - Vacation Reserve	1,019,231
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	5,581
Prepaid Expense	510,187
Inventory	1,168,404
Net Fixed Assets - Unrestricted	10,462,575
Net Fixed Assets - Restricted	29,602,475
Total Assets	62,139,241
LIABILITES AND NET ASSETS	
Accounts Payable	2,787,198
Accrued Expenses	182,566
Accrued Vacation	1,016,527
Line of Credit	-
Note Payable	8,349,812
Advance Payable	2,549,091
Deferred Revenue	10,926,582
Total Liabilites	25,811,775
Total Net Assets	36,327,466
Total Liabilities and Net Assets	62,139,241

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2023 TO JANUARY 31, 2024

REVENUE	
Grant Revenue	107,784,837
Donations	377,104
Other Revenue	11,389,155
In-Kind	12,644,066
Total Revenue	132,195,162
EXPENDITURES	
Salaries	39,271,405
Benefits	10,671,723
Travel	865,891
Space Costs	11,977,079
Supplies	3,235,258
Consultant/Contract Services	5,483,025
Other Costs	4,505,560
Program Costs	33,035,128
Capital Expenditures	1,219,061
Indirect	9,366,743
In-Kind	12,644,066
Total Expenditures	132,274,941
Net Change in Assets	(79,779)
Net Assets, beginning	36,407,245
Net Assets, ending	36,327,466

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 01-31-24 (91.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	47,100,100	35,760,709	11,339,391	76%
BENEFITS	14,073,704	9,727,585	4,346,119	69%
TRAVEL	945,786	767,080	178,706	81%
SPACE COST	24,896,066	19,856,506	5,039,560	80%
SUPPLIES	3,117,268	2,868,998	248,270	92%
EQUIPMENT	2,006,693	3,069,351	(1,062,658)	153%
CONSULTANT/CONTRACT SERVICES	4,701,828	4,425,705	276,123	94%
OTHER COSTS	3,184,583	3,749,671	(565,088)	118%
PROGRAM COSTS	27,411,577	33,780,762	(6,369,185)	123%
INDIRECT	10,269,644	9,535,147	734,497	93%
TOTAL	137,707,249	123,541,514	14,165,735	90%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 01-31-24 (91.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	34,805,356	26,481,102	8,324,254	76%
BENEFITS	10,516,956	7,338,006	3,178,950	70%
TRAVEL	668,717	474,910	193,807	71%
SPACE COST	5,544,279	3,887,338	1,656,941	70%
SUPPLIES	2,449,189	1,972,176	477,013	81%
EQUIPMENT	810,970	397,931	413,039	49%
CONSULTANT/CONTRACT SERVICES	1,309,179	1,043,573	265,606	80%
OTHER COSTS	1,162,562	1,523,779	(361,217)	131%
PROGRAM COSTS	23,131,098	30,290,822	(7,159,724)	131%
INDIRECT	7,696,110	7,256,459	439,651	94%
TOTAL	88,094,416	80,666,095	7,428,321	92%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 01-31-24 (91.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,791,680	3,494,183	1,297,497	73%
BENEFITS	1,486,523	924,104	562,419	62%
TRAVEL	110,349	162,177	(51,828)	147%
SPACE COST	7,621,217	3,546,317	4,074,900	47%
SUPPLIES	125,671	403,642	(277,971)	321%
EQUIPMENT	25,000	1,273,103	(1,248,103)	5092%
CONSULTANT/CONTRACT SERVICES	648,910	568,844	80,066	88%
OTHER COSTS	409,174	570,960	(161,786)	140%
PROGRAM COSTS	3,068,971	2,729,877	339,094	89%
INDIRECT	932,114	829,650	102,464	89%
TOTAL	19,219,609	14,502,856	4,716,753	75%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 01-31-24 (91.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,144,738	2,021,997	122,741	94%
BENEFITS	563,572	523,937	39,635	93%
TRAVEL	45,978	44,342	1,636	96%
SPACE COST	209,036	201,446	7,590	96%
SUPPLIES	270,912	224,102	46,810	83%
EQUIPMENT	107,306	107,306	0	100%
CONSULTANT/CONTRACT SERVICES	1,855,564	1,774,984	80,580	96%
OTHER COSTS	1,078,691	958,162	120,529	89%
PROGRAM COSTS	382,704	375,956	6,748	98%
INDIRECT	655,120	602,108	53,012	92%
TOTAL	7,313,621	6,834,339	479,282	93%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 01-31-24 (91.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	2,638,530	1,581,282	63%
BENEFITS	1,226,969	672,744	554,225	55%
TRAVEL	55,702	50,473	5,229	91%
SPACE COST	953,189	1,608,722	(655,533)	169%
SUPPLIES	232,451	229,747	2,704	99%
EQUIPMENT	1,058,550	1,286,144	(227,594)	122%
CONSULTANT/CONTRACT SERVICES	830,833	816,303	14,530	98%
OTHER COSTS	380,166	549,622	(169,456)	145%
PROGRAM COSTS	825,804	346,658	479,146	42%
INDIRECT	779,220	646,411	132,809	83%
TOTAL	10,562,696	8,845,353	1,717,343	84%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 01-31-24 (91.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	981,358	956,178	25,180	97%
BENEFITS	230,966	236,448	(5,482)	102%
TRAVEL	40,290	29,809	10,481	74%
SPACE COST	260,590	178,653	81,937	69%
SUPPLIES	30,245	24,354	5,891	81%
EQUIPMENT	4,867	4,867	(0)	100%
CONSULTANT/CONTRACT SERVICES	27,035	20,861	6,174	77%
OTHER COSTS	44,380	53,448	(9,068)	120%
PROGRAM COSTS	3,000	903	2,097	30%
INDIRECT	168,596	147,166	21,430	87%
TOTAL	1,791,327	1,652,687	138,640	92%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 01-31-24 (91.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	168,719	(11,563)	107%
BENEFITS	48,718	32,346	16,372	66%
TRAVEL	24,750	5,370	19,380	22%
SPACE COST	10,307,755	10,434,031	(126,276)	101%
SUPPLIES	8,800	14,978	(6,178)	170%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	201,140	(170,833)	664%
OTHER COSTS	109,610	93,700	15,910	85%
PROGRAM COSTS	-	36,547	(36,547)	Not budgeted
INDIRECT	38,484	53,353	(14,869)	139%
TOTAL	10,725,580	11,040,182	(314,602)	103%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 01/31/24 (11 OF 12 MONTHS = 91.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 10,269,644**	**$ 9,535,147**	**92.8%**	**$ 734,497**
Expenditures				
Salaries	4,684,733	3,805,257	81.2%	879,476
Benefits @ 23.6% actual	1,216,557	953,934	78.4%	262,623
Total Personnel Costs	5,901,290	4,759,190	80.6%	1,142,100
Operating Costs				
Travel	88,000	93,852	106.7%	(5,852)
Space Costs	386,450	283,950	73.5%	102,500
Supplies	354,950	458,837	129.3%	(103,887)
Consultant/Contract	1,049,000	1,100,181	104.9%	(51,181)
Other Operating Costs	958,000	728,790	76.1%	229,210
Total Operating Costs	2,836,400	2,665,609	94.0%	170,791
Total Expenditures	**$ 8,737,690**	**$ 7,424,800**	**85.0%**	**$ 1,312,890**
Excess (Deficit) Indirect Revenue	**$ 1,531,954**	**$ 2,110,347**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,302,127	$ 1,157,367	88.9%	$ 144,760
Operations	2,952,565	2,441,633	82.7%	510,932
Executive	602,524	680,988	113.0%	(78,464)
Program Administration	-	515	Not budgeted	(515)
Finance	2,550,906	2,463,935	96.6%	86,971
Community Development	1,329,568	680,360	51.2%	649,208
	$ 8,737,690	$ 7,424,800	85.0%	$ 1,312,890

Prepared Date: 02/23/24

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: March 20, 2024

Subject: *Agenda Item V(a)*: March Policy Council Report – **Info Item**

The Policy Council met on February 20, 2024 at which time a quorum was established.

Angel Perez, Family Engagement Supervisor provided a presentation and overview on the Family Engagement component of the Head Start Program.

The Council approved Fatima Echeverria to the Executive Officer position of Policy Council Parliamentarian. This position also serves as the chairperson of the Policy Council Bylaws Committee.

The balance of the meeting was customary and routine. This included but was not limited to each chairperson providing their respective standing committee report to the Council, approval of the consent agenda, additional verbal reports shared by administrative staff as well as the opportunity for member comments.

At this time, the Policy Council has not met for its next scheduled meeting; therefore, the February meeting minutes have not yet been approved.

The next Policy Council meeting will take place on March 26, 2024 at which time the February 20, 2024 meeting minutes will be presented to the Council for approval. Upon receipt of such, the minutes will then be brought to the Board of Directors for approval.

Recommendation:
The Council requests the Board of Directors approve the March Policy Council report.

Attachment:
None