DATE: April 23, 2024
TIME: 12:00 pm
LOCATION: KCSOS City Centre, 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 March 27, 2024, Board of Directors Meeting *(p. 4-6)***
b. **Minutes from the April 3, 2024 Personnel Committee Meeting *(p. 7-10)***
c. Reclassification of Friendship House Program Manager Job Description ***(p. 11-17)***
d. Reclassification of Receptionist Job Description ***(p. 18-23)***
e. New Position: Process Improvement Manager ***(p. 24-34)***
f. New Position: Cal-AIM Claims Analyst ***(p. 35-40)***
g. Head Start Recruitment Incentive Update ***(p. 41-42)***
h. Strategic Plan Goal 4 Update ***(p. 43-45)***
i. Head Start Personnel Update ***(p. 46-47)***
Agenda Items from the April 8, 2024, Audit & Pension Committee Meeting *(Canceled)*
j. CAPK Audit & Pension Plan Update for Q4 2023 ***(p. 48-52)***

k. First 5 Review of 211 Help Me Grow Fall Site Visit Reports ***(p. 53-59)***
l. FY23 Remote Monitoring of HUD Continuum of Care ***(p. 60-70)***
m. 2023 LIHEAP Performance Letter ***(p. 71)***
n. CAPK 2022 SLIHEAP Final Close-Out Letter ***(p. 72-73)***
o. 2021 ARPA LIHEAP Final Close-Out Letter ***(p. 74-75)***
p. CAPK CDP WIC Audit Review Findings ***(p. 76-77)***
q. CSBG Close-Out Contract 23F-4015 ***(p. 78)***
r. **Minutes from the April 10, 2024, Program Review & Evaluation Committee Meeting** ***(p. 79-84)***
s. Food Bank Presentation ***(p. 85-93)***
t. March 2024 Program Reports ***(p. 94-135)***
u. March 2024 Application Status Report & Funding Profiles ***(p. 139-144)***
v. March 2024 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 145-146)***
w. Goal Group 2 Presentation ***(p. 147-150)***
x. Goal Group 5 Presentation ***(p. 151-154)***

Agenda Items from the April 17, Budget & Finance Committee Meeting ***(Cancelled)***

y. Head Start / Early Head Start Budget to Actual Reports for February 2024 ***(p. 155-164)***
z. Goal 6 Strategic Plan Update ***(p. 165-168)***
aa. Positive Youth Development Mentorship Program Agreement Renewal for 2024-2025 ***(p. 169-196)***

IV. New Business

a. Bezos Day 1 Families Fund: Affordable Housing Project MOU Between CAPK & Housing Authority of the County of Kern – ***Action Item (p. 197-216)*** — Jeremy Tobias, Chief Executive Officer

b. Board of Directors Travel Policy – ***Action Item (p. 217-218)*** — Jeremy Tobias, Chief Executive Officer

c. Kern Health Systems Contract: CalAIM Incentive Payment Program (IPP) East Kern Family Resource Center (EKFRC) – ***Action Item (p. 219-238)*** — Freddy Hernandez, Director of Youth & Community Services

d. California Department of Financial Protection and Innovation: CalMoneySmart FY 2024-26 Funding Application – ***Action Item (p. 239-241)*** — Karen Vazquez, Sr. Community Development Specialist

e. February 2024 Financial Reports – ***Action Item (p. 242-337)*** — Tracy Webster, Chief Financial Officer

f. 211 Update – ***Info Item (p. 338-341)*** — Sabrina Jones-Roberts, 211 Kern Administrator

V. CAPK Foundation Report

a. Foundation Report – ***Action Item (p. 342-352)*** — Catherine Anspach, Director of Development
   1. Report
   2. Minutes

VI. Advisory Board Reports

a. Head Start Policy Council Report – ***Info Item (p. 353-357)*** Fatima Echeverria, PC Representative
   1. April 2024 Policy Council Report
   2. Minutes from February 20, 2024

VII. Chief Executive Officer Report

a. Staff Development Day Updates – ***Info Item*** Jeremy Tobias, Chief Executive Officer

VIII. Board Member Comments

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, May 29, 2024
KCSOS City Centre, Conference Room 1B
1300 17th St.
Bakersfield, CA 93301

X. 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, April 19, 2024. Paula Daoutis, Executive Assistant.

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

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:00 pm KCSOS City Centre Building, Room 1B, located at 1300 17th Street, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Ana Vigil (Secretary), Michelle Jara-Rangel (Treasurer), Denise Boshers, Jimmie Childress, Mia Cifuentes, Fatima Echeverria, Jeff Flores, Curtis Floyd, Gina Martinez, Jonathan Mullings, Yolanda Ochoa,

Absent: Maritza Jimenez, Guadalupe Perez, Lily Pimental-Stratton

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.

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

IV. New Business

a. Board Check Signing Policy – Tracy Webster, Chief Financial Officer – **Action 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 discussion regarding the proposal to not require a board member signature on checks that exceed $4,999.99 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 the week prior as an action item with the request to approve the implementation of a new policy in July. The proposed date to implement the new policy is July 1, 2024, and if approved, will no longer require a board member to sign checks. Tracy reminded the Board that there is already an approval process in place for purchases.

Fred explained that his concern is that this is an abrupt cutoff of how the Board reviews expenses. Tracy said staff will prepare a monthly check register to be included with the financial statements, with all personal information redacted. The new policy will first be presented as an info item in May and allow time for the Board to review and provide feedback before bringing it back as an action item in June. The request for approval today allows staff to imbed the new check signing procedure into the policy.

Tracy said in consultation with Wipfli and CAPK's auditors, it is not necessary for Board members to sign checks. We do not align with like agencies and the current requirement can be a barrier to expedite payments. If Fred is not available, there is a barrier to processing payments. Because we are looking at business continuity to be able to operate in the absence of Fred, we need to have a change in the policy and Tracy reminded the Board that the approval process happens before the signing of the checks.

Motion was made and seconded to authorize staff to set up the new financial system that will not require expenditure checks to be signed by a Board member and to bring forth a draft policy for Board review in May as an info item. Carried by unanimous vote (Floyd/Martinez).

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

Tracy Webster presented the above action item for approval and noted the Budget to Actual report shows that at the end of January 2024, the agency is 90% expended. Tracy also discussed the MCAP program costs and reported the program is currently overenrolled and it is necessary to transfer additional funds to MCAP, so the over expenditure is acceptable. This is one time transfer from the State. The transfer is not budgeted because it is a temporary transfer. The Indirect Budget to Actual shows there is an excess of Indirect revenue of $1.3 million and expenditures are at 85%.

Motion was made and seconded to approve the January 2024 Financial Statements. Carried by unanimous vote (Jara-Rangel/Boshers).

V. Advisory Board Reports

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

Fatima Echeverry presented the above info item and reported that since the last meeting, the Policy Council has not met, and the minutes of the February meeting will be presented in April for approval.

VI. Chief Executive Officer Report

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

Jeremy Tobias provided an update on the Brown Act meeting requirements for virtual attendance and said that the provisions outlined in AB 2449 put in place last year to allow for virtual attendance were originally set to expire in January 2024, but has since been extended to January 1, 2026. However, the same restrictions apply regarding "just cause and emergency circumstance provisions" and a quorum must be present in person. Jeremy announced that a copy of the provisions has been placed at each member's seat.

Jeremy reported that the CAPK Foundation's inaugural signature event, "Gourmet for Good," has exceeded expectations regarding the sale of sponsorships, which are currently at roughly $127,000. Individual ticket sales are forthcoming.

Jeremy introduced Savannah Maldonado who provided an update on the upcoming Staff Development Day set for April 25th. Savannah provided the agenda for the day and encouraged the Board members to attend and participate in the planned activities, including dressing in costumes (Marvel vs. Disney), handing out gifts to the staff, and assisting with the raffle. The raffle will be a bit different this year as winners will receive a redemption code to pick out an item worth up to $100. Other prize items will include trips to national conferences. Savannah also referenced that CAPK is pleased to welcome Denise Harlow, CEO from NCAP as the Keynote Speaker for the event.

Jeremy showcased the Community Partner award CAPK received from the BC Foundation, at their annual Sterling Silver Awards Gala. The award was a result of CAPK's Food Bank partnership with the food pantry located on the BC campus.

Jeremy also reported to the Board that CAPK's official address has been changed to the following:

Community Action Partnership of Kern
1300 18th St., Suite 200
Bakersfield, CA 93301-4510

VII. Board Member Comments

Jimmie Childress said if you are having a bad day or week, call one of the centers and go read to the children. It is a feel-good opportunity.

Yolanda Ochoa said she went to the Shafter Youth Center yesterday and the children were very engaging and showed off the computers and other programs and expressed her hope to keep the center as a youth center.

VIII. Next Scheduled Meeting

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

IX. Adjournment

The meeting was adjourned at 12:30 pm.

DATE:	April 3, 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 Member Jonathan Mullings called the meeting to order at 12:01 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: Jonathan Mullings, Guadalupe Perez, and Lily Pimentel-Stratton

   Absent: Maritza Jimenez (Chair)

   Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; Freddy Hernandez, Director of Youth & Community Services; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Reclassification of Friendship House Program Manager Job Description – Freddy Hernandez, Director of Youth & Community Services – ***Action Item***

      Freddy Hernandez presented the above action item for approval.

      Jonathan Mullings requested clarification on the grade change. Freddy Hernandez responded that the employee is transitioning to grade 12. The employee's current activities include involvement in two gang violence programs, STEM for Girls, Medi-Cal outreach, and Medi-Cal enrollment. At the current wage level, the employee will be placed near the minimum for grade 12, but this allows for future growth.

      Guadalupe Perez inquired if we would automatically proceed with the increase. Freddy responded that upon the employee's review, the employee could potentially be recommended for an increase, depending on the performance, which is indicative to her

growth potential within the evaluation. Lisa McGranahan added that it's important to note that this evaluation does not encompass the CompEase study, which could potentially result in another grade change.

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

b. Reclassification of Receptionist Job Description – Freddy Hernandez, Director of Youth & Community Services – ***Action Item***

Freddy Hernandez presented the above action item for approval.

Lily Pimental-Stratton asked if the employee has reached their maximum within the current grade. Freddy Hernandez responded that the employee is currently in the middle of the grade scale, but with the proposed grade change, the employee will move towards the bottom of the new grade scale.

Guadalupe Perez inquired about the coverage for the receptionist position. Freddy replied that a technician will be stationed at the reception area to provide assistance and cover when necessary. However, the current employee in the position will no longer occupy that position.

Jonathan Mullings remarked that he's happy to see employees are being fairly compensated.

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

c. New Position: Process Improvement Manager – Louis Gill, Chief Program Officer – ***Action Item***

Louis Gill presented the above item for approval. Louis wanted to emphasize that his current budget doesn't draw from indirect, and he's currently identifying funding for this position.

Guadalupe Perez inquired whether the grade 11 position is hourly. Louis responded that the role meets the Fair Labor Standards Act (FSLA) criteria for an exempt role. While there's currently no supervisory responsibility, it's expected that supervision will be required at some point in the future.

Guadalupe Perez asked if the desk audit form was specifically created for CAPK. Lisa McGranahan responded yes, but we avoided including names to main confidentiality. Lisa added that we're pleased to establish clearer processes within the department.

Guadalupe Perez asked if everyone in roles doing multiple positions will need to complete the form. Lisa explained that Human Resources begins the process when Leadership identifies potential inequities and seeks to assess the role and duties of a position. If a role has evolved beyond its original job description, indicating a broader scope of responsibilities, a re-evaluation is necessary. Lisa added that a thorough analysis will reveal if an additional position is needed to meet the current demands.

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

d. New Position: Cal-AIM Claims Analyst – Rebecca Moreno, Director of Housing and Supportive Services – ***Action Item***

Rebecca Moreno presented the above item for approval.

Jeremy Tobias noted that CAPK was among the first Community Action agencies in the state to participate in the Cal-AIM program, generating significant interest in our management approach for this program. Staff have been invited several times to speak at meetings and conferences.

Louis Gill added that there are hundreds of clients waiting to receive this service, and KHS consistently requests Rebecca Moreno and her team to take on more clients. Louis continued that CAPK is one of the few agencies that have truly understood the program. Louis also pointed out the potential for this program to become a revenue generator in the future.

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

e. Head Start Recruitment Incentive Update – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above informational item and mentioned that during the spring, we anticipate an increase in resignations due to bumping the summer break. For those seeking advancement, we've created opportunities for them to do so.

Lily Pimentel-Stratton inquired about incentives based on education level. Lisa responded that our teaching staff is encouraged to have education up to a bachelor's degree. In January, we introduced a pay scale that considers this level of education. Additionally, Head Start supports ongoing education through an education leave policy and tuition plans.

f. Strategic Plan Goal 4 Update – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above informational item.

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

Robert Espinosa presented the above informational item.

Guadalupe Perez asked about the hierarchy of vacancies, from highest to lowest. Robert responded that it depends on the center.

Lisa McGranahan mentioned that there might be a contradiction regarding the incentive structure. The incentive is paid out at the 3-month and 6-month marks and includes very specific positions. Louis Gill added that he spoke with staff from Region 9 and they alluded to the reduction of slots was going to be approved.

5. Committee Member Comments

Guadalupe Perez thanked the team for their efforts.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
May 8, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:43 PM.

MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: April 3, 2024

Subject: *Agenda Item 4(a):* Reclassification of Friendship House Program Manager Job Description – **Action item**

CAPK's Friendship House Center has experienced significant growth over the past two years due to the acceptance of multiple contracts that serve the City of Bakersfield and Kern County residents. These contracts range from mentorship services, Medi-Cal outreach, educational programs, and California Violence Intervention and Prevention programs.

The leadership role has grown to include the negotiation and execution of numerous contracts, community fundraising, facility oversight, management of additional staff (the number of staff members has increased from one to eight), and the management of programs that require community collaboration and 24-hour respond services. These changes have prompted us to review the job description for the Friendship House Program Manager.

Summary of Proposed Changes

The purpose of this request is to change the title from the Friendship House Program Manager to the Friendship House Program Administrator, which more accurately reflects the duties and responsibilities of the position.

The Friendship House Program Manager position is responsible for the operation and administration of the Friendship House programs, oversight of the facility, and ensures that all programs are fully compliant with all state and federal regulations and contract requirements.

The revised job description has been reviewed, approved, and repointed by Human Resources. The results of the repointing are as follows:

Position Title	Proposed Changes	Current Grade	New Grade
Friendship House Program Administrator	Formerly Friendship House Program Manager and grade change from 9 to 12.	9 Min. $24.21 Mid. $30.30 Max. $36.36	12 Min. $36.85 Mid. $46.05 Max. $55.27

Fiscal Impact and Timeframe

Current funding for the Friendship House Program Manager position is from the City of Bakersfield, the County of Kern, Department of Community Services and Development (CSBG), and a few other funding sources. The increase cost for this position will be included in the FY 2024/2025 budget and it will continue to be included in future budgets.

The revised job description and proposed title change will have a minor fiscal impact since the current maximum for grade 9 is below the minimum for grade 12. The estimated increase would be just under $0.49/hour or approximately $1,019/year.

This title change is in alignment with the CAPK Strategic Goal that unifies program efforts throughout the agency and will help support the Friendship House retainment and engagement of qualified staff.

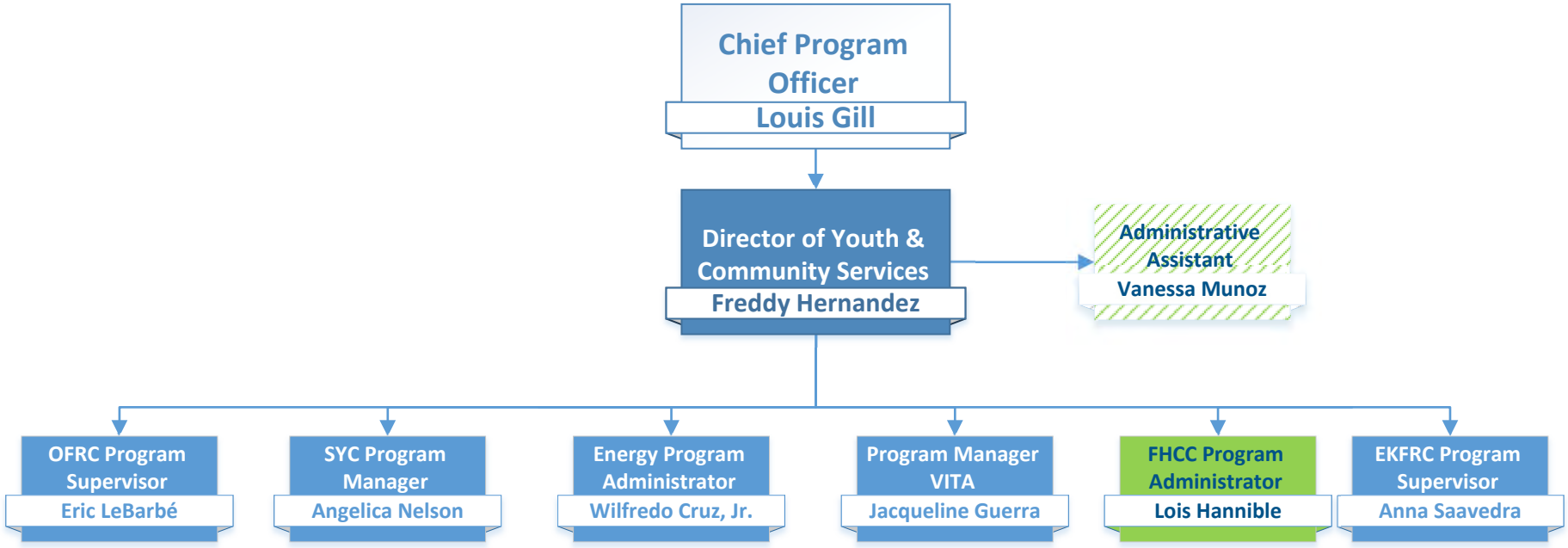
Recommendation:

Staff recommends approval to change the title from Friendship House Program Manager to Friendship House Program Administrator, approval of the revised job description for the Friendship House Program Administrator, and approval of pay grade 12.

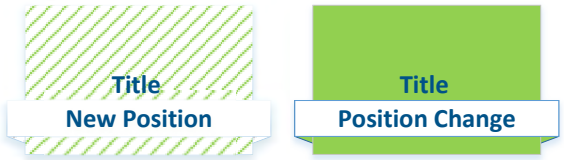
Attachment:

Youth & Community Services Organizational Chart
Friendship House Program Administrator Job Description

Youth & Community Services Division



Legend



Revised 4/24

Friendship House Program Administrator

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

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

SUMMARY:

Under the direction of the Director of Youth and Community Services, the Friendship House Program Administrator directs, administers, and monitors the programs, activities, and day-to-day operations of the Friendship House Community Center (FHCC). Responsible for implementing all program grants, assist with grant writing, complete board memos, prepare program reports, ensure timely progress on all grant goals and objectives, assist with the preparation of program audits, and analysis of program evaluations. Provides fiscal oversight of the programs, prepares budget reports, and allocation plans. Responsible for supervising staff, coordinating volunteers, providing outreach, creation of community events, and attending community collaborative meetings. Will support the FHCC Advisory Board by attending all meetings, creating fundraising plans, developing reports, implementing objectives, and providing the Advisory Board with program and financial reports. The Program Administrator will ensure that all programs are fully compliant with all state, federal, and local regulations, contract requirements, CAPK policies.

SUPERVISION RECEIVED:

Receives supervision from Director of Youth and Community Services.

SUPERVISION EXERCISED:

Program staff and volunteers.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Provide and maintain oversight of all program budgets to ensure expenses are within budget guidelines.
- Provide operational administration of Friendship House programs, including the maintaining and efficiency of staffing and professional development.
- Recruit, develop, supervise, and provide leadership to program staff and volunteers.
- Review program policies and procedures to ensure appropriate measures are to remain within expected guidelines.
- Develop strategies in researching and obtaining new initiatives and/or expansion of existing programs and services.
- Ensure compliance with federal, state, and local regulations.
- Ensure compliance with the scope of work as defined by funding sources and contracts.
- Develop and maintain the afterschool program for children in the community.
- Develop and maintain community programs for families and individuals that take place during and outside of normal work hours.

- Ensure that the facility and staff are following CAPK policies and procedures.
- Monitor all programs that are currently established at the Friendship House and ensure that confidentiality is being maintained by staff.
- Manage, recruit, and support the needs of the Friendship House Advisory Board.
- Compile and submit memos related to the Friendship House to the CAPK Board of Directors.
- Develop and maintain fundraising events that will help support the Friendship House needs for new and current programs.
- Collaborate with the CAPK marketing staff to develop outreach material and advertising for asset development programs.
- Maintain professionalism when working with the community.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Seek new funding and program development opportunities that will enrich underserved communities.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheets, database, and other software applications.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.

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, agency partners, stakeholders, and parents.
- Work independently and make clear recommendations.
- Supervise staff and volunteers.

EDUCATION AND EXPERIENCE:

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

DRAFT

- Bachelor's degree in business administration, public administration, health services, sociology, behavioral science, or related field.
- Possession of an advanced degree may be substituted for one (1) year of experience.
- Demonstrated experience in administering a social services program may be substituted for the education requirement on a year-for-year basis.
- Five (5) years of management experience, supervising staff, and volunteers.
- Extensive experience in supervising volunteers and staff.
- Case Management experience preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the Department of Justice, and the State Department of Social Services and Community Care Licensing.
- Bilingual language fluency (Spanish/English) highly desirable
- 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 Friendship House 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					

DRAFT

MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: April 3, 2024

Subject: *Agenda Item 4(b):* Reclassification of Receptionist Job Description - **Action Item**

As program services expand and new contracts are secured for the Youth and Community Services Department, there is a growing recognition of the necessity for an Administrative Assistant to provide support to the Program Director.

Summary of Proposed Changes

The intention behind this request is to update the title from Receptionist to Administrative Assistant, aligning it more closely with the duties and responsibilities entailed in the role. The Receptionist presently fulfills a dual role, serving as the Receptionist for CAPK's 19th Street office while also providing assistance to the Director of Youth and Community Services. The current position falls under the purview of the Director of Youth and Community Services. This role will entail managing work orders, purchase orders, providing departmental support, and alleviating the director of various administrative tasks.

The job description has been reviewed and approved by Human Resources and the Chief Program Officer. Below is a description of the proposed position changes:

Position Title	Proposed Changes	Current Grade	New Grade
Administrative Assistant	Formerly Receptionist and grade change from 3 to 6.	3 Min. $15.50 Mid. $17.15 Max. $19.74	6 Min. $18.10 Mid. $21.31 Max. $24.50

Fiscal Impact and Timeframe

Subject to approval, the proposed position will begin April 24, 2024, and the current salary is already incorporated into the 2024/2025 budget. Current funding for the receptionist position is from the Energy Program, Department of Community Development (CSBG), VITA, and other funding sources. The increase cost for this position will be included in the FY 2024/2025 budget and it will continue to be included in future budgets.

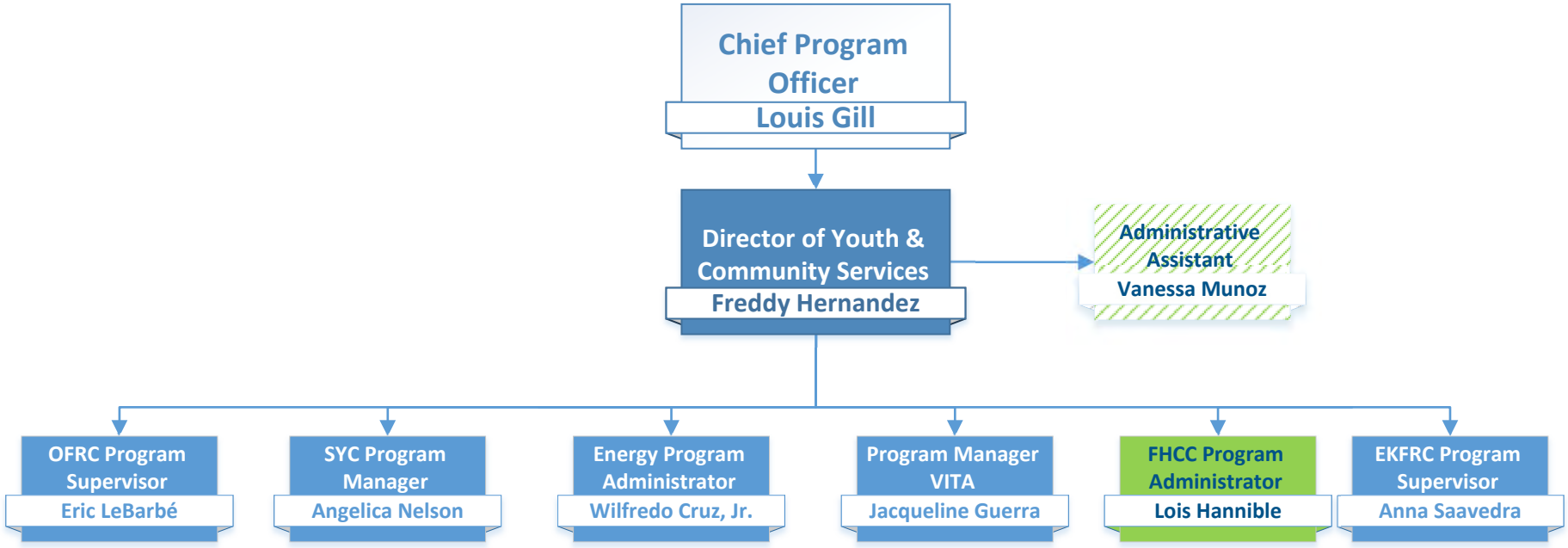
The new job description and proposed title change will have a minor fiscal impact since the current maximum for grade 3 is slightly below the midpoint for grade 6. The estimated increase would be $1.93/hour or approximately $4,014/year.

This new title is in alignment with the CAPK Strategic Goal that unifies program efforts throughout the agency and will help support the Youth and Community Services Department and the engagement of qualified staff.

Recommendation:
Staff recommends the Personnel Committee approve the reclassification of the Receptionist to Administrative Assistant for the Youth and Community Services Department and the approval of pay grade 6.

Attachments:
Youth & Community Services Organizational Chart
Administrative Assistant Job Description

Youth & Community Services Division



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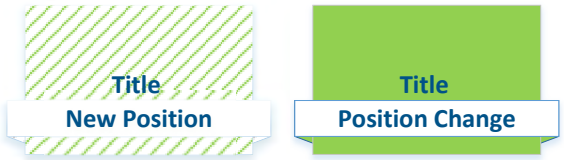

Revised 4/24

Administrative Assistant – Youth & Community Services

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

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Provides a wide variety of administrative and clerical duties, assists with maintaining and securing program files, assist the Energy Department, process check requests, assist with work orders, assist with purchase orders, help the department managers and administrators, meeting room and event set-up, attend meetings, and relieve the Director of a wide variety of administrative details. The Administrative Assistant will also have to interact with high-level external and internal contacts requiring specialized subject matter expertise in business administration, information systems, and personnel management, including the application and interpretation of federal, state, and local laws related to these subject areas.

SUPERVISION RECEIVED:
Receives supervision from the Director of Youth and Community Services.

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:

- Apply knowledge of agency guidelines and policies.
- Assist with the coordination and management of the Director's calendar.
- Assist the Director with department projects, meetings, reports, and correspondence.
- Assist the Director and the department with customer support issues or concerns.
- Responsible for the maintaining, management, and the filing of department files.
- Assist with the scheduling, agenda preparation, and minutes for department meetings.
- Input check requests and purchase order requests for the department as needed.
- Assist with room set-up and clean-up for meetings, and other program event preparations, as assigned.
- Prioritize workflow, including handling routine matters such as distributing mail, faxing, and photocopying.
- Assist as needed with the ordering, monitoring, and maintenance of office supplies.
- Efficient planning, organizing, and scheduling work priorities.
- Responsible for approving conference room reservation requests.
- Provides back-up reception support to the Energy and VITA Programs as needed.
- Assist program managers and administrators with program projects as needed.
- Manage and assist department supervisors with facility and IT work orders.
- Other administrative duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- 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:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Problem solve and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with staff.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent
- Three (3) years of clerical experience.
- Any combination of education and or experience that demonstrates a high degree of competency.

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

POSITION TITLE Administrative Assistant			
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: Louis Gill, Chief Program Officer



Date: April 3, 2024

Subject: *Agenda Item 4(c)*: New Position: Process Improvement Manager – **Action Item**

The Program Administration Division was created out of necessity to respond to the substantial organizational growth realized by CAPK over the past several years (Ex. FY 19/20 = $72,400,955 – FY 24/25 = $117,408,059. = 62% growth). The Program Administration Division is responsible for most services provided by CAPK, consisting of 87% of the total budget, or $102,595,020. There are currently 849 employees within all departments under the responsibility of Program Administration, or 88% of the total CAPK workforce. CAPK provides a complex variety of services to our community and each service is governed by federal, state, and local contracts. Every funding source outlines particular programmatic and reporting requirements as detailed in the provided contract list.

Effective Program Administration is vital for CAPK's continuous success and expansion. This entails regular assessment and enhancement of processes for service delivery, record keeping/data management, reporting, purchasing, staffing, training, and facilities utilization. Additionally, we are tasked with aiding departments in enhancing current services or planning and implementing new ones, which involves collaborating and coordinating with supporting divisions like Finance, Human Resources, and Operations.

The scope and scale of these tasks has required the Administrative Coordinator to assist the Chief Program Officer. These activities are in addition to the normal administrative assistant/secretarial duties and not typical for the position. The Administrative Coordinator is also charged with supporting department directors. As an example, travel coordination and credit card reconciliation are two tasks that are both time sensitive and labor intensive. The workload has required the regular authorization of overtime. It became apparent that the current staffing pattern and workload is unsustainable.

After consultation with the Director of Human Resources, it was suggested that a desk audit be performed to assess workload and activities. A job analysis questionnaire was conducted for this role. For confidentiality purposes, we have provided a blank form to illustrate the process. The report found that the duties and tasks were significantly different than typical expectations for an Administrative Coordinator and that workload was more than could be performed in a standard work week and that activities performed required a higher skill level.

Summary of Proposed Changes

We are requesting the addition of the Process Improvement Manager position to the Program Administration Division, classified at grade 11. This role would report directly to the Chief Program Officer.

Position Title	Proposed Changes	Current Grade	New Grade
Process Improvement Manager	New Position	-	11 Min. $32.05 Mid. $40.06 Max. $48.07

Fiscal Impact and Timeframe

This item is not included in the budget. Costs for Program Administration staff are not directly charged to Indirect costs but are shared across program department budgets. This will result in an annual budgetary impact of $129,069. Hiring for this position will commence once funding has been secured.

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*, this proposal supports staff development, growth, and retention by properly supporting program management staff and helping to ensure their success. Also under Goal 5: *CAPK will increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results.* This proposal provides critical staffing to assist directors with review and analysis of available data to better inform decision making and service delivery adjustments.

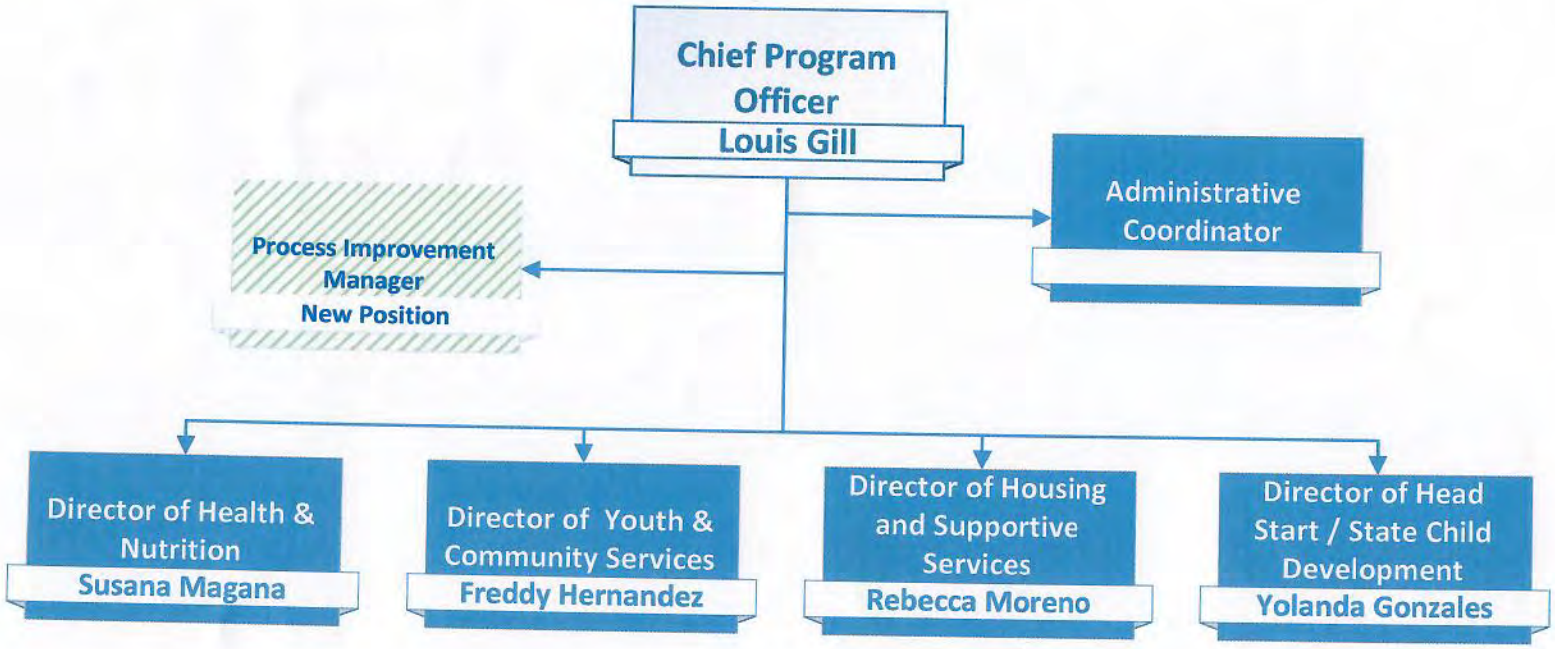
Recommendation:

Staff recommends the Personnel Committee approve the addition of the Process Improvement Manager in the Program Administration Division and classify it as a grade 11.

Attachments:

Program Administration Organizational Chart
Process Improvement Manager Job Description,
Job Analysis Questionnaire
Program Administration Contract List

Program Administration



Legend

Title
New Position

Revised 4/24

Process Improvement Manager

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Chief Program Officer (CPO), the Process Improvement Manager oversees and drives process improvement initiatives, focusing on both new and ongoing program endeavors. This role involves working closely with CAPK Leadership and external partners to establish program goals, assess performance, and identify areas for enhancement. Responsible for evaluating implemented changes, providing recommendations for workflow and program enhancement, and ensures rigorous monitoring and assessment for quality assurance purposes.

SUPERVISION RECEIVED:
Receives supervision from the Chief Program Officer.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Work directly with CPO to prioritize program improvement projects.
- Determine and define scope and objectives (current and future business processes, workflows, etc.) of program improvement projects as assigned by CPO.
- Collaborate with Program Directors to assess the resources required to achieve objectives and support the effective and efficient management of resources, including monitoring and developing program budgets.
- Utilizes agency accounting software to run special reports for financial, statistical, and other purposes for use by management staff.
- Attend monthly Finance Budget to Actual meetings with program leadership to address and resolve accounting and financial issues impacting grants and programs.
- Develop and manage detailed project schedules and work plans as needed.
- Provide project updates to the CPO on a consistent basis and to various leadership and stakeholders about strategy, adjustments, and progress.
- Continually research and provide guidance on industry best practices, techniques, and standards.
- Monitor progress of process improvement or project completion and recommend adjustments as needed.
- Measure, monitor and assess program department performance and identify areas of needed improvement.

- Develop and maintain annual continuous improvement calendar. Regularly assess past projects for continued effectiveness to ensure that all program improvements are reflective of CAPK's vison and strategic plan.
- Identify opportunities for improvement in collaborative work with supporting CAPK divisions and assist Directors in their implementation to help drive efficiencies.
- Annually provide support to Program Directors in the development of each budget and in the year end closeout.
- Performs a wide variety of duties for the CPO that are complex, detailed, and highly confidential.
- Represents the Program Administration Department as requested by CPO.

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.
- 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.
- Knowledge of community resources is desirable.
- Effective communication strategies.
- Project management and working across stakeholders.
- Supervision, evaluation, and training of staff.
- Excellent written and verbal communication skills, including public speaking.

Ability to:

- Prioritize, stay organized, and manage deadlines in a fast-paced environment.
- Effectively collaborate with a team of staff with diverse skills and backgrounds.
- Work directly with a client and partner base of diverse skills and backgrounds.
- Establish strong working relationships with CAPK staff and agency partners.
- Communicate respectfully and effectively with clients, external stakeholders, media, and the public.
- A willingness to work non-regular hours as required.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited college or university with a major in health, social sciences, or related field.

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- Minimum three (3) years relevant work experience in a related field.
- At least two (2) years' supervisory experience.
- Any equivalent combination of education and/or experience may be substituted on an annual basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Travel required as needed.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Process Improvement 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					

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Job Analysis Questionnaire

I. General Information

Job Title: _____
Department: _____
Position Reports To: _____
Person Completing this Questionnaire: _____
Date: _____

II. Purpose: *To be completed by the Hiring Manager*

Basic Functions and Scope of Job: Please provide a summary of the primary functions of this role.

III. Work Performed: *To be completed by the Employee.*

Describe in detail ALL duties performed. State specifically what is done.

Duties:	Frequency (% of Time):

Please add any other comments that would be beneficial in understanding the scope of this position.

III. Functions: *To be completed by Human Resources.*

Duties:	Frequency (% of Time):

IV. Findings and Recommendations

V. Acknowledgement

By signing this questionnaire, we acknowledge our agreement and understanding of the information provided herein.

Name	Signature	Date

Program Administration

Contract List

MARCH 1, 2023 through February 28, 2024

Program - Contract	Funding Source
EARLY HEAD START/HEAD START	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	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	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1 and 2	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SAFE CAMPING - COUNTY OF KERN	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)	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION

WIC (WOMEN, INFANTS & CHILDREN)	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	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	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	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
CITY OF BAKERSFIELD - CALVIP OUTREACH	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CDSS CHILD CARE FACILITIES	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
HOUSING ASSISTANCE AND PREVENTION (HHAP)	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
BKRHC - HOUSING AND HOMELESS INCENTIVE PROGRAM (HHIP)	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE
UNITED WAY STANISLAUS - CES	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
BKRHC - ENCAMPMENT RESOLUTION FUNDING	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELESS COLLBORATIVE
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	ALBERTSONS COMPANIES FOUNDATION
FOOD BANK FREE FARMERS MARKET - WASCO	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	KERN FAMILY HEALTH SYSTEMS

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: April 3, 2024

Subject: *Agenda Item 4(d)*: New Position: Cal-AIM Claims Analyst - **Action Item**

As part of our ongoing commitment to enhancing efficiency and fostering continuous improvement, the Cal-AIM team is requesting approval of a new position: the Cal-AIM Claims Analyst. This position plays a pivotal role in streamlining our operations and optimizing data collection for the Cal-AIM program.

Summary of Proposed Changes

In partnership with Kern Health System, CAPK's Cal-AIM program is expanding our housing services to the East Kern Family Resource Center (EKFRC) in Mojave. The Claims Analyst will oversee program data collection and management, prepare weekly reports for all Cal-AIM programs, handle complex general reporting, and prepare financial documents. Additionally, they will reconcile claims for payment and collaborate with program staff on claim denials. We believe that the introduction of this new role will not only strengthen our organizational capabilities but also empower our teams to deliver even better results.

In collaboration with Human Resources, the position has been reviewed and designated at a grade 10.

Position Title	Proposed Changes	Current Grade	New Grade
Cal-AIM Claims Analyst	New Position	-	10 Min. $27.88 Mid. $34.83 Max. $41.80

Fiscal Impact and Timeframe

The Incentive Payment Program (IPP) has approved start-up funds of $550,000.00 for EKFRC, with a designated salary and benefits budget of $315,596.00. These funds will support one (1) full-time equivalent (FTE) claims analyst with an annual salary of $72,446.00 for the initial year. Subsequently, both Cal-AIM programs will contribute 50% each toward this position's expenses, leveraging revenue earned from the Cal-AIM program.

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*, this proposal supports staff development, growth, and retention by adding an opportunity for growth within the agency.

Recommendation:

Staff recommends the Personnel Committee approve the new Cal-AIM Claims Coordinator position at a grade 10.

Attachments:

Cal-AIM Claims Analyst Job Description

Cal-AIM Claims Analyst

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

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Director of Housing and Supportive Services, the Cal-AIM Claims Analyst will oversee program data collection functions, data management processes and systems, prepares routine and comprehensive assessment reports for all Cal-AIM programs. Responsible for complex programmatic reporting and financial reporting functions to include preparing financial statements, reconciling claims, monitoring and analyzing assets, liabilities, revenues, and expenditure accounts.

SUPERVISION RECEIVED:
Director of Housing and Supportive Services

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:

- Analyzes and makes recommendations for program information systems, data processing, and computer-based office services, plans, designs, and implements new and/or modified systems that promote increased efficiency.
- Provides technical direction and assistance to staff engaged in the resolution of complex and technical problems, system modification, or upgrades.
- Oversees the planning, development, and implementation of automated systems, technologies, and solutions and communicates status of projects to users and project participants.
- Acts as a liaison with vendors, departments, and public and private agencies.
- Identifies the need for staff development and training and conducts user and department system training as required.
- Acts as a major resource in the preparation and analysis of advances, planning activities, advising in areas of technology, and projecting current data.
- Researches, evaluates, recommends, and provides guidance with technology implementation to both program and leadership staff.
- Collects, analyzes, interprets, and summarizes data in preparation to produce qualitative and quantitative routine progress reports.
- Troubleshoot problems with the data collection systems, including concerns related to relevant database applications.
- Prepare financial statements.

- Prepare financial reports for grants/contracts in accordance with funding source requirements.
- Analyze general ledger accounts for propriety and accuracy.
- Analyze organization cash balances daily by grant and program.
- Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
- Provide technical support to program staff in resolving budget, financial, and reporting issues.
- Keep program leadership informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Departmental and agency policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations.
- Data collection.

Ability to:

- Create professional, comprehensive, and informative charts and/or graphs.
- Prepare clear and concise program reports.
- Prepare financial statements and budget reports.
- Analyze financial data.
- Maintain client dignity and ensure confidentiality.
- Plan, organize, allocate, organizational resources.
- Work collaboratively as part of a team.
- Communicate effectively verbally and in writing.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Analyze problems and identify alternative solutions.
- Effectively organize and prioritize assigned work.
- Research and resolve accounting issues.
- Coordinate work requiring constant alertness and attention to detail.

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- Work under frequent time pressures and deadlines.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, internally and externally.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university in computer science, or related field desired.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.
- Minimum three (3) years of experience working with computers and data analysis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Successful completion of live scan, 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 varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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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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MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: April 3, 2024

Subject: *Agenda Item 4(e)*: Head Start Recruitment Incentive Update – **Info Item**

The recruitment incentive program was launched on August 30, 2023, with the primary goal of attracting and retaining high-caliber talent. The program included a financial incentive designed to enhance overall job satisfaction and address recruitment challenges for hard-to-fill positions. The purpose of this memo is to communicate the effectiveness of the initiative for the last six (6) months from September 1, 2023, thru March 28, 2024, and address any concerns regarding employees who received incentives but subsequently terminated their employment.

Results:
A total of $45,750 has been disbursed since December 2023.

Hired Date	Paid Date	# of EE's Eligible	Terminations (Received incentive)	Terminations (Did not receive incentive)
September 2023	December 2023	6	0	0
October 2023	January 2024	11	0	1
November 2023	February 2024	8	0	0
December 2023	March 2024	12	1	0

Concerns Regarding Terminations Despite Incentives:
Despite the overall success of the incentive program, we acknowledge that a small number of employees who received incentives have chosen to terminate their employment. An analysis of these cases reveals several common factors contributing to this unexpected outcome:

1. Personal Circumstances: A small number of employees faced unforeseen personal circumstances that necessitated a change in employment, irrespective of the incentives received.
2. Career Advancement: Numerous employees identified career advancement and improved compensation outside the organization as the main factors influencing their decision.
3. Policy Violations: A couple employees were dismissed due to violations of the attendance policy.

Implications and Next Steps:

1. Continuous Evaluation: We will conduct an ongoing evaluation of the incentive program to identify areas of improvement and ensure its continued effectiveness.
2. Exit Interviews: We will continue with our current process of gathering insights into employee departures.
3. Enhanced Communication: Strengthening communication channels with employees is crucial. Clear communication about expectations will help manage employee expectations and reduce surprises.

In conclusion, while the recruitment incentive program has yielded positive results overall, we are committed to addressing the concerns raised by the termination cases. By maintaining a proactive approach and continually refining the program, we aim to build a workforce that remains engaged, satisfied, and committed to the organization's success.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: April 3, 2024

Subject: *Agenda Item 4(f)*: Strategic Plan Goal 4 Update – **Info Item**

Since the launch of CAPK's Strategic Plan, individuals, departments, and workgroups have concentrated resources and energy to achieve goals outlined in the 2021-2025 Strategic Plan. These achievements have been captured monthly, and a look at the metrics shows progress in every initiative.

CAPK's Strategic Goal 4 states:

> *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.*

Key accomplishments have been achieved in most of our plan's four areas of concentration. These accomplishments demonstrate the extent and depth of CAPK's efforts. Key stakeholders routinely meet to review and update goals and discuss high-impact ideas to achieve these goals. The group continues to discuss in depth the goals and sub-goals and outlined an action.

Among some of the accomplishments of the past few months, CAPK has:

- Handbook revisions are progressing, with plans for implementation slated for this summer.
- Ongoing pay-related equity analysis across the agency and processed equity adjustments, underscoring the agency's dedication to fostering a fair and equitable compensation structure.
- Launched timecard and attendance training for supervisors that have yielded results as evidenced by a noticeable increase in team members' punctuality and effective strategies to address attendance issues while promoting a more accountable work culture.
- Strengthening DEI initiatives through the recruitment of a dedicated employee tasked with spearheading DEI efforts.
- Successfully implemented recruitment and retention incentives, designed to attract top talent, and ensure their continued engagement and satisfaction within the company.
- Became an E-Verify Corporate Administrator and continue to uphold standards of legality and accountability in our hiring processes. E-Verify is currently the best

means available for employers to verify electronically the employment eligibility of their newly hired employee.

- Effective April 1, 2024, implemented minute-to-minute timekeeping for all non-exempt employees, which ensures greater accuracy and accountability in recording worked hours. By tracking time in this manner, we aim to streamline our payroll processes and pay employees for every minute worked.
- Introduced Total Rewards Statements in March for all employees, providing them with the valuable opportunity to track and understand their rewards and benefits throughout their duration with CAPK.
- Conducted coaching and development training to leadership. By investing in the coaching and development of agency leaders, we not only enhance their individual capabilities but also cultivate a culture of continuous improvement and high performance throughout the organization.
- Leading the way in creating tangible cultural transformations, reflecting changes in values, behaviors, and norms among our staff.
- Employees actively seek additional HR advice and consultations for a variety of needs, alongside fostering increased trust from leadership and staff.
- Actively engaged in training sessions with the aim of bringing back strategies to implement. Benefits Team engaged with Housing leadership to provide support and awareness to EAP services and resources available. These courses include:
    - Coping With a Traumatic Event
    - Managing Staff Through Stressful Situations
    - De-escalating Potentially Violent Situations
    - Mental Health Awareness for Leaders.
- Facilitated interviewing training sessions for managers aimed to empower managers with the skills to conduct and manage interviews, enabling them to effectively select their interview panels with guidance from HR.
- Establishing a stronger reputation and evolving into a resource center rather than a policy enforcer.
- DEI initiatives remain ongoing, with ongoing recruitment efforts for additional committee members. Additionally, five staff members are actively participating in a DEI course through e-Cornell, and are in the process of registering for the NCAP Equity Cohort.

Attachments:
Goal 4 Action Plan

Lisa McGranahan

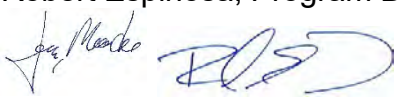
4 Employer of Choice
CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.

Objective	Activity
59% of 58.8% Enhance leadership capacity, effectiveness, and sustainability. (4.1) Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Conducted coaching and development trainings to leadership. By investing in the coaching and development of agency leaders, we not only enhance their individual capabilities but also cultivate a culture of continuous improvement and high performance throughout the organization. (Margaret Frazier-Sanchez, 03/29/24)	59% of 58.8% Create a standardized onboarding and training plan. (4.1.2) Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Facilitated interviewing training sessions for managers aimed to empower managers with the skills to conduct and manage interviews, enabling them to effectively select their interview panels with guidance from HR. (Margaret Frazier-Sanchez, 03/29/24)
58% of 58.8% Increase employee engagement, morale, and retention. (4.2) Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Successfully implemented recruitment and retention incentives, designed to attract top talent and ensure their continued engagement and satisfaction within the company. (Margaret Frazier-Sanchez, 03/29/24)	Not Started of 16.2% Refine employee performance review process, ensuring that creation and periodic review of staff professional development plan are integrated into the process. (4.2.2) (EOY Target: 100%) Owner: Lisa McGranahan, (01/01/24 12/31/24) 45% of 58.8% Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. (4.2.3) Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Launch Benefits ad-hoc committee to evaluate employee benefits and conducted an agency-wide survey to better understand what is important to CAPK employees. (Margaret Frazier-Sanchez, 03/01/23)
59% of 58.8% Increase the visibility of the Agency and create a unified CAPK identity. (4.3) Owner: Lisa McGranahan, (10/01/21 12/31/25)	
55% of 58.8% Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. (4.4) Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: • DEI initiatives remain ongoing, with ongoing recruitment efforts for additional committee members. Additionally, five staff members are actively participating in a DEI course through e-Cornell, and are in the process of registering for the NCAP Equity Cohort. (Margaret Frazier-Sanchez, 03/29/24)	

MEMORANDUM

To: Personnel Committee

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



Date: April 3, 2024

Subject: *Agenda Item 4(g):* 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 March 2024, the following information is provided to the Personnel Committee:

- 604 staff currently employed.
- 97 vacant positions.
- Onboarded ten (10) new staff members.
- Ten (10) resignations
- Conducted five (5) days of interviews for six (6) 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.

Attached is a document outlining closed classrooms and staff vacancies for both closed and open classrooms as of March 26, 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	60	100%	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	22	92%	14	14	0	100%
Cleo Foran EHS	8	8	100%	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	37	93%	13	12	1	92%
E. Cal EHS	12	11	92%	6	3	3	50%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	39	32	82%	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	12	75%	9	8	1	89%
Lamont (PY)	20	20	100%	4	4	0	100%
Lathrop	24	16	67%	14	12	2	86%
Lodi	24	24	100%	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	6	75%	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	50	63%	23	16	7	70%
Primeros Pasos EHS	16	14	88%	6	6	0	100%
Primeros Pasos HS	60	33	55%	15	11	4	73%
Rosamond (PY)	60	40	67%	16	13	3	81%
San Diego EHS	32	28	88%	17	16	1	94%
Seibert (PY)	20	20	100%	4	4	0	100%
Shafter EHS	24	17	71%	12	10	2	83%
Shafter	20	20	100%	5	5	0	100%
St. Mary's	24	24	100%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	36	56%	26	20	6	77%
Sterling HS	60	60	100%	18	16	2	89%
Sunrise Villa (PY)	20	20	100%	5	5	0	100%
Taft (PY)	60	60	100%	14	14	0	100%
Taft College	42	16	38%				
Tehachapi (PY)	34	28	82%	4	4	0	100%
Vineland (PY)	20	11	55%	5	4	1	80%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	38	63%	17	13	4	76%
Willow (PY)	40	39	98%	9	9	0	100%
Home Base Kern 152	152	102	67%	14	14	0	100%
SJC EHS HB 130	142	77	54%	12	9	3	75%
Total	**2083**	**1480**	**71%**	**554**	**438**	**116**	**79%**

Funded Enrollment	2083	1480 71%

Active Enrollment	1641	1480 90%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Gianone ~ 16		
Class 1 & 2	16	6
Harvey Hall EHS ~ 60		
Class 7 & 8	16	5
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)	2	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
San Diego ~ 32		
Class 2 & 3	4	1
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	**442**	**78**

* MJM slots moved to Angela Martinez and Sterling

	Slots	Staff Vac.
Closed Enrollment	**21%**	**67.24%**
Open Enrollment	**79%**	**32.76%**

Enrollment Data Run Date 3/27/2024 Staffing Data Run Date

Audit & Pension Committee Meeting

April 8, 2024

Q4 2023 Investment Review

Target Date Fund Analysis

planadviser 2023 TOP RETIREMENT PLAN ADVISERS

Pensionmark

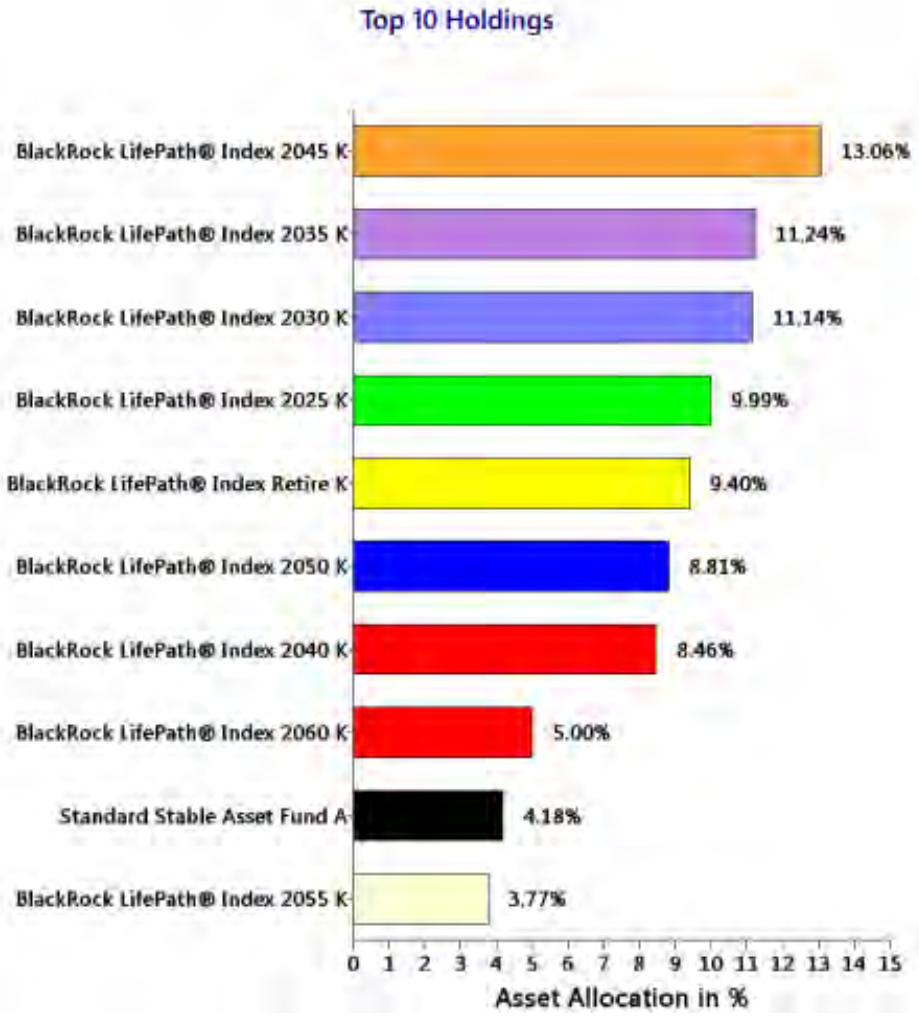
Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Financial Advisors at Pensionmark may also be registered representatives of CapFinancial Securities, LLC (member SIPC), which is affiliated with Pensionmark through common ownership.

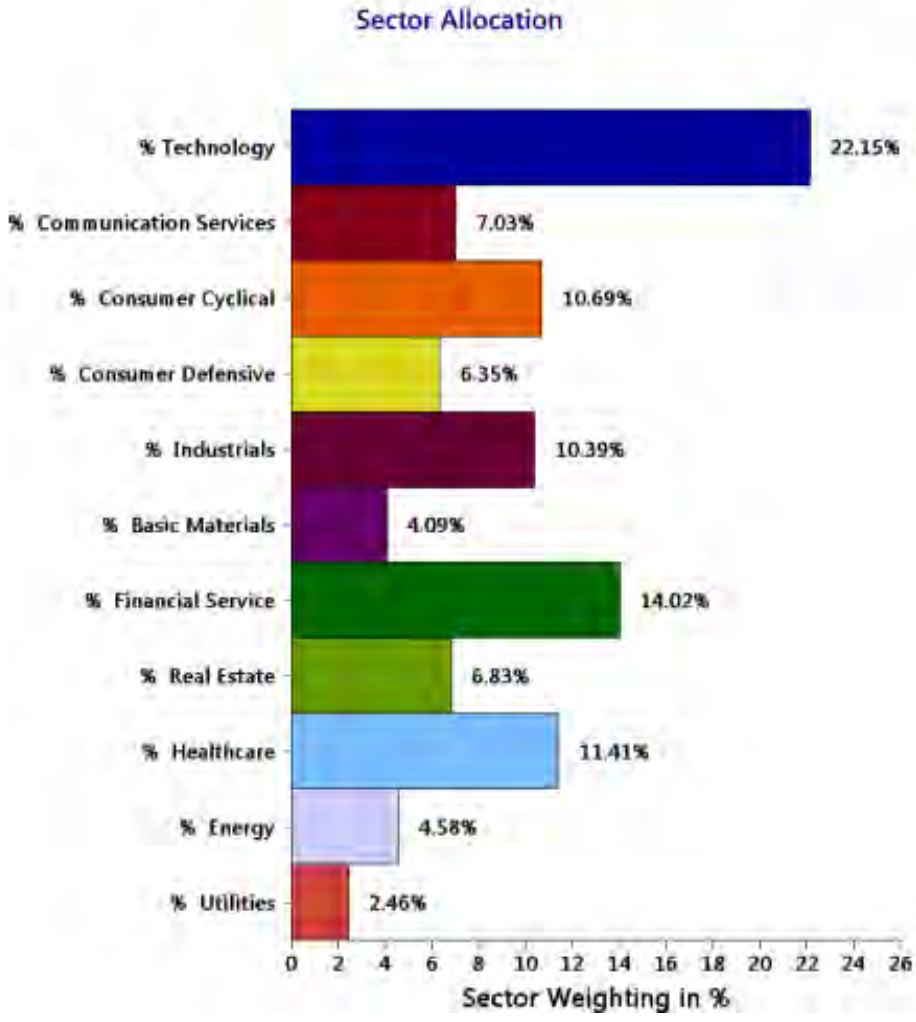
Domestic Equity

- Q4 2023 saw US equity indexes bounce back after a tough third quarter. This helped major US equity indexes close positive for the year, reversing course from the losses they experienced in 2022.
- US Large Cap Growth led the charge in Q4 and for the year, up +14.16% and +42.68%, respectively. This was driven in large part by the strong performance in the very largest names (i.e., the "Magnificent 7" or "Mag7"), but strength was seen in names across the index. US Large Cap Value was up a respectable +9.50% for the quarter, bringing its 2023 annual gains to +11.46%.
- US Small Caps had a fantastic bounce back in Q4 following the Fed's decision to hold off on further rate increases; the Russell 2000 ended Q4 up +14.03%, which brought its 2023 gain to +16.93%.

The Importance of Diversification

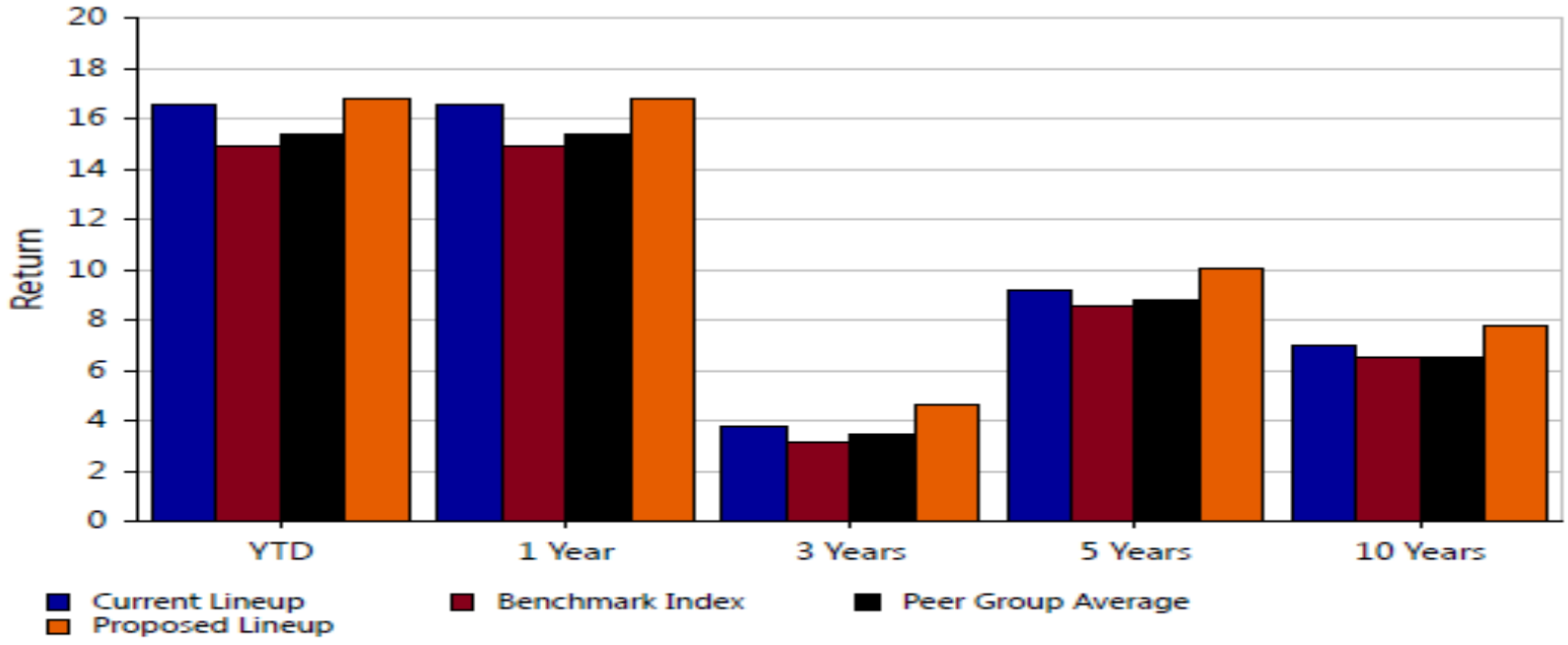
PORTFOLIO | HOLDINGS & SECTOR ALLOCATION





CAPK Q4 2023

Annualized Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	16.56	16.56	3.81	9.22	7.04	0.19
Benchmark Index	14.90	14.90	3.13	8.58	6.54	NA
Peer Group Average	15.40	15.40	3.48	8.84	6.55	0.74
Proposed Lineup	16.81	16.81	4.63	10.09	7.81	0.38

Current Line-up with Blackrock TDF- Proposed Line-up with American Funds TDF

Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	16.56	16.56	3.81	9.22	7.04	0.19
Benchmark Index	14.90	14.90	3.13	8.58	6.54	NA
Peer Group Average	15.40	15.40	3.48	8.84	6.55	0.74
Proposed Lineup	16.81	16.81	4.63	10.09	7.81	0.38

MEMORANDUM

To: Audit and Pension Committee

From: Sabrina Jones-Roberts, 2-1-1 Kern Call Center Program Administrator

Date: April 8, 2024

Subject: *Agenda Item 4b*: First 5 – 211 Kern County and Help Me Grow Kern County Program FY 2023-24 Fall Site Visit– **Info Item**

On an annual basis, the First 5 Kern conducts a Fall Site Visit to determine if the funded program is meeting grant expectations for the deliverables of the agreement.

In December 2023, 211 Kern underwent such a review. All performance expectations were met and no expressed areas of concern for FY 2023-24.

In January 2024, the Help Me Grow Program, administered through the 211 Kern Program, also underwent such a review. There were no expressed areas of concern for FY 2023-24.

Recommendation:
There are no recommendations.

Attachments:
2023-24 Fall Site Visit Report for 2-1-1 Kern County dated 12/20/2023
Help Me Grow Kern County dated 1/25/2024.

Fall Site Visit Report

Program Title:	(2-1-1 Kern County – Community Action Partnership of Kern)				
Fiscal Year:	☐ 2020-21	☐ 2021-22	☐ 2022-23	√ 2023-24	☐ 2024-25
Date:	12/20/2023				
Program Staff:	Sabrina Jones-Roberts (Program Administrator)				
Program Officer:	Paula De La Riva (Senior Program Manager: Early Learning Initiatives)				

Scope of Work-Evaluation Plan Review Fiscal Year: 2023-24	Annual Target	Does the Performance Measure reflect the needs of the community?		Is the Target attainable?	
Result Indicator		Yes	No	Yes	No
2.4.1. Number of parents/guardians who received social service referrals.	N/A	√		√	
2.4.1. Number of parents/guardians who received social service referrals.	N/A	√		√	
Comments:					
The Senior Program Manager meet with the Program Administrator and reviewed the FY2023-24 SOW-EP, all Result Indicators continue to reflect the needs of the community.					

Performance Measure Summary Prior Fiscal Year: 2022-23	Annual Target	Actual	Percent Achieved	Was the Target Met?	
Result Indicator				Yes	No
2.4.1. Number of parents/guardians who received social service referrals. (Developmental Screenings)	N/A	691	N/A	√	
2.4.1. Number of parents/guardians who received social service referrals. (Referrals)	N/A	1,423	N/A	√	
Comments:					
The Senior Program Manager reviewed with the Program Administrator the FY2022-23 Persimmony Reports, no questions or concerns were identified. The Program Administrator shared that the program has been experiencing a fluctuation in the number of calls since the pandemic ended. The 2-1-1 team meets continually to review and make modifications to address the changes.					

Quarterly Projections Fiscal Year: 2023-24	Annual Target	Q1	Q2	Q3	Q4
Result Indicator					
2.4.1. Number of parents/guardians who received social service referrals. (Developmental Screenings)	N/A	N/A	N/A	N/A	N/A
2.4.1. Number of parents/guardians who received social service referrals. (Referrals)	N/A	N/A	N/A	N/A	N/A
Comments:					
This section does not apply to the program as it is not assigned Annual Targets.					

Timeliness Fiscal Year: 2022-23	Performance Measures		Program Executive Summary		Response to Feedback	
	Yes	No	Yes	No	Yes	No

Was the program late with quarterly updates in the previous fiscal year? If yes, list below.		√		√		√
Comments:						
All quarterly reports were submitted on time in fiscal year 2022-23.						

Policies and Procedures Manual		
Does the program have a Policy and Procedures manual?	√ Yes	☐ No
When was the manual last updated?	09/15/2022	
Was the updated manual sent to First 5 Kern?	√ Yes	☐ No
File Security		
• Where are client files stored?	Files are stored electronically.	
• How often is file security reviewed?	Annually	
• Is the *3-lock* system utilized?	√ Yes	☐ No
Comments:		
The Program Administrator verified that the manual provided 09/15/22 was the most recent version.		

Trainings		
Confidentiality	√ Yes	☐ No
Persimmony		
• Persimmony user list up to date?	√ Yes	☐ No
Ages and Stages Questionnaire-3	√ N/A	
• Access and usage of Toolkit	☐ Yes	☐ No
• Access and usage of User Guide	☐ Yes	☐ No
Ages and Stages Questionnaire-SE:2	√ N/A	
• Access and usage of Toolkit	☐ Yes	☐ No
• Access and usage of User Guide	☐ Yes	☐ No
Program Specific		
• Add	☐ Yes	☐ No
• Add	☐ Yes	☐ No
Comments:		
A copy of the Persimmony Active List was shared and reviewed, no updates at this time.		

Annual Administrative Review Follow-up		
Did the program have any program recommendation(s)?	☐ Yes	√ No
If yes, were the recommendation(s) completed?	☐ Yes	√ No
List recommendations:		
Comments:		
The program did not receive recommendations in the FY2022-23 Annual Administrative Review. A copy of the letter was shared with the Program Administrator.		

File Review		
Does the program provide services to children and families under Result Indicators *2.1.4, 2.1.5, 2.1.7, 2.1.8, 3.1.1, or 3.1.2*?	☐ Yes	√ No

Fall Site Visit Report

How many case files were reviewed? (three files per case manager or program type)	
Comments:	
The program does not provide services under a case management Result Indicator.	

Next Steps (If not completed by the next Annual Administrative Review, it will become a formal recommendation.)

None

Suggestions (A suggestion is not monitored for completion and will not become a formal recommendation at the next Annual Administrative Review.)

None

Additional Updates (Add any additional comments/updates not captured above.)

Reviewed Quarterly Report Due Dates with the Program Administrator with a reminder that the quarter 4 due date is on 7/15

Fall Site Visit Report

Program Title:	(Help Me Grow Kern County – Community Action Partnership of Kern)				
Fiscal Year:	☐ 2020-21	☐ 2021-22	☐ 2022-23	√ 2023-24	☐ 2024-25
Date:	01/25/2024				
Program Staff:	Sabrina Jones-Roberts (Program Administrator), Amberly Hill (Care Coordinator)				
Program Officer:	Paula De La Riva (Senior Program Manager: Early Learning Initiatives)				

Scope of Work-Evaluation Plan Review Fiscal Year: 2023-24	Annual Target	Does the Performance Measure reflect the needs of the community?		Is the Target attainable?	
Result Indicator		Yes	No	Yes	No
1.3.1. Number of children who received developmental screenings.	300	√		√	
2.4.4. Number of children who received social service referrals.	N/A	√		√	
4.4.1. Number of providers who attended educational events on early childhood topics.	N/A	√		√	
4.5.3. Number of collaborative meetings held.	N/A	√		√	
4.5.4. Number of providers who attended collaborative meetings.	N/A	√		√	
Comments:					
The Senior Program Manager meet with the Program Administrator and the Care Coordinator and reviewed the FY2023-24 SOW-EP, all Result Indicators continue to reflect the needs of the community.					

Performance Measure Summary Prior Fiscal Year: 2022-23	Annual Target	Actual	Percent Achieved	Was the Target Met?	
Result Indicator				Yes	No
1.3.1. Number of children who received developmental screenings.	300	379	126%	√	
2.4.4. Number of children who received social service referrals.	N/A	62	--	--	--
4.4.1. Number of providers who attended educational events on early childhood topics.	N/A	11	--	--	--
4.5.3. Number of collaborative meetings held.	N/A	4	--	--	--
4.5.4. Number of providers who attended collaborative meetings.	N/A	51	--	--	--
Comments:					
The Senior Program Manager reviewed with the Program Administrator and the Care Coordinator and reviewed the FY2022-23 Persimmony Report, no questions or concerns were identified.					

Quarterly Projections Fiscal Year: 2023-24	Annual Target	Q1	Q2	Q3	Q4
Result Indicator					
1.3.1. Number of children who received developmental screenings.	300	75	75	75	75
2.4.4. Number of children who received social service referrals.	N/A	N/A	N/A	N/A	N/A

4.4.1. Number of providers who attended educational events on early childhood topics.	N/A	N/A	N/A	N/A	N/A
4.5.3. Number of collaborative meetings held.	N/A	N/A	N/A	N/A	N/A
4.5.4. Number of providers who attended collaborative meetings.	N/A	N/A	N/A	N/A	N/A
Comments:					
The Senior Program Manager (SPM) reviewed the purpose of Quarterly Projections and how they are used. After reviewing the current projections for Result Indicator 1.3.1. with the Program Administrator and the Care Coordinator the SPM gave the 2-1-1 team an opportunity to review and make changes within the following week. Both the Program Administrator and the Care Coordinator followed up by email confirming the current Quarterly Projections, ne changes were made.					

Timeliness Fiscal Year: 2023-24	Performance Measures		Program Executive Summary		Response to Feedback	
	Yes	No	Yes	No	Yes	No
Was the program late with quarterly updates in the previous fiscal year? If yes, list below.		√		√		√
Comments:						
All quarterly reports were submitted on time in fiscal year 2022-23.						

Policies and Procedures Manual		
Does the program have a Policy and Procedures manual?	√ Yes	☐ No
When was the manual last updated?	09/15/2022	
Was the updated manual sent to First 5 Kern?	√ Yes	☐ No
File Security		
• Where are client files stored?	Files are stored electronically.	
• How often is file security reviewed?	Annually	
• Is the *3-lock* system utilized?	√ Yes	☐ No
Comments:		
The Program Administrator verified that the manual provided 09/15/22 was the most recent version.		

Trainings		
Confidentiality	√ Yes	☐ No
Persimmony		
• Persimmony user list up to date?	√ Yes	☐ No
Ages and Stages Questionnaire-3	☐ N/A	
• Access and usage of Toolkit	√ Yes	☐ No
• Access and usage of User Guide	√ Yes	☐ No
Ages and Stages Questionnaire-SE:2	☐ N/A	
• Access and usage of Toolkit	√ Yes	☐ No
• Access and usage of User Guide	√ Yes	☐ No
Program Specific		
• Add	☐ Yes	☐ No
• Add	☐ Yes	☐ No
Comments:		

Fall Site Visit Report

A copy of the Persimmony Active List was shared and reviewed, no updates at this time.

Annual Administrative Review Follow-up		
Did the program have any program recommendation(s)?	☐ Yes	√ No
If yes, were the recommendation(s) completed?	☐ Yes	√ No
List recommendations:		
Comments:		
The program did not receive recommendations in the FY2022-23 Annual Administrative Review. A copy of the letter was provided to the Program Administrator.		

File Review		
Does the program provide services to children and families under Result Indicators *2.1.4*, *2.1.5*, *2.1.7*, *2.1.8, 3.1.1, or 3.1.2*?	☐ Yes	√ No
How many case files were reviewed? (three files per case manager or program type)		
Comments:		
The program does not provide services under a case management Result Indicator.		

Next Steps (If not completed by the next Annual Administrative Review, it will become a formal recommendation.)

None

Suggestions (A suggestion is not monitored for completion and will not become a formal recommendation at the next Annual Administrative Review.)

None

Additional Updates (Add any additional comments/updates not captured above.)

Reviewed Quarterly Report Due Dates with the Program Administrator with a reminder that the quarter 4 due date is on 7/15

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Los Angeles Field Office, Region IX
300 N. Los Angeles St., Suite 4054
Los Angeles, California 90012

January 25, 2024

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309-1651

Dear Mr. Tobias:

SUBJECT: FY23 Remote Monitoring of HUD Continuum of Care (CoC) Program
Grant Number: CA1799L9D041901

From August 7 through August 11, 2023, this Office conducted a remote monitoring of the Continuum of Care (CoC) Program to assess your organization's performance and compliance with applicable Federal requirements. Program performance was assessed through a review of operations, file documentation and interviews. The purpose of this letter is to transmit HUD's monitoring report, which provides the details of our review. HUD's review of these areas of program performance may result in the identification of Findings, Concerns, or exemplary practices.

A Finding is a deficiency in program performance based on a violation of a statutory or regulatory requirement. A Concern is a deficiency in program performance that is not based on a statutory or regulatory requirement but is brought to the recipient's attention. Corrective Actions to address the noncompliance are identified for all Findings. Recommended Corrective Actions are identified for Concerns. An exemplary practice is a noteworthy practice or activity being carried out by the recipient and may possibly be duplicated by another recipient.

The enclosed report contains no Findings or Concerns. I would like to thank you and your staff for your professionalism and cooperation during the review. Community Action Partnership of Kern is carrying out valuable programs that are successfully supporting housing and community development activities. The HUD representative who conducted the review, Ray Webster, Senior Community Planning & Development Representative is available to discuss the results of this monitoring report and can be reached at 213-534-2520 or via email at raymond.b.webster@hud.gov. All communication should be sent to the Department of Housing and Urban Development, Los Angeles Office, Community Planning and Development Division at CPDLA@hud.gov.

Sincerely,

Rufus Washington, Director
Office of Community Planning
and Development

U.S. Department of Housing & Urban Development
Los Angeles Field Office, CA

Monitoring Report
Continuum of Care (CoC)

Community Action Partnership of Kern
Grant: CA1799L9D041901
Amount: $236,837.69

Monitoring Dates: August 7 – August 11, 2023

OVERVIEW

Monitoring is the principal means by which HUD ensures program effectiveness and management efficiency, and that programs are carried out in compliance with applicable laws and regulations. It assists recipients in improving their performance, developing, or increasing capacity and augmenting their management and technical skills. Also, it provides a method for staying abreast of CPD-administered programs and technical areas within the communities that HUD programs serve. Monitoring assesses the quality of performance over time and promptly resolves the findings of audits and other reviews. In determining which recipients will be monitored, the Department uses a risk-based approach to rate grantees, programs, and functions, including assessing the Department's exposure to fraud, waste, and mismanagement. This process not only assists the Department in determining which recipients to monitor, but also identifies which programs and functions will be reviewed.

Specifics relating to this review are as follows:

Date(s) Monitoring Conducted:	August 7 – 11, 2023
Type of Monitoring:	Remote
HUD Reviewer(s):	Ray Webster, Senior CPD Representative
Grantee Staff and Other Participants:	Jeremy Tobias, Executive Director Tracy Webster, Chief Financial Officer Louis Gill, Chief Programs Officer Gabrielle Alexander, Director of Finance Rebecca Moreno, Director of Housing and Supportive Services Pritika Ram, Director of Administration Naomi Ibarra, Accounting Administrator
Entrance Conference:	
Date	August 7, 2023
Representatives	Ray Webster, Senior CPD Representative Ester Dela, CPD Program Manager
	Jeremy Tobias, Executive Director Tracy Webster, Chief Financial Officer Louis Gill, Chief Programs Officer Gabrielle Alexander, Director of Finance Rebecca Moreno, Director of Housing and Supportive Services Pritika Ram, Director of Administration Naomi Ibarra, Accounting Administrator

Exit Conference:

Date	August 11, 2023
Representatives	Ray Webster, Senior CPD Representative Ester Dela, CPD Program Manager Jeremy Tobias, Executive Director Tracy Webster, Chief Financial Officer Louis Gill, Chief Programs Officer Gabrielle Alexander, Director of Finance Rebecca Moreno, Director of Housing and Supportive Services Pritika Ram, Director of Administration Naomi Ibarra, Accounting Administrator

SUMMARY OF RESULTS AND CONCLUSIONS

The following areas were reviewed:

- CoC Recipient Overall Grant Management
- Homeless and At-Risk Determination/Recordkeeping Requirements
- CoC Supportive Services-Only Requirements
- CoC Match Requirements
- Civil Rights-Related Program Requirements for CPD Non-Formula Programs
- CoC Homeless Management Information System (HMIS)

Exhibits from the *Community Planning and Development Monitoring Handbook 6509.2* were used to guide the review and are identified below. They are available at: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2.

SCOPE OF REVIEW

The Community Action Partnership of Kern (hereafter also referred to as the recipient) received a Continuum of Care grant in the amount of $236,837.69 during the FY 2019 CoC Program Competition. The project it funds is called the CAPK Coordinated Entry System. HUD reviewed this grant and project as part of its monitoring review primarily due to the risk assessment that indicated that the agency has not been monitored in the past three (3) years and the project's Annual Performance Report was rejected.

The recipient only receives this one (1) CoC grant and does not contract with subrecipients to operate the project. The project operates within the Bakersfield/Kern County Continuum, in which the recipient is the Point of Contact (POC) for Homeless Persons and the collaborative applicant is the Bakersfield-Kern Regional Homeless Collaborative (BKRHC).

The CAPK Coordinated Entry System program is a Supportive Services Only (SSO) CoC Component Type and Coordinated Entry CoC Project Type. SSO is defined by HUD as a CoC

program component type that allows recipients to provide supportive services to homeless individuals and families not residing in housing operated by the recipient. The Coordinated Entry (CE) CoC project type involves administering the CoC's centralized or coordinated entry process to coordinate assessment and referral of individuals and families seeking housing or services, including the use of a comprehensive and standardized assessment tool.

The CAPK Coordinated Entry System program is co-located with the recipient's 211 program at 300 19th Street, Bakersfield. The recipient operates the program through the 211 Kern Call Center to provide an easily accessible link and access to services for homeless individuals in Kern County using HMIS and working directly with the designated assessment points. In partnership with the Homeless Collaborative and homeless service providers, the program aims to end homelessness by providing a clear and systematic process for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral process for prevention, housing, and/or other related services for individuals who are homeless or at risk of homelessness.

The grant was budgeted and expended as follows:

CA1799L9D041901 CAPK Coordinated Entry System Performance Period: 08-01-2020 – 07-31-2021			
Name	Authorized Amount	Disbursed Amount	Balance
Supportive Services	$215,307.00	$215,307.00	0
Administrative costs	$21,530.69	$21,530.69	0
Totals:	**$236,837.69**	**$236,837.69**	**0**

According to the recipient's Annual Performance Report (APR) in the Sage HMIS Reporting Repository (Sage), 4,151 households accessed the coordinated entry system, 1,931 households were screened/assessed, and 4,616 households were provided one or more referrals during the performance period. The number of referrals (4,616) do not match the number households (4,151) that accessed the coordinated entry system because Sage reporting is based on all referral activities in the process just not those funded with the grant.

The purpose of HUD's review was to document the recipient's compliance with the CoC program requirements described below. The review was completed based on the files presented by the agency and supplemented with correspondence and interviews with agency staff. The subsequent sections of the report summarize the areas and program requirements reviewed.

Area Reviewed and Results

I. CoC Recipient Overall Grant Management

The purpose of this review was to determine if the recipient has developed systems and procedures for ensuring that CoC funds are used in accordance with program requirements. As a part of this evaluation, HUD reviewed written procedures describing the management of the CoC program, including the tracking of the funded program and documenting accomplishments. HUD evaluated whether the recipient has systems to effectively administer the CoC Care grant funds it was awarded, examining areas such as general recordkeeping requirements, financial and internal

controls, program participant records, and fair housing and equal opportunity.

Monitoring of this area was conducted using the following monitoring Exhibit:

- Exhibit 29-3 *Guide for Review of CoC Recipient Overall Grant Management*

For this review, HUD requested and reviewed documentation such as:

- the Bakersfield/Kern County Continuum of Care (CoC) Policies & Procedures; Bakersfield/Kern County CA-604 CoC GOVERNANCE CHARTER RECITALS *(24 CFR Part 578);*
- Department of Health and Human Services letter regarding the 10 percent De Minimis indirect cost rate;
- Accounting & Financial Policies and Procedures Manual Updated April 27, 2022; employee policy manual;
- financial documentation such as the chart of accounts, cash receipt general, budget variance report, general ledger, invoices, and timesheets.

The HUD monitor randomly selected three (3) of the ten (10) vouchers the recipient submitted to HUD's Line of Credit Control System (LOCCS) for reimbursement for the project. The HUD monitor followed the random sampling methodology prescribed in the Monitoring Guidebook, specifically in Exhibit 34-1a, pages 34-8 and 34-9, to select the vouchers to be reviewed.

The following table provides the details of the three (3) vouchers reviewed:

Voucher Number	**Amount**
501-00648071	$30,730.70
501-00621515	$27,146.16
501-00590217	$31,160.61
Total grant:	$236,837.69
Total of vouchers reviewed:	$89,037.47
Percent of the total grant that the sampled vouchers represent:	37.6%

HUD also reviewed the annual performance report (APR); the project application from HUD's *e-snaps* system, the grant agreement, single-audits for the past three (3) years. In addition, interviews were conducted with personnel from the recipient regarding the procedures used to implement and manage the program. **Based on the documentation reviewed, there were no Findings or Concerns identified.**

II. Homeless and At-Risk Determination/Recordkeeping Requirements

The purpose of this review was to ensure that appropriate documentation was maintained by the recipient and was designed to determine whether program participants' eligibility has been adequately documented in terms of their homeless status upon entry into the program.

Monitoring of this area was conducted using the following monitoring Exhibit:

- Exhibit 29-1 *Guide for Review of Homeless and At-Risk Determination/Recordkeeping Requirements*

For this review, HUD requested a listing from the Homeless Management Information System (HMIS) of project program participants (current and former), including their entry dates as well as policies and procedures. The recipient provided a spreadsheet entitled, "Program Enrollment 2020-2021," that was reviewed along with Bakersfield/Kern County Continuum of Care (CoC) Policies & Procedures and the Bakersfield/Kern County CA-604 CoC GOVERNANCE CHARTER RECITALS *(24 CFR Part 578).* The monitor also interviewed staff to determine compliance.

Based on a review of the documents and interviews with staff, it was determined that this activity's purpose is not to assess a participant's eligibility but to do initial intake/screening through the Quick Referral Tool (QRT) via 2-1-1 Kern or enter the intake information from other assess points that used the QRT. The recipient then refers persons to assessment point service providers that will do the actual determination of homelessness or at-risk of homelessness through the HMIS intake form and completes, if applicable, the Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT) version 3.0. The recipient, who does not directly offer services but rather refers individuals to service providers in the continuum of care, is not tasked with assessing homelessness or at-risk status and gathering related documentation. Consequently, this Exhibit does not apply to the recipient.

Based on the documentation reviewed, there were no Findings or Concerns identified.

III. CoC Supportive Services-Only Requirements

The purpose of this review was to evaluate the recipient's compliance with the Supportive Services-Only (SSO) program component and the Coordinate Entry eligible project of the CoC Program under 24 CFR Section 578.37(a)(3) and 24 CFR Section 578.53(e)(3)(iii), including homeless status and eligibility determination, component-specific requirements, eligible costs, and restrictions on combining funds. This activity's purpose is to do initial intake/screening through the Quick Referral Tool (QRT) via 2-1-1 Kern or enter the intake information from other assess points that used the QRT. The recipient then refers persons to assessment point service providers that will assess homelessness or at-risk status and gather related documentation. The recipient also maintains the system.

Monitoring of this area was conducted using the following monitoring Exhibit:

- Exhibit 29-8 *Guide for Review of CoC Supportive Services-Only Requirements*

For this review, HUD requested items such as coordinated entry and supportive services program policies and procedures, intake form, written standards for providing CoC Services, HMIS list of clients served and where referred, and administrative and supportive services costs as well as supporting documentation.

The recipient provided the following documents which were reviewed:

- A spreadsheet entitled, "Program Enrollment 2020-2021" that was reviewed

along with Bakersfield/Kern County Continuum of Care (CoC) Policies & Procedures and the Bakersfield/Kern County CA-604 CoC GOVERNANCE CHARTER RECITALS *(24 CFR Part 578);*
- Quick Referral Tool, Accounting & Financial Policies and Procedures Manual Updated April 27, 2022;
- Department of Health and Human Services letter regarding the 10 percent De Minimis indirect cost rate; and
- Financial documentation such as the chart of account, cash receipt general, budget variance report, general ledger, invoices, and timesheets.

In addition, the monitor also interviewed staff and reviewed other documentation such as the Sage APR, grant application, and the 2019 CoC Notice of Funding Availability (NOFA). **Based on the documentation reviewed, there were no Findings or Concerns identified.**

IV. CoC Match Requirements

The purpose of this review was to assess the recipient's adherence to the CoC program's match requirements and the eligibility of the program's match expenditures.

Monitoring of this area was conducted using the following monitoring Exhibit which is required to answer question 3 in Exhibit 29-3 *Guide for Review of CoC Recipient Overall Grant Management*:

- Exhibit 29-11 *Guide for Review of CoC Match Requirements*

Reflected within the below chart is the grant amount awarded to the recipient, the amount disbursed, the required match amount, and the amount of match the recipient provided for the grant award under review.

Amount Awarded	Amount Disbursed	Match Requirement	Match Provided by the Recipient
$236,837.69	$236,837.69	$59,209.42	$85,592.36

The recipient provided three (3) match commitment letters identifying the contributions that make up the total reported in Sage which is $85,592.36.

The match letters met the following CoC requirements:
- The amount of cash to be provided to the recipient for the project;
- Specific date the cash was made available;
- The actual grant and fiscal year to which the cash match will be contributed;
- The period during which funding will be available; and
- The allowable activity to be funded by the cash match.

The recipient also provided the general ledger, journal entries, and a staff cost that demonstrated that the cash match was used for an eligible activity which was for the same coordinated entry services provided by the CoC grant monitored. Recipient staff were also interviewed to explain the match commitment and expenditures. HUD also reviewed the recipient's Accounting & Financial Policies and Procedures Manual Updated April 27, 2022, as well as the grant application.

Based on the documentation reviewed, there were no Findings or Concerns identified.

V. CoC Homeless Management Information System (HMIS)

The purpose of this review was to evaluate the recipient's compliance with the HMIS program component in the CoC Program. Monitoring of this area was conducted using the following monitoring Exhibit which is required to answer questions 21 and 22 in Exhibit 29-3 *Guide for Review of CoC Recipient Overall Grant Management:*

- Exhibit 29-10 *Guide for Review of CoC Homeless Management Information System (HMIS) Requirements*

HUD requested and the recipient provided HMIS information in a spreadsheet entitled, "Program Enrollment 2020-2021," policies and procedures relative to HMIS and supporting documentation such as vouchers and timesheets. The grant budget and LOCCS expenditures were also reviewed, and recipient staff were interviewed. It was also confirmed that the HMIS Lead was and continues to be the Kern Behavioral Health & Recovery Services based on HUD published award information for the Bakersfield/Kern CoC. As such, the review focused on the HMIS costs that may have been incurred by the recipient for the grant under review. Based on the supporting documentation provided, it was determined that no staff, administration, or overhead costs were expended for HMIS.

Based on the documentation reviewed, there were no Findings or Concerns identified.

VI. Civil Rights-Related Program Requirements for CPD Non-Formula Programs

This review is designed to evaluate the CPD's non-formula participant's compliance with record keeping requirements pertaining to civil rights-related program requirements such as affirmatively furthering fair housing, beneficiary data collection, affirmative outreach, and program accessibility. The overriding purpose is to ensure that the recipient is providing equal access and opportunity to all beneficiaries without regard to race, color, national origin, sex, religion, familial status, and disability.

Monitoring of this area was conducted using the following monitoring Exhibit which is required to answer question 45 in Exhibit 29-3 *Guide for Review of CoC Recipient Overall Grant Management*:

- Exhibit 22-5 *Guide for Review of Civil Rights-Related Program Requirements for CPD Non-Formula Programs*

HUD requested and the recipient provided a spreadsheet entitled, "APR HUD", which is the beneficiary data consistent with the data required by Form HUD-27061, "Racial and Ethnic Data Reporting." This data is entered into HMIS.

HUD also reviewed the following documents provided be the recipient:

- Sage Annua Performance Report;
- Bakersfield/Kern County Continuum of Care (CoC) Policies & Procedures;

- Bakersfield/Kern County CA-604 CoC GOVERNANCE CHARTER RECITALS *(24 CFR Part 578);*
- Employee policy manual and job descriptions;
- 2-1-1 Kern marketing material;
- 2019 CoC NOFA;
- Coordinated Entry Satisfaction Survey; and
- The grant agreement.

Recipient staff were also interviewed to better understand how beneficiary data is collected for the program.

Based on the documentation reviewed, there were no Findings or Concerns identified.

SINGLE AUDIT COMPLIANCE

Audit review consists of an evaluation of the recipient's performance in fulfilling the audit requirements of the CoC program in accordance with 2 CFR Section 200.501. The recipient submitted the appropriate annual audits by Daniels, Phillips, Vaughan & Bock, for the periods ending February 28, 2022, and February 28, 2021, and by Brown Armstrong for the periods ending February 29, 2020, and February 28, 2019. The HUD reviewer found no issues of concern based on the information provided by the recipient.

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
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www.csd.ca.gov

JASON WIMBLEY
ACTING DIRECTOR

GAVIN NEWSOM
GOVERNOR

February 23, 2024

Jeremy T. Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA, 93309

Dear Mr. Jeremy Tobias:

This letter is to provide information regarding your agency's current expenditure balance for the 2023 Low Income Home Energy Assistance Program (LIHEAP) contract allocation. Based on the total contract expenditures through December 31, 2023, as reported to the Department of Community Services and Development (CSD) by January 31, 2024, your agency is on track to meet the 99 percent expenditure benchmark of your 2023 LIHEAP contract.

As a reminder, Service Delivery and Expenditure Requirements can be found in Section 10.5 of your contract. This section outlines the methodology established for evaluating contract expenditure performance. By achieving the 99 percent expenditure requirement of the 2023 LIHEAP contract, your agency will receive the Category A performance designation. With this performance designation, your 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.

CSD has stressed the critical importance of ensuring timely expenditure of LIHEAP grant funds by local agency partners. Your agency's effort to expend its 2023 LIHEAP contract balance contributes significantly to this important goal.

Thank you for your partnership and commitment to serving the low-income population in California. CSD appreciates your attention to ensuring a successful closing of your 2023 LIHEAP contract. If you have any questions or concerns, please contact Kathy Andry at 916-588-3732 or via email at Kathy.Andry@csd.ca.gov.

Sincerely,

Jason Wimbley

JASON WIMBLEY
Acting Director

c:Fred Plane, Board Chair

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
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JASON WIMBLEY
ACTING DIRECTOR

GAVIN NEWSOM
GOVERNOR

January 24, 2024

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for Community Action Partnership's (CAPK) 2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 22Q-4561. This letter serves as CAPK's 2022 SLIHEAP Final Close-Out Letter.

CSD's Energy Services Field Operations Unit has assessed CAPK's contract performance against CAPK's projections. Thus, according to the final Expenditure Activity Reporting System's (EARS) report, CAPK has met its goals; below is a breakdown of CAPK's overall performance with respect to the 2022 SLIHEAP Contract:

Contract Component	Amount Budgeted	Actual Expenditures	Projected Clients Served	Actual Clients Served
EHA 16	$ 48,912.00	$ 48,912.00		
HEAP Gas & Electric	$ 19,832.00	$ 19,832.00	53	87
ECIP Fast Track	$ 139,389.00	$ 139,389.00		43
Total Contract Allocation: $ 208,133.00				
Total Contract Expended: $ 208,133.00				

Per Close-Out Requirements, the Energy Services Field Operations Unit has reviewed and evaluated CAPK's response to the aforementioned Expenditure and Production analysis. Based on CAPK's response, your agency stated the following: 1) the agency exceeded its projections because they found they did not need to pay the maximum benefit, therefore more households could be assisted, 2) used additional funds from CSD to avoid struggling with meeting expenditure requirements, and 3) are hiring staff to meet community needs and continuing to partner with other local agencies. The Field Operations Unit will follow up on your Agency's plan of action during future monitoring.

With respect to program income, interest, and outstanding Working Capital Advances for the 2022 Program Year, CAPK did not report any excess interest and/or program income earned.

Based on the analysis of CAPK's expenditure under this contract, your agency did fully expend all funds under this contract.

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 407-0525 or via e-mail at Darrell.McCormick@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

Darrell McCormick

DARRELL MCCORMICK
Field Representative

Enclosure: 2022 SLIHEAP Closeout Worksheet

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

JASON WIMBLEY
ACTING DIRECTOR

GAVIN NEWSOM
GOVERNOR

December 12, 2023

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for Community Action Partnership of Kern's (CAPK) 2021 American Rescue Plan Act Low-Income Home Energy Assistance Program (ARPA LIHEAP) Contract 21V-5561. This letter serves as CAPK's 2021 ARPA LIHEAP Final Close-Out Letter.

CSD's Energy Services Field Operations Unit has assessed CAPK's contract performance against CAPK's projections. Thus, according to the final Expenditure Activity Reporting System's (EARS) report, CAPK has met its goals; below is a breakdown of CAPK's overall performance with respect to the 2021 ARPA LIHEAP Contract:

Contract Component	Amount Budgeted	Actual Expenditures	Projected Dwellings /Clients Served	Actual Dwellings/ Clients Served
EHA 16	$ 1,635,096.00	$ 1,619,039.15		
HEAP Gas and Electric	$ 609,790.00	$ 608,560.82	5,350	1,425
ECIP Fast Track	$ 7,625,769.00	$ 7,625,768.55		4,764
Total Contract Allocation: $ 9,870,655.00				
Total Contract Expended: $ 9,853,368.52				

Per Close-Out Requirements, the Energy Services Field Operations Unit has reviewed and evaluated CAPK's response to the aforementioned Expenditure and Production analysis. Based on CAPK's response, your agency stated the following: 1) Agency focused on marketing to fully expend contract, 2) learned lessons such as the importance of hiring qualified staff, communicating with sub-contractors, marketing programs to

unserved communities, staying up-to-date on training, and monitoring team goals, and 3) agency plans on increasing number of subs, reviewing budget regularly, creating a paperless system, and reaching out to sister LSPs for guidance in best practices. The Field Operations Unit will follow up on your Agency's plan of action during future monitoring.

In addition, CSD has reconciled CAPK's 'Major Vehicle and Equipment Purchases' against the Agency's CSD 558 pre-approval requests, final EARS Reports, and the submitted CSD 733G 'Inventory and Equipment Schedule'; hence, for the 2021 ARPA LIHEAP Contract, CSD has identified and tracked the following 'Major Vehicle and Equipment Purchases':

- *Office cubicles at the purchase price of $ 20,580.83*
- *Office cubicles at the purchase price of $ 2,470.85*
- *2023 Honda Pilot at the purchase price of $ 42,734.06*

With respect to interest, revenue, and outstanding Working Capital Advances for the 2021 ARPA LIHEAP Program Year, CAPK did not report any excess interest and/or program income earned.

Based on the analysis of CAPK's expenditure under this contract, your agency did not fully expend all funds under this contract; however, no funds are owed to CSD.

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 407-0525 or via e-mail at Darrell.McCormick@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

Darrell McCormick

DARRELL MCCORMICK
Field Representative

Enclosure: 2021 ARPA LIHEAP Closeout Worksheet

February 16, 2024

Ms. Marissa Ortiz-Cortez, MPH
WIC Program Manager
Health and Nutrition Service
Community Action Partnership of Kern
5005 Business Park N.
Bakersfield, CA 93309

Dear Ms. Ortiz-Cortez:

The California Department of Public Health, Women, Infants and Children Division (CDPH/WIC) completed a biennial program monitoring review of your agency on December 08, 2022. The results of this review were summarized in a Letter of Findings sent to Community Action Partnership of Kern on January 03, 2023. There was one Area for Required Action (ARA). Your Corrective Action Plan (CAP) to address the ARA was due by March 04, 2023. It was received by CDPH/WIC on February 07, 2023 and approved on February 23, 2023.

On February 5, 2024, CDPH/WIC completed a CAP implementation review that assessed whether the proposed actions in your CAP have been successfully implemented. The results from this review are as follows:

ARA# 1: Our review of a sample of participant certifications found that in four records the *Know Your Rights and Responsibilities* (R&R) form was not present in WIC WISE as required in the WIC Policy and Procedures Manual, WPPM 260-40. At initial certification and each subsequent recertification, local agency (LA) staff must ensure that

a. The family representative/caretaker reads the R&R form, watches the R&R section of the Welcome to WIC Video, or has the R&R form read to them by LA staff.

b. The electronic R&R is retained in WIC WISE.

Proposed Action(s):

- Staff was trained on WPPM 260-40 “WIC Participant Rights & Responsibilities” at the January 2023 all staff meeting
- Beginning February 1, 2023, supervisors will run WIC WISE “Staff Activity by Service Type by Individual ID” report in WIC WISE each day for the

previous day. This will be done for the next 30-60 calendar days. Supervisor will check all certification and recertification for R&Rs for their assigned counseling staff.

- LA will continue current CQI file monitoring of 5 files/staff member for certs and recerts during Jan/March/May/July/September/November
- After the 30-60 days of monitoring of R&R by supervisors, file review will include monitoring 15 files/month for each counseling staff member to check for R&R until 100% compliance is achieved.

Confirmed: A review of 20 random WIC WISE records showed all 20 records had a signed Rights and Responsibilities form present.

We have concluded that the proposed corrective action was fully implemented, and the Area for Required Action has been satisfactorily resolved. Thank you for taking the necessary steps to achieve program compliance.

If you have any questions, please contact your Nutrition Consultant, Pui Tong at 916-928-8529 or pui.tong@cdph.ca.gov.

Sincerely,

Jared Garbutt

Jared Garbutt, MPH, RD, Chief
Bay and Central Section, Local Services Branch
Women, Infants and Children (WIC) Division
California Department of Public Health

cc: Mr. Jeremy T. Tobias
Chief Executive Officer
Community Action Partnership of Kern
jtobias@capk.org

State of California-Health and Human Services Agency
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www.csd.ca.gov

JASON WIMBLEY
ACTING DIRECTOR

GAVIN NEWSOM
GOVERNOR

3/27/2024

VIA ELECTRONIC MAIL ONLY

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309
jtobias@capk.org

SUBJECT: CSBG CLOSE-OUT PACKAGE – CONTRACT 23F-4015

Dear Jeremy Tobias,

The Department of Community Services and Development's ("CSD") Field Operations Unit ("FOU") has received your agency's Close-out Report for contract 23F-4015. My analysis of the Close-out information indicates the following:

CAA

- The agency fully expended the $1,756,701.00 contract allocation.
- The agency reported **no** program income for the program year.
- The agency reported $762.06 interest for the program year.
- The agency reported purchasing **no** equipment for the program year.
- The programmatic reports associated with this contract have been reviewed and accepted.

FOU considers this contract closed and the Close-out Report has been forwarded to CSD's Financial Services Unit for processing. However, this contract is subject to a final review by CSD's Audit Unit. If you have any questions concerning this report, please call me at (916) 594-2382 or e-mail your comments to me at caleb.gendron@csd.ca.gov.

Sincerely,

Caleb Gendron

Caleb Gendron
Associate Governmental Program Analyst

c: Wilmer Brown, Jr., Manager
CSBG Field Operations Unit

DATE April 10, 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 Chair Ana Vigil called the meeting to order at 12:01 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, Fatima Echeverria, Yolanda Ochoa, Gina Martinez

Absent: Jimmie Childress

Others Present: Jeremy Tobias, Chief Executive Officer, Pritika Ram, Chief Business Development Office, Karen Vasquez, Senior Community Development Specialist Ryan Fergon, Senior Community Development Specialist, Carol Hendricks, Enrollment and Attendance Manager, Yolanda Gonzales, Director of Head Start/State Child Development, Emilio Wagner, Chief Facilities and Technology Officer, Kelly Lowery, Food Bank Administrator

Public Comments

No one addressed the Committee.

3. **Program Presentation**

a. Food Bank, Presentation by Kelly Lowery, Food Bank Administrator

Kelly Lowery presented an overview of the Food Bank program and stated that the Food Bank distributed 20 million pounds of food over the last calendar year through different programs such as TEFAP, CSFP, Public and Private Grants and Community Food Drives. In 2023, the TEFAP commodity program distributed the most across all Food Bank programs. The Free Farmers Markets increased from years prior, hosting 10 farmer market events in 2023. These markets are more intentional about distributing nutritional food items as well. For TEFAP, the need has continued to rise from 2022 to 2023. The CFSP Program distributed over 5,000 food boxes for seniors monthly. 20% of the food boxes are home delivery. The caseload for 2024 is anticipated to rise to 5,200 vs 4,800 in 2023.

Ana Vigil asked if the senior food boxes included tailored items according to their diet or are they pre-made. Kelly responded that the food provided for CFSP is from the USDA and is designed specifically for seniors such as low-sodium items.

Jeremy Tobias asked a question regarding the caseloads for 2023 (4,800). Since the Food Bank distributed above that number by the end of the calendar year (5310) did that have to do with extra money received. Kelly responded that when resources are provided by a partner, a margin/metric is provided as well. The Food Bank also began home deliveries and has increased site distributions every Friday that impacted the increase in seniors reached.

Gina asked if the senior program delivery is available in Delano. Kelly responded and stated that yes, the CFSP program and delivery services are available in Delano and most communities in Kern County.

Neighbor engagements are tracked monthly. In January 2023, they engaged with 106,380 neighbors and in November of 2023 reached the highest number of people, 197,247.However, the data is not separated by unduplicated counts. One of the challenges the Food Bank faces is with data. There is a solution that will potentially launch this year. This will help track individual unduplicated information to determine where services and pantries are located as well as identifying what additional services are needed in those high service areas. 14% of Kerns' population is food insecure. Equivalent to 130,000 people. If we had to estimate how many unduplicated engagements take place on a monthly basis at the Food Bank, that number would be around 75,000-90,000 neighbors reached. Although that is a large percentage of the 130,000 food insecure, it is not all of it.

The final slide is an update on strategic goal #1: Increase access to healthy affordable food to support the health of the communities we serve. The goals set to meet those needs can be found on slide 9.

Gina Martinez shared her gratitude for all the work the staff at the Food Bank has done for distributing meals. She specifically highlighted the food distribution in Delano at memorial park. Where 620 families were reached.

Yolanda Ochoa shared a suggestion about food pantries.She suggested board members should be included in the upcoming Food Bank meeting to be aware of the work and process. Kelly responded that Saturday April 20th, from 8am-12pm at the Agency Partners Summit, the meeting is open to the public. 175 agency partners will be to go over the success and challenges for the year.

Ana Vigil shared that they used to get personal invites when meal distributions happen in Kern County and Gina requested a calendar be issued to identify the locations so Board Members can assist with distribution of the information in the communities they serve. Kelly shared that there is usually a meal distribution happening somewhere in Kern County every day of the week and have increased monthly distribution 210-215 that are occurring within the month all throughout the county.

4. <u>New Business</u>

a. March 2024 Program Reports Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the March 2024 Program Reports for approval and provided an update on one of the newer programs under Rebecca Moreno's team, the Adult Re-entry Program. This program allows staff to work with individuals exiting the prison systems and provide direct case management services.

The report data is low due to the recent implementation of the program with services beginning in March of 2024. Client outcomes will be tracked and provided in future reports.

Pritika also highlighted the WIC Program and recognized the new Program Administrator, Marissa Ortiz-Cortez, who was instrumental in the program achieving 99% for caseloads. The breastfeeding program reaches 1,100 unduplicated individuals. The Year to Date (YTD) peer-to-peer counseling has reached nearly 800 individuals with a goal of 1,000 for the calendar year.

Ana Vigil asked if the WIC program still offered breast pumps. Alan, from CalFresh was able to confirm that the WIC Program does continue to offer breast pumps.

Pritika provided highlights from the Shafter Youth Center as an opportunity to revisit the conversation from the previous PRE meeting regarding the loss of funds from the City of Shafter. Meetings with the City of Shafter development team and former directors have taken place and have provided CAPK with resources to figure out what populations or services are missing. Funding to support the infrastructure is also being pursued, which includes solar panels, micro-grids, and battery backup systems.

Gina Martinez asked if staff has reached out to the foster youth community as the youth age out of the system at the age of 18 and asked if there is a way to collaborate and offer job training, financial literacy workshops, and provide pathways to the youth. Jeremy responded that the agency has investigated the possibility of housing projects specifically for foster youth that are released to streets and have no resources. Pritika added that through the Continuum of Care, Rebeca's team connects foster youths to homes.

Ana Vigil shared that CAPK needs more exposure and presence in Shafter. The Shafter Learning Center is a location being pushed to the community by the City and citizens of Shafter are unaware of the CAPK Shafter Youth Center and numerous services offered at that location. Ana also stated that the City Council members she has spoken to have not shared any interest, which should prompt CAPK to be more present.

Jeremy shared that the City has stopped funding the Shafter Youth Center and is now funding the Shafter Learning Center which is at the county library site that they now operate. The City has shared that they are not interested in offering a continuation of funding to the Shafter Youth Center. Jeremy added that the center is now fully paid off which opens the center to additional new opportunities that have not been offered before. All State grant restrictions on our ownership have expired.

Gina Martinez suggested we include the community in this conversation and communicate the changes happening in their city and recommended offering sports physicals at the sites. Ana highlighted that VITA was a successful program that was at the youth center. Freddy Hernandez added that the plan is to involve other CAPK programs such as services offered by the Housing & Supportive Services Division to assist individuals in the community, as well as the aged out foster youth. Other activities available are basketball, Zumba, boot camps etc.

Pritika Ram provided highlights from the Operations Division, and specifically identified several projects in progress under data services. This includes enhancing their data collection and new or improving existing platform software and CRMs that can digitize the data and track unduplicated client touches.

The Feeding America Project under the Food Bank has allowed them to research and launch a platform they can use for their services to track unduplicated counts. Under Facilities, there are several projects in progress as well. The Food Bank Expansion is close to completion with the generator and solar panels remaining to complete by May 2024. Once that is wrapped up, one of the conference rooms will be converted into a new choice pantry where communities from Southeast Bakersfield can shop for groceries.

Yolanda Ochoa asked if there is funding in place to hire additional staff and enhance staff wages following the completion of the expansion. Pritika directed Yolanda to the personnel agendas to review the enhancements the agency has worked on in regard to better pay and benefits. Jeremy Tobias highlighted that we included increases in pay and benefits, i.e. work conditions, in the strategic plan to offer better employment and opportunities. Pritika added that according to each program profile, many are reporting that they are fully staffed compared to a few months prior.

Pritika reported that the Outreach Team from the Community Development Division has conducted legislative visits in Washington D.C. and Sacramento and has also been working on more campaigns with corporations such as Aera energy and the Easter event. Additional collateral is being circulated to keep CAPK visible in the community. The CERF program has been progressing and updates can be found on page 47. Earlier in the month, a CSBG update was shared with program managers, with 115,000 unduplicated individuals as the final number reported to the state and in the annual report.

Motion was made and seconded to approve the March 2024 Program Reports. Carried by unanimous vote (Gina Martinez/Yolanda Ochoa).

b. March 2024 Application Status Reports & Funding Profiles – Karen Vasquez, Senior Community Development Specialist – ***Action Item***

Karen presented the March 2024 Application Status Report and began by highlighting the total funds acquired for the month which was a total of $127,384 in funding. Starting with the Woman's and Girls fund that focused on STEM training at the friendship house ($25,000). Karen also recognized Ryan Fergon who had to conduct an in-person interview. The second item was the Mentorship program from DHS for the Friendship House Community Center. This is the 2nd year of funding. The goal is to promote positive attitudes and self-esteem to improve academic results. Year 1 was competitive, however years 2-5 are not, which will prompt CAPK to see an annual allocation of approximately $102,000.

Karen continued by providing highlights from each of the Funding Profiles, as well as those under $50,000.

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

c. March 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 Gina Martinez regarding CAPK using programs or agencies that recruit individuals looking for

internship programs. Gina said the agency will usually pay part of the salary while they get hands-on experience and wanted to know if that would be helpful to address the issue with vacant positions within the organization. Carol and Yolanda responded that for Head Start, it is not an option due to the requirement of applicants acquiring specific units in child development. Fatima raised a concern about mold at one of the sites and asked for confirmation that the issue has been resolved. Emilio Wagner shared that the mold was not in one of the classrooms, but rather a staff office and has since been cleared with no contamination. Ana Vigil requested that we offer more opportunities for staff and Board Members to read to the children throughout the year rather than just once a year during the Read Across America campaign. Yolanda Gonzales confirmed that they will begin to implement that more frequently.

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

d. Goal Group 2 Presentation – Yolanda Gonzalez, Director of Head Start/State Child Development - ***Info Item***

Yolanda Gonzales presented the above info item and provided updates on the status of the work by the committee, who meets once every other month, and their work is highlighted in the staff memo and attachments.

Ana Vigil asked about children in homes and if Head Start provides the child-proofing service. Yolanda confirmed that this is something they provide and would like to later offer the training to individuals so they can hold that license.

Gina Martinez asked if Garden Pathways is working with the gun violence program. Pritika shared that CAPK is one of the subcontractors for the Cal VIP grant.

Gina Martinez raised a concern about lack of programs for young men. Ana Vigil also recommended to leverage existing partners to promote programs for young men. Yolanda Gonzales said that is something to consider and is currently working to plan another Fatherhood Conference through child support and BCSD, as the conference held earlier in the year was very successful.

Pritika added that planning for the next Strategic Plan will begin later this year and is eager for the Board to share their ideas.

e. Goal Group 5 Presentation – Emilio Wagner, Chief Facilities and Technology Officer- ***Info Item***

Emilio Wagner provided an update for Goal Group 5 which is centered around data driven decision making. He focused on his 3 objectives which are: continuous improvement, data governance, and creating a centralized database. The centralized database has been created and was used for the CSBG report. They are transitioning into a new process of collecting data which will be done on an incremental basis. It includes analyzing and aggregating data monthly and reporting on it. At the same time IS has met with programs to discuss their needs and data governance. There are still duplicated counts in our numbers due to the systems ability to match data with others. They are enhancing the data collection process and standardizing to improve data merges. In addition, on the ROMA side, training will be rolled out once approved for program managers, Directors, and Board. A full messaging campaign will need to

be launched in the future considering this mechanism with its impact on the culture at the workplace. Denise Boshers, who is part of Group 5, will reach out to Board members to see what they would like to see on the dashboards for future reporting.

5. Committee Member Comments

Gina Martinez shared her gratitude for all the work that is happening behind the scenes. Ana Vigil shared that they were approached by the Girl Scouts in Shafter about meeting at the Shafter Youth Center and said that other groups, such as ShePower, Latina Leaders, and Boy Scouts need meeting space. Pritika said she will discuss with Angie Nelson and Freddy Hernandez and will look for ideas to build funds to sustain the center. Ana Vigil also added that the Youth Center is available for rental for family parties etc. however that unused space needs to be carefully maintained.

6. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
May 15, 2024
CAPK Administrative Office, Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 1:14 pm



PRE Committee
Program Presentation
April 2024

TEFAP
Federal

CSFP
Federal

Grants
Public / Private

Food Drives
Community Partners



Pantry Program



Commodity Program



Senior Box Program





Free Farmers Markets



Brighter Bites Program

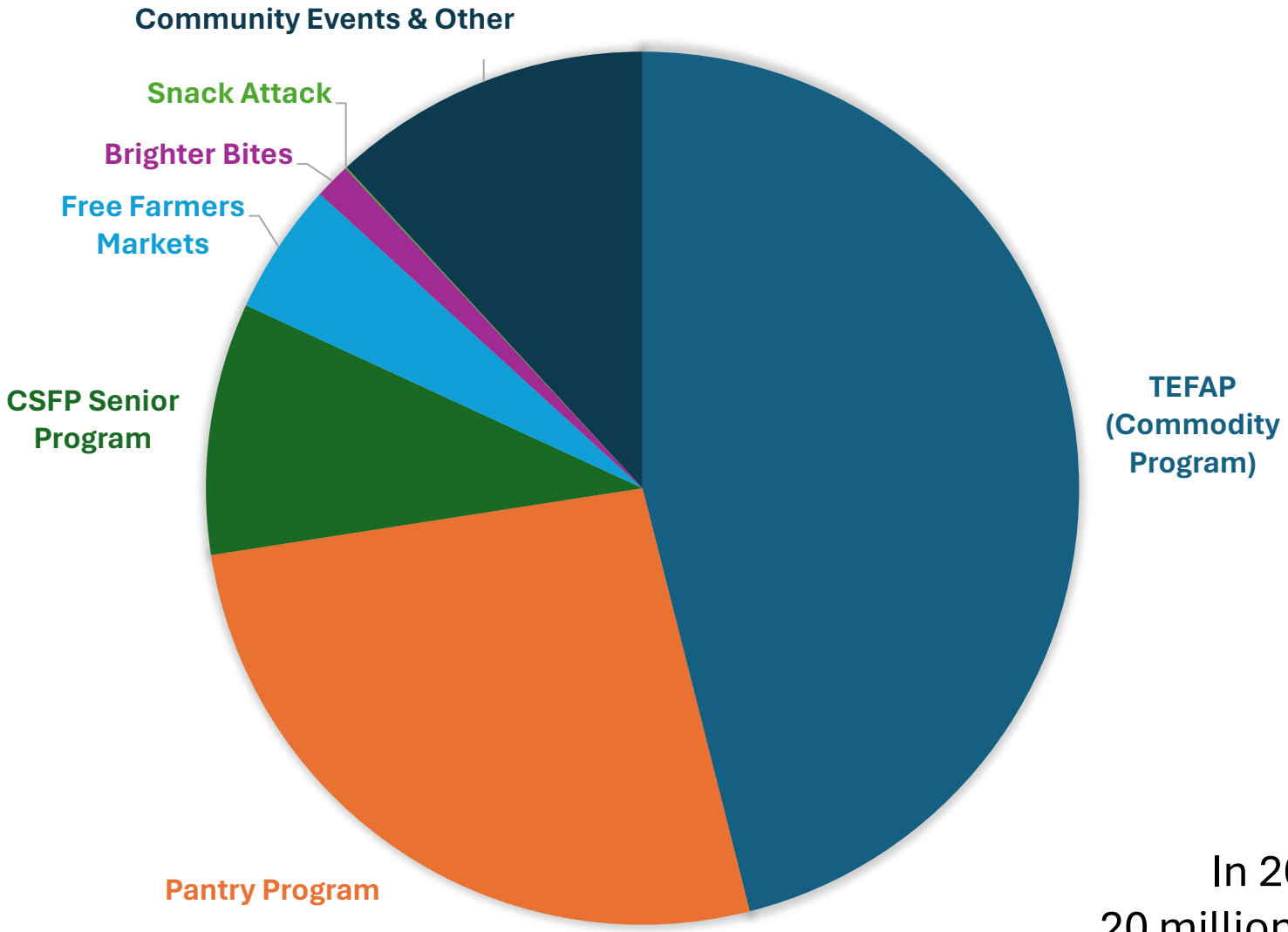
Coming in 2024



Food2Door Program



Community Events

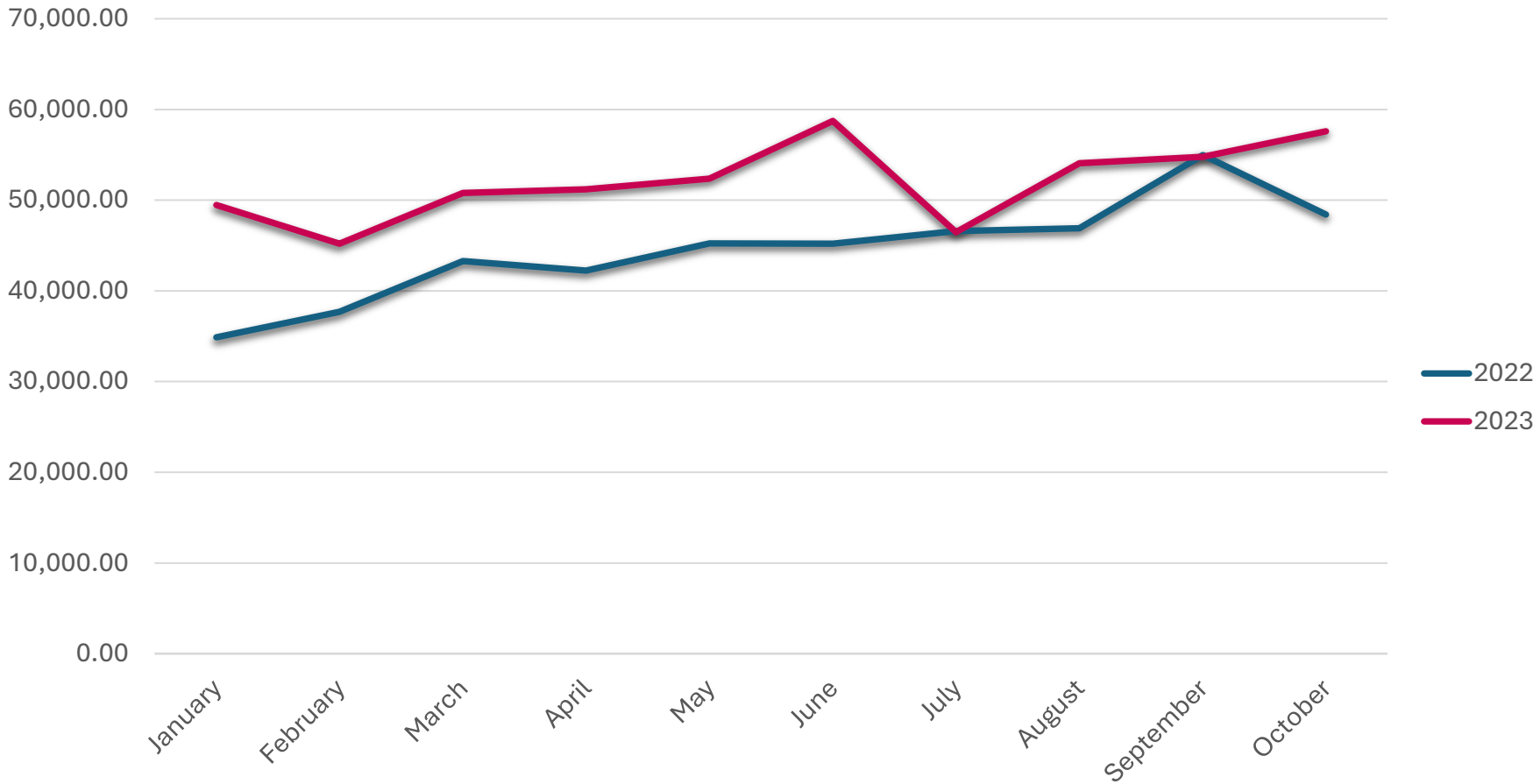


capk FOOD BANK

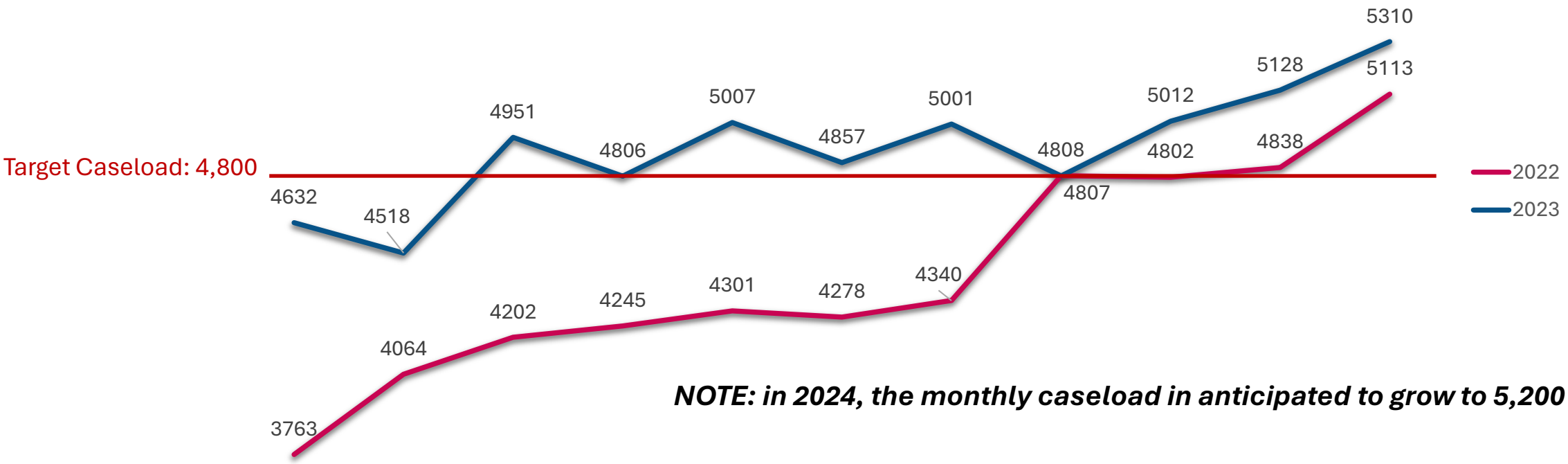
Pounds Distributed by Food Bank Program, 2023

In 2023, the CAPK Food Bank distributed 20 million pounds of food across Kern County.

Individuals Served Through
TEFAP Commodity Distributions *By Month*

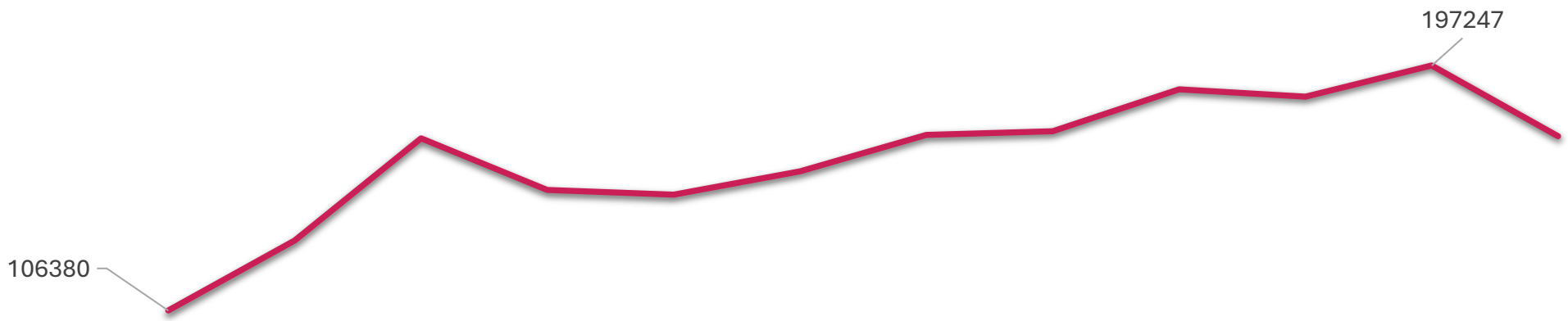


CSFP Clients Served *By Month, 2022-2023*



NOTE: in 2024, the monthly caseload in anticipated to grow to 5,200

Neighbor Engagements By Month, 2023



NOTE: The estimated food-insecure population of Kern County is 14% or 130,000. CAPK Food Bank network total neighbor engagements include duplicates, so we have not achieved service to the entire estimated food-insecure population. However, we are closer than ever. With additional resources and strategic partnerships leading to more access points, we can be the first county in America to fully address food insecurity.

	January	February	March	April	May	June	July	August	September	October	November	December
Neighbor Engagements	106380	132327	170261	151098	149333	157955	171523	172831	188394	185738	197247	170991

CAPK Strategic Goal #1

Increased ***access*** to healthy affordable food to support the ***health*** of the communities we serve.

- Add additional access points in every community *(24 additional in 2024)*
- Create a home delivery program able to reach every part of the county
- Develop a system to measure the nutrition level of food being distributed



Kelly Lowery
Food Bank Administrator

(661) 336-5236 ext. 1306

klowery@CAPK.ORG



Community Action Partnership of Kern

Helping People…
Changing Lives.



April 2024 PRE Committee

March 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	March-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	2,751	7,959	20,000	14%	40%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,054	5,568	16,000	13%	35%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	0	17	240	0%	7%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	1				
Encampment Resolution	**Month**	**YTD**	**YTD Goal**		
Number of Clients Served	68	68	TBD		
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	34	34	TBD		

Explanation (Over/Under Goal Progress)

For the Encampment Resolution program, 17 clients were housed in March.

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	East Kern is now a drop in center and will be serving Cal-AIM.
2. Increase staff recruitment and retention.	Three (3) FTEs were onboarded in March.

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.	Goal was met. All clients were contacted within 5 days.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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)	116	362	1,500	8%	24%
Total Clients Served	209	604	2,400	9%	25%
Pets (i.e., kennel, emotional support assistance and service pet)	12	44	75	16%	59%
Residents Under 90 days length of stay	72	220	800	9%	28%
Exits to Permanent Housing (FNPI 4b)	6	21	114	5%	18%
Exits-Self	21	70	150	14%	47%
Exits-Involuntary	71	150	700	10%	21%
Case Management Services (SRV 7a)	492	1,599	8,000	6%	20%
Critical Incidents	41	130	250	16%	52%
Shelter Residents Meals (SRV 5ii)	6,875	23,045	70,000	10%	33%
Number of Volunteers *(duplicated)*	121	335	100	121%	335%
Volunteers Hours *(duplicated)*	198	545	3,000	7%	18%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	77	244	500	15%	49%
Current client census	48	164	300	16%	55%
Meals (SRV 5ii)	2,622	8,525	20,000	13%	43%
Pets	15	41	75	20%	55%
Clients moved to Shelter (SRV 4m)	1	4	15	7%	27%
Exits to Permanent Housing (FNPI 4b)	1	4	20	5%	20%
Exits-Self	6	12	50	12%	24%
Exits-Involuntary	3	30	75	4%	40%
Critical Incidents	2	15			
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	13	38	30	43%	127%
Current client census	13	38	25	52%	152%
Clients moved to Shelter (SRV 4m)	1	1	10	10%	10%

Explanation (Over/Under Goal Progress)

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 (3) graduated from Project Hire up on 3/8/24. Six (6) clients are current working in various jobs out tin the community.
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.	Six (6) clients transitioned into housing which is a total of 21 for the year.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	14
25 - 34	50
35 - 44	45
45 - 54	40
55 - 61	35
62+	25
Total:	**209**

Race Demographic	Month
American Indian or Alaska Native	3
Asian	0
Black or African American	44
Hispanic/Latina/e/o	28
White	75
Multiple races	59
Client Don't know / Refused	
No Answer	
Total:	**209**

Gender	Month
Female	84
Male	125
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:	**209**

Zip Code	Month	Zip Code	Month
93301	25	96001	1
93302	1	93555	3
93304	21	93556	1
93305	19	92123	3
93306	9	94964	1
93307	17	93263	1
93308	19	93268	2
93309	10	93561	1
93311	2	93280	2
93312	1	93285	1
93313	3	30011	1
93314	2	89103	1
93385	1	86351	1
90212	1	92301	1
93212	2	91006	1
93215	1		
93714	1		
93250	1		
93501	1		
93022	1		
93257	1		
Not specified	49		
Total			**209**

Community Action Partnership of Kern

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Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	4
25 - 34	13
35 - 44	22
45 - 54	23
55 - 61	8
62+	7
Total:	**77**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	0
Black or African American	6
Hispanic/Latina/e/o	3
White	45
Multiple races	21
Client Don't know / Refused	
No Answer	
Total:	**77**

Gender	Month
Female	33
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:	**77**

Zip Code	Month	Zip Code	Month
93301	11		
93304	6		
93305	11		
93306	3		
93307	7		
93308	10		
93309	7		
93312	2		
93314	1		
93212	1		
93215	1		
93501	1		
93555	2		
93454	1		
93263	3		
Not specified	10		
Total			**77**

Program Highlights

One client moved into permanent supportive housing and two transitioned into M Street from Safe Camp and Safe Park this month.

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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	482	1,350	36%		
Number of Referrals Received (SRV 7c)	78				
Number of Enrollments	78				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	373	1,067	8,100	5%	13%

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)	9	16	40	23%	40%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	9	13	110	8%	12%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) 2 FTE Health Navigators (HN) to establish caseload (1:35) by 2/1/2024	Both HN have reached their goals
2.) 2 FTE HN to establish caseload (1:75) by 3/1/2024	Both HN have reached their goals
3.) Increase staff recruitment and retention	Cal-AIM is fully staffed and we have added 2 aditional job descriptions.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	March-24	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	March 1, 2024 to March 31, 2024		

Program Description

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers' Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.

Client Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Case Management Services (SRV 7a)	33	33	100	33%	33%
Number of Client Contacts	43	43	720	6%	6%

Client Outcomes	**Month**	**YTD**
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	-	-
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	-	-

Referrals	**Month**	**YTD**
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	33	33
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	33	33
Transitional Housing Placements (SRV 4n)	-	-
Permanent Housing Placements (SRV 4o)	-	-

Job Readiness Training (SRV 1f)	24	24
Job Referrals (SRV 1l)	24	24
Incentives (e.g., food vouchers, gift cards) SRV 5hh	-	-
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	1	1
Parenting Classes SRV 5mm	-	-
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	-	-

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
retention strategies.	Pending
2.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	Parole Agency Referral created and distributed. Intake/Assessment in progress
3.) Building robust relationships by engaging in outreach activities to connect with the Parole and Probation Departments.	PACT meeting attended, College Community Services, Church Without Walls Homeless Outreach Fair, Hope on Hart Ribbon cutting.

Program Highlights

Two (2) Clients were placed at M Street shelter to prevent homelessness and provide immediate, temporary shelter.

Health and Nutrition Services

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

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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.	19	691	1,100	2%	63%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	1205	3,560	6,000	20%	59%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	798	1,492	2,000	40%	75%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	200	1,101	2,500	8%	44%
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.	1050	3,537	30,000	4%	12%

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.	1	3	6	17%	50%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Explanation (Over/Under Goal Progress)

The Direct Education Numbers were influenced by Spring Break this year; especially for all subcontractors. The indirect numbers increased slightly from the month before but are expectnig to rise significantly for over the next few months as the weather gets better and more outreach events are implemented in the community. This slower pace of IE and DE though March ahs allowed us to focus more on PSE efforts, which is the focus of our funder, CDPH.

Program Strategic Goals	Progress
Minimize staff turn-over and become fully staffed.	The CFHL Program is fully staffed as of March 2024.
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 March 2024 CFHL partnered with Greenfield School District's FRC to provide six nutrition lessons over a 3 day period. The CFHL program also attended community events at the Rathbun Library, Bakersfield REcovery Services, BC Farmers Market, MLK's Park Eggstraveganza, Beale Library, and the Lamont School District.
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 we want to highlight this month is that the conversations with PVMG are continuing to progress in continuing the pilot and potentially expanding to another 4 sites. PVMNG staff completed the staff assessments which are going to help identify who's responsibility it is to address the Food Insecurity of the patients. CFHL Team will evaluate the data and continue the conversation and jointly decide how the process would be implemented. The CFHL team also onboard Bakersfield Recovery Services to the NPP program and will be helping them convert their pantry into a Client's Choice Pantry.

Program Highlights

Thew PSE progress listed above has been recognized by the Program's CDPH Consultant as being move forward remarkably. The consultant recognized that PSE efforts sometimes span over many years so the progress being made internally is impressive. Another program highlight was that the Lamont Subcontractor officially inuagurated their new School Garden at Alicante School. They used CFHL and Kern Health Systems funds, Grimmway seeds, and community support to make this project possible. Lastly, CFHL Administrator, Alan, participated in 2 California Racial Equity Comission (REC) meetings to support and promote equity within the county of Kern.

Community Action Partnership of Kern
Monthly Report 2024

Month	February-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 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	52,899	100,895	600,000	9%	17%
Pounds Distributed	835,460	1,577,449	10,000,000	8%	16%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	93,822	181,192	1,000,000	9%	18%
Pounds Distributed	427,238	792,526	5,000,000	9%	16%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	12,345	31,682	150,000	8%	21%
Pounds Distributed	96,443	247,516	1,250,000	8%	20%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	4,927	9,914	60,000	8%	17%
Pounds Distributed	177,710	363,321	2,000,000	9%	18%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served *(includes some connected to TEFAP distributions)*	15,286	29,857	175,000	9%	17%
Pounds Distributed	94,015	183,327	1,200,000	8%	15%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	2,634	6,538	30,000	9%	22%
Pounds Distributed	46,073	77,614	450,000	10%	17%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,932	3,379	10,000	19%	34%
Pounds Distributed	933	1,945	10,000	9%	19%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,622	2,028	15,000	11%	14%
Pounds Distributed	155,676	194,686	1,200,000	13%	16%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**

Total Individuals Served	185,466	365,485	2,040,000	9%	18%
Total Pounds Distributed (SRV 5jj)	1,833,548	3,438,384	21,110,000	9%	16%
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)	47	91	350	13%	26%
Other Volunteers (i.e., general public, duplicated)	158	304	1,750	9%	17%

Explanation (Over/Under Goal Progress)
The Food Bank metrics were on track for February 2024 with no major notable variances.

Program Strategic Goals	**Progress Towards Strategic Goals**
In light of a potential change in funding, Food Bank staff are reconsidering the program's strategic goals.	

Program Highlights
In February, Food Bank hosted California Association of Food Banks CEO Stacia Levenfeld for a meeting and tour. Food Bank Administrator Kelly Lowery was able to outline important policy positions that the Association can advocate on behalf of CAPK. Additionally, staff hosted a meeting with representatives from Kern High School District to explore a potential partnership that would yield more pantry sites on various high school campuses.

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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)	$ 2,393,271.31	$ 4,870,421.31	$ 23,000,000.00	21%

Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$ 2,393,271.00	$ 17,626,175.00	$ 23,000,000.00	77%

Services	**Current Month**
Active Child Enrollment	2,838
Active Childcare Providers (SRV 7f)	541

	Prev- Month	**Add (+)**	**Drop (-)**	**Current Month**
Waiting List Totals (children)				369

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment (MCAP) is currently fully enrolled and expected to earn 100% of the current contract amount. Our program is focused in continuing to increase our waiting list pool and enhancing our program's compliance level.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Fill Staff Vacancies.	In the month February, management conducted interviews, and welcomed Eduardo Meza as a Quality Assurance Specialist. We are currently pending two more new hires to complete the preemployment process to be welcomed to the MCAP Team!
2. Staff Retention and Professional Development (Training).	Management is focused on completing a full review of our program's policies and procedures via monthly trainings with all staff members. These trainings are focused on enhancing cross training and consistency in case management and reimbursement among all program departments.
3. Contingency Staffing Plan & Solidify Program Growth.	Management has shifted focus from the family enrollment process to working on stablishing a robust waiting list pool of MCAP eligible families. We are now able to report an increasing waiting list, currently with a robust 369 children actively waiting to receive services.

Program Highlights

The Migrant Childcare Alternative Payment (MCAP) is currently fully enrolled and expected to earn 100% of the current contract amount. Enrollment goals have been higher than expected due to changes in regulatory requirements, and additional funding in the amount of $7.7 million dollars was requested and has been awarded by CDSS. This brings our current contract amount total to $37.1 million dollars for the current FY 2023-2024 contract year.

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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)	14,456		14,610		99%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,129		900		125%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	8	42	268	3%	16%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	150	532	1,200	13%	44%
WIC Presentations and Outreach Events	9	20	100	9%	20%
Publication in newspaper, television, and/or social media postings (English and Spanish)	38	92	350	11%	26%
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.	232	759	1000	23%	76%

Explanation (Over/Under Goal Progress)

RBL position vacant since Jan 2024.

Community Action Partnership of Kern

Monthly Report 2024

Program Strategic Goals	Progress
Restructure WIC Program staffing model to improve recruitment and retention of staff. Increase participation caseload to 100%	The WIC program has implemented cross functional training which has improved performance and increased participation caseload.

Program Highlights
In the month of March, WIC CAPK reached 98.95% of the participation caseload requirement

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	March-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)	6	14
Mental Services (SRV 7c)	3	5
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	2	6
Educational and Career Development (SRV 7c)	0	4

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	32	72
House Hold Items	11	37
Hygiene Kits (SRV 5oo)	11	34
Emergency Clothing (SRV 7n)	42	81
Administrative Services & Copies	4	29
Transportation Services (SRV 7d)	4	5
Educational Supplies (SRV 2k)	0	0

Covid - 19 Supplies (SRV 5oo)	9	16			
First 5 Kern	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Parents Receiving Case Management Services (SRV 7a)	2	2	30	7%	7%
Children Receiving Case Management Services (SRV 7a)	1	1	30	3%	3%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	4	10	0%	40%
Children Educational Center Base Activities (FNPI 2b)	2	5	30	7%	17%
Children Educational Home Base Activities (FNPI 2b)	4	6	30	13%	20%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	1	3	12	8%	25%
Family Support Services for non-clients with children 5 and under	18	86			
First 5 Total	**28**	**107**			
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)	27	141			
CalCapa Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.5)	8	90	150	5%	60%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	31	184	1800	2%	10%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	79	315			
Baby Supplies (SRV 2w)	34	132			
Covid - 19 Supplies (SRV 5oo)	8	34			
Court Mandated Parenting Correspondence (SRV 2w)	0	7			
Educational Supplies (SRV 2k)	2	33			
Emergency Clothing (SRV 7n)	97	318			

Food Assistance (SRV 7c)	120	411
Household Items (SRV 7c)	48	169
Hygiene Kits (SRV 7c)	0	40
Referrals (SRV 7c)	52	120
Transportation Services (SRV 7d)	4	5

Explanation (Over/Under Goal Progress)

We continue to promote our Center-based program throughout the community. Our biggest challenge is the children are not potty trained which is a requirement before entering. We have handed out flyers and promoted through WIC and Headstart.

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 April. Amounts to be announced next month.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We are in the planning of a Resource Fair Event which will take place on May 19, 2024 at our Center, We are partnering up with Kern County Child Support , KHS, our CAPK Teams and others for this event.
3. Improve on-site services to more effectively connect with the East Kern target population.	One of our biggest challenges at East Kern is that we have not been fully staffed since August 2023. Once our Center is fully staffed we can provide even more services to our community and target populations .

Program Highlights

We are excited to share with everyone that we are in the process of leasing 3 more offices in our building. This will allow us to expand our services and add new services for the community.

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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	3	30	3%	10%
Children Receiving Case Management Services (SRV 7a)	1	4	30	3%	13%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	1	3	15	7%	20%
Children Summer Bridge Activities (FNPI 2b)	-	-	10	0%	0%
Family Support Services for non-clients with children 5 and under (SRV 2w)	6	94			
First 5 Total	**9**	**111**			

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)	18	76			

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 16-24 (SRV 5m)	36	36	75	48%	48%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.5)	12	178	150	8%	119%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	175	541	1800	10%	30%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	60	252
Baby Supplies (SRV 2w)	70	268
Copies	20	113

Court Mandated Parenting Correspondence (SRV 2w)	2	13
Educational Supplies (SRV 2k)	32	112
Emergency Clothing (SRV 7n)	5	34
Food (SRV 7c)	125	361
Household Items (SRV 7c)	118	409
Referrals(SRV 7c)	68	266
Transportation Assistance (SRV 7d)	25	88
Total Community Services	**525**	**1916**

Explanation (Over/Under Goal Progress)

The Oasis FRC met all its First 5 Kern goals for the fiscal year 2023-2024. Planned Parenthood Plan A services started to be shared in March throughout the community and the OFRC and The new LiFT program will be implemented in April 2024.

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 OFRC applied for the Kern Family Health Care Community $5,000 grant for case management resources for a laptop, educational supplies, and baby and toddler supplies.
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 participated in the Dolly Parton's Imagination Library event at the Ridgecrest Library with Shannon Grove promoting CAPK services to the community. The Oasis FRC presented its new Planned Parenthood program to the Indian Wells Valley Collaborative and the East Kern Collaborative in March.

Program Highlights

The Oasis Family Resource Center provided community services responding to a total of 242 inquiries in the month of March 2024. The Oasis FRC filled in a newly created office assistant position in March through the CalCAPA Diaper grant with Diana Rico as a new hire.

Community Action Partnership of Kern
Monthly Report 2024

Month	March-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	198	1,551	700	28%	222%
Utility Payments	$ 132,620.52	$ 502,583.01	$302,457	44%	166%
Low-income Home Energy Program (LIHEAP) 2024	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	844	1,781	3,200	26%	56%
Utility Payments	$ 1,033,173	$ 2,297,946.89	$ 4,947,219	21%	46%
Households Served - Weatherization	16	47	200	8%	24%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	27	267	450	6%	59%
Utility Payments	$ 34,772	$ 505,254.38	$ 744,877	5%	68%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP) 2022	**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)	**1,069**	**3,599**	**4,350**	25%	83%
Total Utility Payments	**$ 1,200,566**	**$ 3,305,784.28**	**$ 5,994,553**	20%	55%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**16**	**47**	**254**	6%	19%
Weatherized Homes (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Weatherized	**15**	**28**	**200**	8%	14%
Total Weatherized Homes Payments	**180,365**	**$ 432,044.24**	**$ 2,677,067**	7%	16%

Explanation (Over/Under Goal Progress)

1) LIHWAP 2021 - the YTD is much higher than our initial goal because we accepted an additional $200,000 of funds from the state to assist the residents of Kern County.
2) DOE BIL WAP 2022 - we currently have approx. Twenty-two (22) jobs in the pipeline at different stages of completion - will probably start claiming these in May 2024.

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 - 3 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.	Contract is 100% spent out. In the process of being closed out (will be completed by EOM).

Program Highlights

1) We were able to spend out the entire LIHWAP contract! We accepted an additional $200,000 from the state to assist the residents of Kern County and were able to fully spend this amount as well. We were able to complete 108% of the contract.

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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	9	105	100	9%	105%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	-	35	-	-
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	13	43	50	30%	86%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	446	11,168	15,000,000	0.0399355	0%
Canvasing phone calls and flyers	1,510	3,866	12,000	0.3905846	32%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	-
Outcome/Case Managed Families (SRV 7a)	5	10
Provided Food Assistance (SRV 7c)	37	42
Assisted with Energy/HEAP Services (SRV 7c)	2	2
Provided Assistance with Medi-Cal (SRV 7c)	0	-
Provided Mentoring Services (SRV 2p, 7c)	4	14
Deposit Payments (SRV 4d)	1	1
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The Medi-Cal program is in the process of securing billboards to outreach for the program. Once the billboards are up, the number of impressions being reported will drastically increase.

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 FHCC Mixer Fundraiser.
Recruit and secure staffing for the Friendship House.	The FHCC is fully staffed.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The FHCC received a STEM/Leadership program grant for girls, as well as a 3-year Mentor grant for youth.

Program Highlights

On March 29th the Friendship House took 20 youth on a field trip to Disneyland. The wonderful visit to Disneyland was made possible through funds raised at the 2023 Friendship House Mixer Fundraiser. A huge thank you to all who provided support in making the dreams of our program youth, to visit Disney, come true!

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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	60	0%	0%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	3	20	35	9%	57%

Community Programs	Month	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	21 new	
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	2	
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 continues to have strong attendance. Basketball, Zumba and Fitness Boot Camp have brought in 21 new participants. Nightly attendance brings in an average of 30-40 people per evening. Some nights as high as 60 people playing basketball

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.	Report cards are being collected for the recently completed, academic quarter. After school students are making progress in grades
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.	SYC has been part of the discussions to attain future funding, and possible program changes. The team continues to work on current programs and make students successful
Program Highlights	

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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	2,211	4,704	7,400	30%	64%
Social Security Number (SSN)	1,994				
Individual Taxpayer Identification Number (ITIN)	217				
State	2,214	4,712	7,400	30%	64%
Social Security Number (SSN)	1,994				
Individual Taxpayer Identification Number (ITIN)	220				

Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$1,686,343	$3,103,917
State Refunds	$665,953	$2,746,554
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$1,056,488	$1,961,890
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$267,778	$1,833,160
Total Refunds and Credits	**$3,676,562**	**$9,645,521**

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)	63	93	150	42%	62%

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 one of our outreach events, a new partnership was established with Mountain Communities FRC in Frazier Park with plans of them hosting VITA next tax season.

Program Highlights

Tax season has been very busy at our rural locations. Delano, Taft, Shafter and McFarland are fully booked through tax season. Taking note of this, the CAPK VITA team is extending our services at each of these locations until June.

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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	32	12	20	39
Dynamic 365 Enhancements	3	3	2	2

Projects	*Description of Status*	*Current % Status*
Universal Intake	Implementation plan being created	16%
In-kind Management	Deploying to UAT on the first week of April	67%
CalAIM - KHS Version 3.0	Orchestration development in progress	35%
Referral Management Enhancements	Updated eligibility questions in review. Development to begin in Mid April	32%
Energy-Weatherization	Application development being finalized to deploy to UAT in April	47%
FRC Platform Updates	Delayed- Pending actions items from Program	80%
M Street Application	Application development in progress	50%
Food Bank Front Desk Application	Development finalized moving to UAT in April	60%
CSPP Enhancements	Report and updates finalized, deploying 3/29/2024	100%
Feeding America Service Insights Project	Prepping documentation and Training Hub for KRV/Food Bank Staff	23%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	286	709	385	904

Construction Projects		*Description of Status*	*Current % Status*
Head Start Expansion			
Food Bank Expansion			

Major Maintenance Projects		*Description of Status*	*Current % Status*
Oasis Renovation		Pending Play Structures Permit ready & pending install schedule	92%
Angela Martinez		Construction in progress, need of mold remediation, found more mold and an additional change order	60%
Stockdale HS		Contractor Construction completed, licensing alterations pending, Play Structure going in contract, on contract submitted for permitting	70%
Playgrounds		Sterling, HH, Jewett	100%
Planz Modular Disposal		Getting Bids	25%

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	423	85	469	1298
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.		35%
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.		40%
Information & Technology Projects		***Description of Status***		***Current % Status***
Head Start Expansion				
Risk Management				
Workers Compensation Claims		**Reported**		**Reported YTD**
For Report Only		13		31
First Aid		0		2
Medical		0		0
Modified Duty		0		0
Lost Time		0		0
Under Investigation / Non-Industrial /		0		1
Property		1		7
Vehicle Incident / Grand Theft Auto		1		5
Motor Vehicle Accident		0		0
Work Place Violence / Over Doses / Death		0		0
Total		**15**		46
Program Strategic Goals		**Progress Towards Goal**		
Description		**Description of Status**		**Current % Status**
Develop a facility deferred maintenance				
Develop and implement a Data Governance				
Improve the customer experience by				
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

Monthly Report 2024

Month	March-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	23,792	78,869	250,000	114%	32%
Facebook Impressions (i.e., number of times users see content)	541,914	1,085,914	1,250,000	520%	87%
Other Social Media Impressions	12,671	52,671	250,000	61%	21%

Highest Performing Post



https://www.facebook.com/photo/?fbid=789745013189038&set=pcb.789745136522359

1,753 impressions How many times the post came across screens)
1,535 reach (how many individuals saw the post)
251 interactions (how many liked, commented, or shared)

Outreach Special Projects

Attended Head Starts in Shafter and Taft to assist Aera with the Easter Bunny Visits
Attended Shafter's State of the State ceremony
Attended BC's Sterling Silver Dinner
Onboarding new staff member Therese Dozier, Temporary Outreach and Communications Supervisor
Assisted with the TCC/EPA Community Engagement meeting at FHCC
Continued planning for FHCC's casino night
Attended CSUB Career Day
Continued planning for Staff Development Day
Hosted last LIHWAP event with energy
Containing to work on 2023 annual report

Attended MCAP's Supply bank event and provided media support
Attended HVP's spring event and provided media support
Continuing to support CAPK Foundation with the planning of the Gourmet for Good event
Completed Program video for MCAP PRE presentation
Attended CSUB Career expo
Attended Read Across America celebrations at HS and provided media support
Completed Energy marketing campaign for LIHWAP
Updated Energy website
Outreach Advocacy
Prepared documents for Pritika and Louis for NCAF Washington DC Legislative Visits
Preparing for Cal-CAPA legislative day scheduled for next month
Scheduling visits for Food Bank's visit in May for the California Food Bank Associations Conference
Attended California Policy Center's elected meet and greet
Advocacy Watch-list
Farm Bill Package
Notice of Proposed Rulemaking (NPRM) in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming
211 infrastructure bill
Projects
Due to unforeseen logistical issues on the presenter's side, subregional meetings have been paused momentarily. The Fiscal Agent (KCCD) is currently in the process of finalizing and contracting a Strategic Planning firm that will be responsible for completing the Regional Plan Pt. 1 Addendum, which is due on April 30th, 2024. An RFP was published on the KCDD website March 5th, 2024, and the application submission deadline is April 2nd, 2024. The month was dedicated to solidifying a point of contact for the Governance Council (CAPK) as their new liaison, reviewing and determining gaps in the Gov. council roles and responsibilities as well as identifying additional consultants/firms that will provide technical assistance in Projects Management, grant writing and PR/Communications.
IRM troubleshooting and program assistance continues. Pending referral lists are shared with program managers every other week if referrals are not being properly followed up on.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Presented the findings of the CY 2023 CSBG Annual Report to leadership and the Program Administrators. The IS team has created a plan for the year to include monthly check-ins and data review at the program level.	The team is currently reviewing a proposal from Barbara Mooney for an intro to ROMA training geared towards Directors and Managers.

Community Action Partnership of Kern

Monthly Report 2024

Foundation
Solicited and followed up for sponsors for GOURMET FOR GOOD to increase funding.
Continued coordination of fundraising event, GOURMET FOR GOOD, planning menu, event layout and run of show including tastings with caterers.
Coordinated and ordered Donor Wall Tree Display for EKFRC.
Held a subcommittee planning meeting for GOURMET FOR GOOD.
Exploratory Meeting with Bonterra, a fundraising platform.
Attended Head Starts in Shafter and Taft to assist Aera with the Easter Bunny Visits.
Attended Bakersfield College's Sterling Silver Dinner.
Participated in the weekly planning meeting for FHCC Fall Mixer.
Attended Cesar Chavez Legacy breakfast.
Attended Shafter Chamber of Commerce Annual Dinner.
Attended Go Red For Women Luncheon.
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 visited Kern Community Foundation (KCF) last week. We received a tutorial on using a research engine that KCF subscribes to funding opportunities. Additional visits will be made to see if CAPK is interested in purchasing this engine so that we can increase the number of grants we are privy to.
Dedicate the upcoming year to thorough planning efforts, ensuring the successful completion of the new five-year strategic plan.	We have developed a plan for SMARTIE training that will be implemented in June and July of 2024. A general training will occur, in addition to breakout sessions/workshops with each goal group that are focused on applying the knowledge through exercises. This learning opportunity will support the develop of the next plan by ensuring that staff is well equipped with the knowledge to develop smart, specific, measurable, realistic, and time-bound objectives.
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.

Community Action Partnership of Kern

Monthly Report 2024

Month	March-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	Homeless Shelter

Information and Referral Services Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County	5833	19,328	90,000	6%	21%
Kings County	203	698	4,000	5%	17%
Tulare County	756	2,807	10,000	8%	28%
Stanislaus County	740	2,413	10,000	7%	24%
Fresno & Madera	3575	11,054	20,000	18%	55%
Merced & Mariposa	57	203	900	6%	23%
Total I&R Calls Handled	**11,164**	**36,503**	**134,900**	**99%**	**27%**
Average Wait Time	**0:39**				
Average Handle Time	**5:19**				

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.	14	21.0	**(7.05)**

Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 3l)	54	31	69	300	45%	23%
Medi-Cal Application (MNP) (SRV 3h)	50	36	79	100	46%	79%
Medi-Cal Redetermination- KP (SRV 3h)	18	0	0	70	-	0%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	58	28	87	300	32%	29%

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)*	22,449	63,214	225,000	10%	28%

Other Calls	Month	YTD
LIHEAP (SRV 7b)	3450	12,116
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	640	1,976
Mental Health (SRV 7c)	466	1,238
Food-related Calls (SRV 7c)	1654	4,511
Housing and Homelessness Calls (SRV 7c)	2359	6,649

Health and Human Service Referrals (SRV 7c)	3419	7,619	
Total Other Services	11,988	34,109	

Explanation (Over/Under Goal Progress)
The program remains 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. Overall, the program had a lower call volume in comparison to the previous month.

Program Strategic Goals	**Progress Towards Goal**
1. Enhance recruitment initiatives to attract and hire well-qualified candidates.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources and external Staffing Agency efforts. The program is in a position currently 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 remain staffed with 18 Full Time and 5 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 has opened a position for an additional Information and Referral Coordinator in March 2024.
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
Three (3) county partners have provided verbal authorization to proceed with a contract renewal. The program is pleased to share that the calls are manageable considering the number of staff available which strengthens the partnership with funders and allows trust in renewing the contract agreement for an additional 3 years.

Community Action Partnership of Kern

Monthly Report 2024

Month	March-24	**Program/Work Unit**	Community School Partnership Program
Division/Director	Sabrina Jones-Roberts	**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	Clothing	Youth Sports League	
BCSD Referral Type	M.T.S.S (12)	F.A.C.E (12)	OTHER (3)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	27	158	650	4%	24%
Families Receiving Case Management Services (SRV 7a)	10	46	488	2%	9%
Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**			
Families that completed Pre-assessment	14	51			
Families that completed Post-assessment	5	7			
Internal Referral Services (SRV 7c)	**Month**	**YTD**			
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	3	28			
Total Families referred internally for Housing (CES)	5	22			
Total families referred for Employment Resources (2-1-1 or external)	2	15			
Total Families referred internally for Childcare (Head Start)	0	11			
Total Families referred internally for Utility Assistance (Energy)	8	22			
Total Families referred to Friendship House afterschool/ mentorship program	1	6			
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	18	61			
Home Visits (SRV 2cc)	3	10			

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)
Community Schools Partnership Program is in the 8th month of the 2023-2024 academic year. BSCD schools were on Spring break from 3/25/24 - 3/29/24. CSPP staff were out on vacation and/or bereavement leave. On 3/28/24, the Case Manager stationed at Stella Hills Elementary, submitted a letter of resignation and their last day is set for 4/12/24. MTSS meetings are not being held consistently at all school sites and majority of referrals come from FACE Liaisons and outreach. Case Managers and Liaisons utilize school-based communication app (Parent Square) to promote the program, and parent walk-ins are accepted.

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 need to improve on family engagement and following through with the families on their caseload. Case managers have shown improvement with completing intakes, assessments, and family goal planning.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals 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 improvement 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 second session was held on March 19, 2024 at Stella Hills Elementary School.
4. Recruitment	Two rounds of interviews were conducted this month to fill the case manager vacancy for the previous month. Due to recent resignation, two candidates were selected and offered the positions. Both candidates accepted the position.

Program Highlights
A parent from MLK Elementary school needed emergency assistance due to her electricity being shut off. CSPP Case Manager was able to complete an intake and assist the parent with completing the application, gathering all the appropriate documentation, and referring her to the HEAP office. HEAP was able to restore the parent's services the same day.

Application Status Report
March 2024

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Women's and Girl's fund	The Women's and Girl's Fund is designed to provide 50 girls in the summer and afterschol program with STEM Training, leadership development training, and field trip opportunities to California Science Museam and Career and Educational Technical Center.	Kern Community Foundation	$ 25,000.00	$ 25,000.00	3/14/2024	Awarded
Mentoring, Community Outreach and After School Program Services for Youth	Mentoring, Community Outreach and After School Program Services for Youth in Bakersfield. Services will be facilitated through Friendship House Community Center.	Kern County Department of Human Services	$ 102,384.00	$ 102,384.00	3/13/2024	Awarded
Road to Resilience	This opportunity will provide at-home case management services to pregnant women with a history or current relationship with substance use.	California Department of Social Services (CDSS)	$ 600,000.00	$ -	3/18/2024	Denied
Kern Family Health Care Community Grant Program	Funds from KFHC will provide educational learning material for summer bridge participants and the purchase of a laptop for the assigned case manager.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending

Community Project Funding	CAPK requested funds from U.S. Congressman David G. Valadao through their Community Project Funding application for a microgrid project at Shafter Youth Center. A microgrid will allow the center to serve community residents as a warming and cooling center during climate emergencies.	U.S. Congressman David G. Valadao	$ 2,466,080.00	$ -		Pending
Kern Family Health Care Community Grant Program	The SYC will provide a STEM learning experience for children and conclude with a trip to the CA Science museum.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	Funds from KFHC will provide transportation passes and essential supplies to Mojave residents.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	This project will fund STEM learning materials for FHCC students and a field trip to the California Science Center.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	This project will fund the continuation of VITA services after tax season ends.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	Funds from KFHC will allow CalFresh to purchase incentive items during outreach events that will promote healthy habits/alternatives.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending
Kern Family Health Care Community Grant Program	Funds from KFHC will provide the purchase of hygiene items for the M St. Navigation Center.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -		Pending

Environmental and Climate Justice Community Change Grants Program	Under the City of Bakersfield, CAPK is applying to this grant opportunity to request funds for a microgrid project at FHCC. Installation of a microgrid will allow the center to operate as a cooling/warming center for community members to seek refuge during extreme temperature events.	City of Bakersfield	$ 2,676,374.00	$ -		Pending
Climate Pollution Reduction Grant	Weatherization of 100 homes in southeast Bakersfield. Funder: Environmental Protection Agency Lead Applicant: City of Bakersfield CAPK: Prospective subrecipient	City of Bakersfield	$ 2,975,175.00	$ -		Pending
Emergency Food and Shelter Program Phase 41 Launch	CAPK requested $75,000 in funding for food. Food purchased with this grant will be distributed to our pantry and commodity sites.	United Way of Kern County (UWKC)	$ 75,000.00	$ -		Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Energy
Funding Agency	Environmental Protection Agency City of Bakersfield	**Project Name**	Climate Pollution Reduction Grants Program
CFDA	66.046	**Target Population**	Low & Disadvantaged Communities
Reapplication (Y/N)	N	**Number to be served**	100
Estimated Request	$2,975,175	**Division Director**	Freddy Hernandez
Award Period	October 2024 – September 2029	**Program Manager**	Wilfredo Cruz

Project Goal (One sentence goal statement)

Community Action Partnership of Kern will weatherize 100 homes in the southeast community during the five-year project term.

Project Description (Brief one paragraph description)

The weatherization initiative aims to enhance energy efficiency across various residential setups, including single-family homes and mobile homes. By implementing measures such as installing low-flow showerheads, ceiling fans with LED lights, weatherstripping, addressing the homes heating and cooling needs, and appliance replacement, households stand to significantly reduce their monthly energy bills.

Weatherization services can play a crucial role in combating climate change concerns by reducing energy consumption and increasing the efficiency of Bakersfield homes. This endeavor aligns with environmental conservation efforts, promoting safety through the provision of carbon monoxide alarms and addressing structural issues like broken glass, windows, and malfunctioning appliances.

Eligibility for the program extends to homeowners who are residents of Southeast Bakersfield with low to moderate household incomes.

Estimated Budget Summary

CAPK is requesting $2,975,175 from the City of Bakersfield, the lead entity in this grant application. The following allocations are requested for the five-year project period: $957,865 for personnel, $296,939 for fringe benefits, $21,237 for travel, $100,000 for equipment, $25,000 for supplies, and $1,060,000 for contractual, $252,754 for other, and $261,380 for indirect.

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 — 04/02/2024
1. Division Director — Date

Pritika Ram — 04/02/2024
2. Chief Business Development Officer — Date

04/03/2024
3. Chief Program Officer — Date

Stacy Webster — 04/03/2024
4. Chief Financial Officer — Date

04/03/2024
5. Chief Facilities and Technology Officer — Date

04/02/2024
6. 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**	Food Bank
Funding Agency	United Way of Central Eastern California	**Project Name**	Emergency Food and Shelter Program Phase 41
CFDA	n/a	**Target Population**	Food Insecure
Reapplication (Y/N)		**Number to be served**	TBD
Estimated Request	$ 75,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

To enhance the food security of low-income individuals in Kern County through the procurement and distribution of food, leveraging CAPK's extensive network of partner pantries and special distribution sites, in response to the increased demand driven by economic stressors

Project Description (Brief one paragraph description)

Kern County has been allocated $703,823 in federal funds through the Department of Homeland Security (DHS)/Federal Emergency Management Agency's Phase 41 Emergency Food and Shelter National Board Program, administered by the United Way of Central Eastern California. This initiative aims to supplement emergency food and shelter programs, enhancing support for high-need areas. Within this framework, the Community Action Partnership of Kern (CAPK) is applying for $75,000 of these funds. CAPK plans to leverage this funding to significantly bolster its emergency food distribution efforts, addressing the heightened demand within the community.

Estimated Budget Summary

The $75,000 grant requested by CAPK will be dedicated entirely to purchasing food.

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:

1. Division Director — Mar 31, 2024 — Date
2. Chief Business Development Officer — Pritika Ram — Apr 1, 2024 — Date
3. Chief Program Officer — Apr 1, 2024 — Date
4. Chief Financial Officer — Apr 2, 2024 — Date
5. Chief Facilities and Technology Officer — Apr 2, 2024 — Date
6. Chief Executive Officer — Apr 2, 2024 — 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**	Head Start
Funding Agency	CA Dept. of Food and Agriculture	**Project Name**	CA Farm to School Incubator Project
CFDA	N/A	**Target Population**	0-5
Reapplication (Y/N)	N	**Number to be served**	200+
Estimated Request	$200,000	**Division Director**	Yolanda Gonzales
Award Period	Nov. 2024- Oct. 2026	**Program Manager**	Luz Adams

Project Goal (One sentence goal statement)

The project will strengthen the connection between students and their local food systems, promoting healthy eating habits, and agricultural education.

Project Description (Brief one paragraph description)

Two Head Start Centers: Primeros Pasos and Sterling, will provide a hands-on learning experience by having on-site gardens that will engage children with nature and the plant life cycles. A family engagement will be added to this project by having food boxes available for caregivers to make with their children. These food boxes will be nutritious and cover the CA grown produce requirement of this grant. This project will run for the two-year grant term.

Estimated Budget Summary

The estimated budget for this proposal will cover subcontracting costs for on-site gardening, a new hire to oversee and meet funding requirements, and the gardening supplies for this project.

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:

Yolanda Gonzales 04/01/2024
1. Division Director Date

Pritika Ram 04/01/2024
2. Chief Business Development Officer Date

04/03/2024
3. Chief Program Officer Date

Stacy Webster 04/03/2024
4. Chief Financial Officer Date

04/03/2024
5. Chief Facilities and Technology Officer Date

04/03/2024
6. 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	Federal	**CAPK Program**	Shafter Youth Center
Funding Agency	Congressional Funds	**Project Name**	Microgrid Project
CFDA	N/A	**Target Population**	Shafter Residents
Reapplication (Y/N)	Y	**Number to be served**	TBA
Estimated Request	$ 2,466,080	**Division Director**	Freddy Hernandez
Award Period	2025 - 1 year term	**Program Manager**	Angie Nelson

Project Goal (One sentence goal statement)

Establishing a microgrid at Shafter Youth Center ensures the community has a resilient power source for emergencies like power outages or extreme weather events, while also serving as a cooling or warming center, and providing a local, sustainable source of green energy.

Project Description (Brief one paragraph description)

The project consists of 90 kW photovoltaic array roof mounted to the 10,912 SF multipurpose building, coupled with an 800 kWh battery energy storage system for backup power in case of a power failure. The combined system will create a grid-connected microgrid confined to the Shafter Youth Center that can operate independently of the utility grid. During normal operation with grid energy, the photovoltaic array will produce enough power to cover operations during the day and charge the battery system, which will in turn regulate and supply power to any systems overnight for the facility to reduce the dependency of the utility grid. Project design efforts will focus on energy efficiency as a fundamental approach to reducing environmental impact and local dependency on fossil fuels, and enhancing the quality of life for individuals in Shafter. The establishment of a dedicated center serving as a warming and cooling facility during power outages or climate emergencies offers residents a vital refuge, ensuring their safety and well-being.

Estimated Budget Summary

CAPK has requested $2,466,080 from Congressman David G. Valadao. The following allocations were noted in our budget: $2,100 for demolition, $32,500 for site concrete, $390,000 for electrical work, $383,000 for the solar array, and $685,000 for the battery energy storage system. Additional expenses including permitting, liability insurance, and a 10% contingency fee.

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 04/02/2024
1. Division Director Date

Pritika Ram 04/02/2024
2. Chief Business Development Officer Date

04/04/2024
3. Chief Program Officer Date

Stacy Webster 04/02/2024
4. Chief Financial Officer Date

04/02/2024
5. Chief Facilities and Technology Officer Date

04/04/2024
6. 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)
March 2024

Funding Type	Private	**CAPK Program**	CalFresh Healthy Living
Funding Agency	Kern Family Health Care	**Project Name**	CalFresh Nutrition Reinforcement Items
CFDA	N/A	**Target Population**	Community
Request	$5,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Alan Rodriguez
Description	This project proposal will fund incentive items for the CalFresh Healthy Living Program. Useful items, such as measuring spoons/cups, aprons, water bottles, and food scales will be purchased to incentivize the community to enroll to the CalFresh Healthy Living Program and utilize the items in their homes.		

Funding Type	Private	**CAPK Program**	VITA
Funding Agency	Kern Family Health Care	**Project Name**	VITA Serves Kern County
CFDA	N/A	**Target Population**	Community
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Jacquelyn Guerra
Description	This project will fund VITA to continue providing tax-return and ITIN assistance after tax season ends. VITA will offer their services in rural areas of Kern County-Shafter, Wasco, Taft, McFarland, and Delano.		

Funding Type	Private	**CAPK Program**	M St. Navigation Center
Funding Agency	Kern Family Health Care	**Project Name**	Low Barrier Navigation-Hygiene Kits
CFDA	N/A	**Target Population**	Unhoused
Request	$5,000	**Division Director**	Rebecca Moreno
Award Period	1 year	**Program Manager**	Laurie Hughey
Description	The M St. Navigation Center will provide clients with hygiene kits with Kern Family Health Care (KFHC) funds. This initiative fulfills KFHC's goal of improving population health by providing hygiene items that will reduce diseases and promote healthy hygiene habits.		

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

Funding Type	Private	**CAPK Program**	Old Town Bakersfield Food Incubator
Funding Agency	Albertsons Companies Foundation	**Project Name**	Nourishing Neighbors
CFDA	NA	**Target Population**	Low income and food insecure
Request	$3 million	**Division Director**	TBD
Award Period	4 years	**Program Manager**	TBD
Description	CAPK is in the pre-application phase of this opportunity and is applying for a downtown food incubator program. We aim to partner with the city of Bakersfield. Nourishing Neighbors, part of Albertsons Companies Foundation, seeks to combat hunger by promoting food security. Acknowledging the complexity of hunger, they aim to address its root causes like poverty and unemployment with innovative solutions. This RFP calls for proposals for new, creative projects tailored to specific areas, focusing on long-term, sustainable approaches to eliminate hunger, particularly in their early stages or without substantial funding.		

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	March-24	Program/Work	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attend	Carol Hendricks
Reporting Period	March 1, 2024 - March 31, 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/7 partially closed classroom)	596	829	829	72%	167
Disabilities	187 (YTD)	10%	10%	23%	n/a
Over Income 101%-130% (up to 35%)	27	n/a	n/a	5%	n/a
Over Income 131% and up (up to 10%)	47	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)	926	1242	1242	75%	284
Disabilities	77 (YTD)	10%	10%	7%	n/a
Over Income 101%-130% (up to 35%)	36	n/a	n/a	4%	n/a
Over Income 131% and up (up to 10%)	54	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	236	338	312	108%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	50,679	19,156	15,394	16,129

Child and Adult Care Food Program (CACFP) (Note: The data represents information from February 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	63,823	19,926/43,837	38,938	77%

Household Services	Month	YTD
Eligbility Determination (SRV 7b)	138	516

Total Community Services	**138**	**516**	

Explanation (Over/Under Goal Progress)
The current challenges we are facing regarding enrollment due to staffing shortages and pending licenses at four of our centers. These factors have contributed to lower-than-anticipated enrollment numbers. However, it is worth noting that the closed classrooms at Harvey Hall and Sterling centers are pending licensing approval and can be reopened once the necessary approvals are obtained. As of March 27, 2024, we have 97 vacant positions within our organization. To address this and meet our enrollment targets, we have been actively implementing initiatives under the Full Enrollment Initiative. These efforts encompass a range of activities such as hosting in-house application clinics, organizing center-specific recruitment events, participating in community events, and promoting staff incentives. Additionally, we are awaiting approval from the Office of Head Start regarding the 2024/2025 Program Options. Based on the proposed options, if we maintain the current enrollment on July 1, 2024, we would achieve 99% of our funded enrollment target for Head Start and 79% for Early Head Start. Consequently, we are intensifying our efforts to recruit children for Early Head Start services to bridge this gap.

Program Strategic Goals	**Progress Towards Goal**
1.) Program Options	Objective: Develop and implement program options that tailor to the community's unique needs and characteristics. Progress: The 2024/2025 Program Options have been formally submitted to the Office of Head Start for review and approval. Upon receiving approval, we will prioritize the establishment of classrooms specifically designed to cater to the needs of primary 3-year-olds, as well as incorporate a new Family Child Care option.

Program Highlights
1. On March 7, 2024, recruitment at America's Job Center, WIC and the Food Bank was conducted. 2. On March 8, 2024, Taft College had a successful licensing visit, which resulted in no deficiencies 3. On May 4, 2024, Garden Pathways will be hosting their 2nd annual community resource fair on from 10 a.m. to 2 p.m. Over 20 vendors will be in attendance, including several CAPK programs. The public is invited to attend. 4. On March 14, 2024, recruitment at foster agencies and GEO Re-entry Program was conducted. 5. On March 15, 2024, the Inclusion team along with two parents attend the Specially Yours Conference hosted by Kern County Consortium Special Education Local Plan Area. Families learned about various ways of communicating with children with disabilities. 6. On March 16, 2024 staff participated in the "A Healthy Whoville Resource Fair" recruitment event. 7. On March 18, 2024, the Health team conducted CPR Training for staff. 8. On March 20th and 27th, 2024, in-house application clinics were held. 9. On March 21, 2024, staff participated in the recruitment event at Nueva High School. 10. On March 28, 2024, recruitment at the Bakersfield Homeless Center, Mercy House, and Flood Ministries were conducted. 11. At the home base socialization, the team conducted hearing, vision, and blood pressure screenings. 12. The Nutrition team participated in the Home Base Spring Socialization by offering families recipes and creating infused water with fresh fruit and herbs. 13. Read Across America was a success, thanks to all volunteer readers. This year we had over 80 readers visiting our centers (first responders, community workers, board members, and parents) and each classroom received four books to enhance their classroom library. 14. The CACFP Tri-Annual Audit commenced on the week of March 18, 2024. Results from the audit are pending.

MEMORANDUM

To: Program Review & Evaluation - PRE-Committee



From: Yolanda Gonzales – Director of Head Start/State Child Development

Date: Wednesday, April 10, 2024

Subject: Agenda Item 5d: Strategic Plan 2021-2025 – Goal Group 2 Presentation – **Info Item**

Strategic Goal 2 – To ensure that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

The team continues the process of collaborating with internal and external community partners that can help expand educational support services for the communities throughout Kern County. Listed below are partnership opportunities that will help us reach our goal:

- Head Start began an agreement with Delta College in San Joaquin County and Bakersfield College to implement a mentor program that will result in the mentor receiving a stipend. The stipend will be awarded once the mentee enters the field of Childhood Education.
- Head Start is in the beginning stages of developing and engaging in a new program option for Family Childcare which will promote nontraditional hours for families that require additional support.
- Weatherization is collaborating with Bakersfield College and the City of Bakersfield to train individuals on solar installation.
- The Friendship House Community Center has partnered with Kern County Behavioral Health Department to provide mental health classes for the community. A partnership with Bakerfield Police Department was also established to provide weekly leadership classes for girls, grades 6th -12th.
- CalVIP- Friendship House Community Center has received a grant to reduce gun and gang violence by providing a 24/7 response team.
- VITA has implemented nontraditional hours which include weekends and evenings during the week.
- Oasis Family Resource Center received a grant from Planned Parenthood which will be utilized for resources to reduce teen pregnancies and encourage communication among families.

Group 2 met on April 3, 2024, and is scheduled to meet again on June 7th, 2024.

Attachment:
Action Plan by Team Member Report -Yolanda Gonzales

Mission Statement

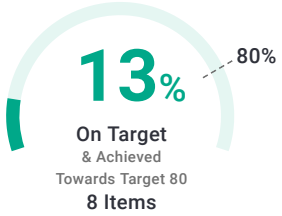
Organizational Slogan

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
2.1: Expand access to services and resources for health and safety of children and youth by providing a safe environment.	90%
2.1.3: Identify and secure additional funding to support facility and capacity development required to expand geographic coverage.	
2.2: Support the quality and availability of non-traditional hours of service.	40%
2.2.2: Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of...	35%
2.3: Support workforce development and employment opportunities for CAPK clients.	60%

Item	YTD Actual
2.3.2: Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through...	
2.3.2.1: Develop and formalize internal pathway mapping inclusive of education/training to benefit clients and community members.	
2.3.2.2: Identify and implement mechanisms to provide ongoing support to participants.	

Yolanda Gonzales
My Items for 2024

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

Community Action...
As of April 3, 2024

Objective
Expand access to services and resources for health and safety of children and youth by providing a safe environment. (2.1) (Last updated: 02/02/24)
Aligned to: #2 Community Access
Last comment: Head Start is awaiting the completion of the eoutdoor environment to provide services to center based services. Capacity of 8 (02/02/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

YTD Actual 01/01/24 12/31/24
90% 0%
YTD Target: 58.8%

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

Activity
Identify and secure additional funding to support facility and capacity development required to expand geographic coverage. (2.1.3) (Last updated: 02/02/24)
Last comment: Received a second grant to provide homeless services in Eastern Kern County (02/02/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

0% 100%
YTD Target: 24.7%

Objective
Support the quality and availability of non-traditional hours of service. (2.2) (Last updated: 01/09/24)
Aligned to: #2 Community Access
Last comment: CalVIP Outreach Program will be responding to gang violence during non traditional morning and/or evening hours. (12/01/23)

Owner
Yolanda Gonzales

Measure:
Percent Complete

YTD Actual 10/01/21 12/31/25
40% 0%
YTD Target: 58.8%

Activity
Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of existing and new provider networks (2.2.2) (Last updated: 02/02/24)
Last comment: East Kern Resource Center and Oasis has partnered with Dept of Human Services to increase support services for parenting classes, and waiving fees. Transportation services are also provided. Families from Head Start are also receiving services. (02/02/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

YTD Actual 10/01/21 12/31/25
35% 0%
YTD Target: 58.8%

Objective
Support workforce development and employment opportunities for CAPK clients. (2.3) (Last updated: 02/02/24)
Aligned to: #2 Community Access
Last comment: VITA has partnered with CSET to train high school students on preparing tax returns. (02/02/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

YTD Actual 01/01/23 12/31/24
60% 0%
YTD Target: 58.8%

Activity
Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through comprehensive career fields. (2.3.2) (Last updated: 10/06/21)

Owner
Yolanda Gonzales

Measure:
Percent Complete

0% 100%
YTD Target: 62.3%

No goals to display.

MEMORANDUM

To: Personnel Committee

From: Emilio G. Wagner, Chief Facilities & Technology Officer

Date: Wednesday, April 10, 2024

Subject: Agenda Item 5e: Strategic Plan 2021-2025 – Goal Group 5 Presentation – **Info Item**

Data initiatives in the Strategic Goal 5 have had a very productive year in 2023. With the completion of the Client Data Platform (CDP), we now must meet objectives 5.2.2 and sub activity 5.3.1.

To continue this growth, the Information Systems (IS) team is initiating a new project for 2024 to meet objective 5.2.3. This project will increase the frequency of data collected, increase reliability of data from Programs, and minimize the data burden from collecting data once a calendar year.

Alongside the data initiatives and expansion of the CDP, we are building a plan of action to roll out Results-Oriented Management and Accountability (ROMA) initiatives to the agency.

Attachment:
Action Plan Summary by Goal Group #5 – Update 2024 1

5 Data-Driven Decision-Making

Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results.

Critical | 6 Achieved & On Target | 0 Off Target | 3 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
4% of 58.8%	5.1 Enhance agency-wide capacity to implement continuous improvement framework. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Ryan Dozier Chase Rangel	10/01/21	12/31/25	As of 03/12/24	AVG
Not Started of 100%	5.1.1 Develop multi-year Results Oriented Management and Accountability (ROMA) implementation plan that includes tiered rollout of engagement and capacity-building activities. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	5.1.1.1 Establish central ROMA implementation planning and implementation taskforce and program/department champions. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	5.1.1.2 Targeted engagement/training schedule: Y1: Leadership and Division Champions Y2: Selected staff groups Y3: Agency-wide implementation Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started	5.1.2 Adopt and incorporate integrated work plan/training schedules into CAPK Board's operations and workflows. Measure: Percent Complete EOY Target:	Emilio Wagner	01/01/23	12/31/23	As of 03/26/24	
15% of 62.3%	5.1.3 Provide training to all staff, leadership, and Board members on ROMA principles and practices. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Ryan Dozier	01/01/23	12/31/24	As of 03/12/24	
Not Started of 12.3%	5.1.4 Develop and integrate shared ROMA language, values, and principles into all levels of organizational culture and activities. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	AVG
Not Started of 12.3%	5.1.4.1 Post ROMA values/language throughout the agency. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	
Not Started of 12.3%	5.1.4.2 Integration of ROMA language into recruitment, review processes, and employee recognitions. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	
Not Started of 12.3%	5.1.4.3 Build ROMA language and processes into reporting templates and Board Agendas. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	

33% of 58.8%	5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/25	As of 03/26/24	AVG
Not Started of 100%	5.2.1 Establish agencywide data governance taskforce. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	5.2.1.1 Develop charter, bylaws, member duties, and clearly articulated method of collaboration with Leadership. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	5.2.1.2 Develop recommendations to leadership/Board for needed capacity development, investment, and additional strategies to enhance data governance and support implementation of ROMA. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
100% of 100%	5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	AVG
100% of 100%	5.2.2.1 Identify challenges at program level around data collection and validation. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 04/14/22	
100% of 100%	5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/11/22	
100% of 100%	5.2.2.3 Identify needed investment in data dashboards or tools to provide leadership with real time agency-wide outputs and demographic data. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	
Not Started of 24.7%	5.2.3 Standardize agencywide data definitions, standard operating procedures (SOPs), naming conventions, and data security protocols. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Ryan Dozier	01/01/24	12/31/24	As of 10/06/21	AVG
Not Started of 24.7%	5.2.3.1 Inventory existing reporting data points by program and grant. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Ryan Dozier	01/01/24	12/31/24	As of 10/06/21	
Not Started of 24.7%	5.2.3.2 Align to ROMA National Performance Indicators, select key data points to be collected across all programs to support internal decision-making, advocacy efforts,	Emilio Wagner Ryan Dozier	01/01/24	12/31/24	As of 10/06/21	

	fundraising, and strategic planning. Measure: Percent Complete EOY Target: 100%					
50% of 58.8%	5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/25	As of 06/07/23	AVG
100% of 100%	5.3.1 Advance efforts to establish centralized database for client intake and service log. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	
Not Started of 58.8%	5.3.2 Adopt an integrated case management model to better address client needs using a client and family-centered approach to improve outcomes. Measure: Percent Complete EOY Target:	Emilio Wagner Ryan Dozier	01/01/24	12/31/25	As of 10/06/21	

MEMORANDUM

To: Budget and Finance Committee

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

Date: April 17, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended February 29, 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 February 29, 2024. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 92% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 35% of the budget.

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

The non-Federal share is at 114% 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 - February 29, 2024
Month 12 of 12 (100%)

Prepared 04/09/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,702,792	739,244	92%	8%
FRINGE BENEFITS	3,650,298	2,342,191	1,308,107	64%	36%
TRAVEL	70,000	70,000	-	100%	0%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,099,540	(355,499)	148%	-48%
CONTRACTUAL	171,839	267,139	(95,300)	155%	-55%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	4,319,439	(282,581)	107%	-7%
INDIRECT	1,752,938	1,562,941	189,997	89%	11%
TOTAL BASE FUNDING	**19,868,010**	**18,356,636**	**1,511,374**	**92%**	**8%**

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	25,133	-	100%	0%
SUPPLIES	53,386	53,386	-	100%	0%
EQUIPMENT	314,100	-	314,100	0%	100%
CONSTRUCTION	1,000,000	118,429	881,571	12%	88%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	165,483	-	100%	0%
INDIRECT	49,259	47,190	2,069	96%	4%
TOTAL CARRYOVER	**1,836,328**	**638,587**	**1,197,741**	**35%**	**65%**

GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**19,172,809**	**2,709,115**	**88%**	**12%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,601,719	(1,643,321)	184%	-84%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	**13,089,796**	**14,862,767**	**(1,772,971)**	**114%**	**-14%**

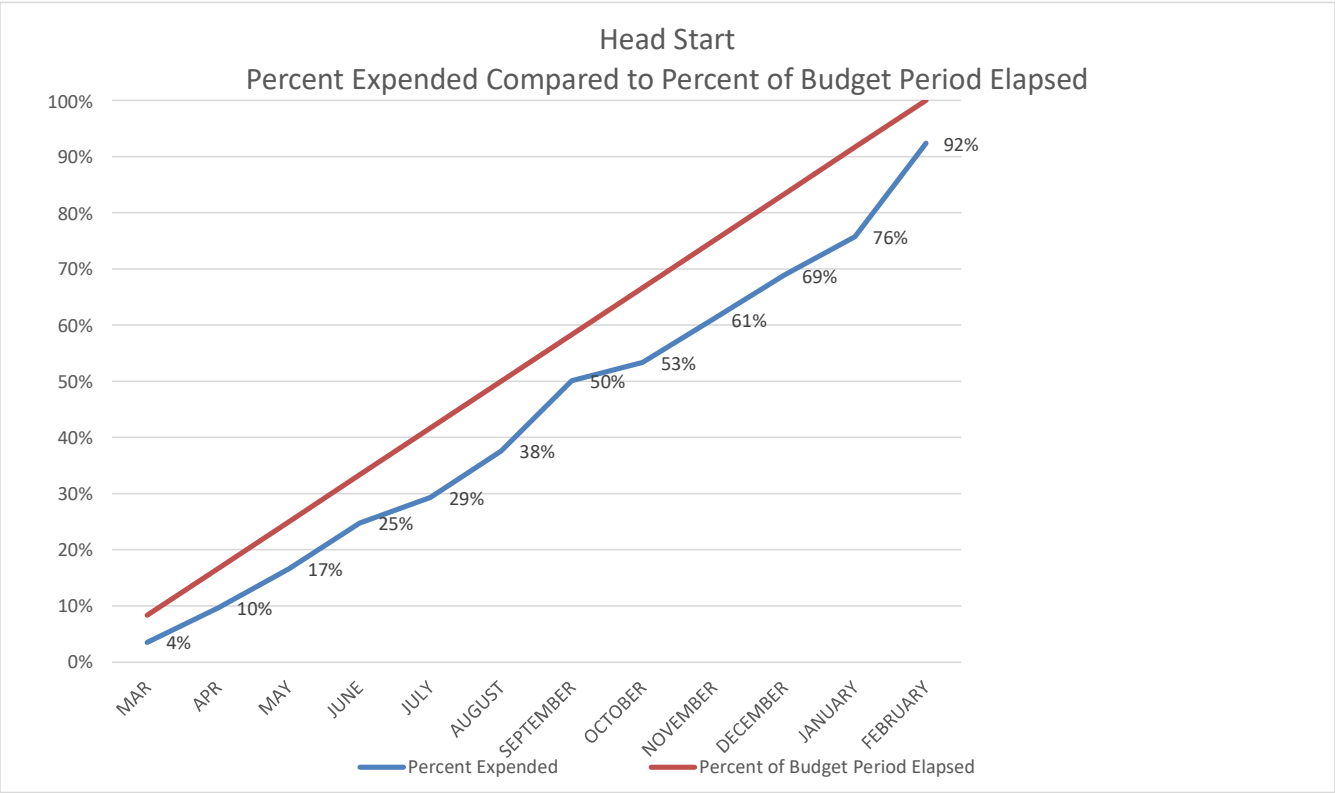
Budget reflects Notice of Award #09CH011132-05-02

Actual expenditures include posted expenditures and estimated adjustments through 02/29/2024

Administrative Cost for HS and EHS Combined **8.8%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	45,874	-	-	-	**45,874**	3/1/2024
Lowe's	62,742	27,525	115	(149)	**90,232**	3/2/2024
Smart & Final	999	-	-		**999**	3/1/2024
Save Mart	-	-	-	-	**-**	3/5/2024
Chevron & Texaco Business Card	7,830	-	-	-	**7,830**	3/6/2024
Home Depot	20,565	2,461	227	13	**23,267**	3/5/2024
	138,010	**29,986**	**342**	**(136)**	**168,202**	


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%
92%
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 of Policy Council

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

Date: April 17, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended February 29, 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 February 29, 2024. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

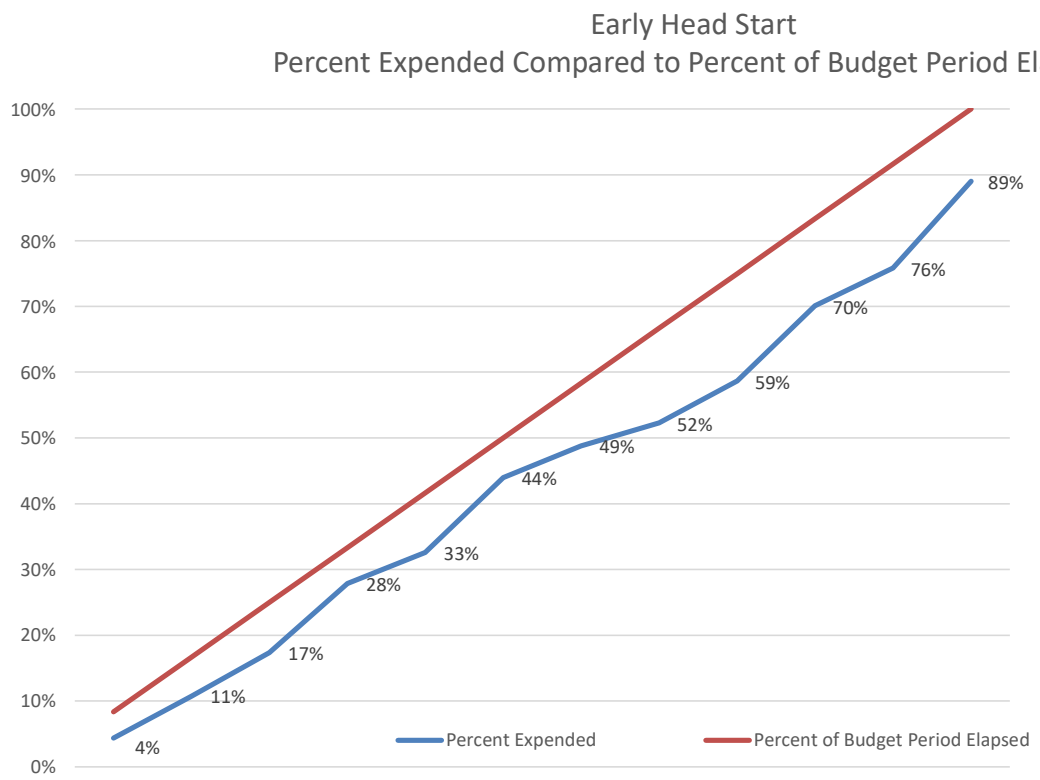
Overall expenditures are 24% of the budget.

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 - February 29, 2024
Month 12 of 12 (100%)

Prepared 04/09/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,751,264	138,388	98%	2%
FRINGE BENEFITS	2,516,917	2,454,967	61,950	98%	2%
TRAVEL	50,000	44,018	5,982	88%	12%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	826,908	378,215	69%	31%
CONTRACTUAL	1,091,221	945,058	146,163	87%	13%
CONSTRUCTION	-	(8,320)	8,320		
OTHER	3,374,545	2,286,091	1,088,454	68%	32%
INDIRECT	1,665,883	1,476,044	189,839	89%	11%
TOTAL BASE FUNDING	**18,793,341**	**16,729,015**	**2,064,326**	**89%**	**11%**
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,192	-	100%	0%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,268	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**343,946**	**-**	**100%**	**0%**
CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	-	37,198	0%	100%
SUPPLIES	13,347	13,347	-	100%	0%
EQUIPMENT	100,000	44,517	55,483	45%	55%
CONSTRUCTION	700,000	1,574	698,426	0%	100%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	74,009	-	100%	0%
INDIRECT	23,470	19,779	3,691	84%	16%
TOTAL CARRYOVER	**1,042,113**	**247,315**	**794,798**	**24%**	**76%**
GRAND TOTAL EHS FEDERAL FUNDS	**20,179,400**	**17,320,277**	**2,859,123**	**86%**	**14%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 02/29/2024


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%
89%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: April 17, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of February 29, 2024 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to sell the properties located at 3100 Mall View Road and 5005 Business Park North. Accordingly, OHS requested that the proceeds from the sale of these buildings be held in an interest-bearing account for the purpose of funding the construction of a new central kitchen.

The remodel of the new central kitchen will be largely funded from the funds in this account and by the funds from the no cost extension grant 09CH011132-05. CAPK submits regular reporting to OHS each time funds are expended for this construction project

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended February 29, 2024.

Overall expenditures are 10.5% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - February 29, 2024

Prepared 04/09/2024

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,825	5,033	3,334,857	350,496	2,984,361	89.5%

% Spent 10.5%

Sale Central Kitchen - 10/31/2023	1,105,161
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	**3,329,825**
Plus Interest	5,033
	3,334,857
Less Expenses	350,496
Remaining Balance	2,984,361

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

Percent of budget period elapsed: 100.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	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	11,678	15,435	95,514	Kern	39,812	240%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	8,718	8,579	236	0	134	11,325	77,698	Kern	19,906	390%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,088	13,316	10,280	6,545	10,880	12,317	124,170	Kern	59,718	208%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,571	7,202	9,483	989	270	5,028	47,263	Kern	39,812	119%
California City	20	3,962	3,239	1,327	0	0	2,254	5,043	6,074	68	7,316	151	0	29,434	Kern	19,906	148%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,667	4,917	1,635	5,971	7,925	4,486	0	56,259	Kern	22,892	246%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,909	20,400	19,877	19,431	18,100	15,711	170,630	Kern	75,643	226%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,925	8,981	8,651	8,495	7,789	10,559	109,789	Kern	51,756	212%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	7,108	8,199	9,032	5,561	8,270	7,995	88,281	Kern	38,817	227%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,847	14,722	12,779	9,540	13,556	10,179	10,233	12,203	154,188	Kern	139,343	111%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	3,532	2,775	2,596	2,295	33,028	Kern	19,906	166%
Home Base	152	13,671	16,943	9,226	8,582	8,412	14,055	13,230	9,458	7,992	4,912	3,267	573	110,321	Kern	75,643	146%
Lamont	20	6,800	7,113	3,715	0	0	3,913	8,049	8,113	2,452	6,008	7,367	7,298	60,829	Kern	19,906	306%
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	222	132,416	Kern	70,667	187%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,439	8,582	0	249	272	73,695	Kern	19,906	370%
Mojave	20	2,344	954	100	0	0	2,450	2,119	2,922	3,553	4,353	106	4,338	23,239	Kern	19,906	117%
Oasis	45	14,048	12,295	9,215	0	0	653	9,110	7,752	6,335	8,758	5,310	5,430	78,906	Kern	44,789	176%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	26,846	33,350	14,794	22,100	22,642	28,880	296,993	Kern	127,399	233%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	25,023	27,701	25,346	34,904	33,580	38,072	325,348	Kern	75,643	430%
Rosamond	60	4,136	4,253	1,942	0	0	649	3,948	166	353	4,265	174	2,050	21,936	Kern	59,718	37%
San Diego	32	8,409	6,487	4,838	5,327	4,354	4,636	5,747	6,700	5,032	3,443	1,986	3,533	60,491	Kern	31,850	190%
Seibert	20	2,192	2,325	1,186	0	0	392	3,238	272	377	1,296	204	221	11,702	Kern	19,906	59%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,408	3,601	1,579	2,027	2,357	3,311	2,110	35,121	Kern	19,906	176%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,698	3,980	4,454	4,566	4,587	3,512	4,313	3,608	43,026	Kern	23,887	180%
Sterling	124	17,632	14,182	16,513	14,791	16,430	18,707	19,239	23,412	22,230	6,928	25,838	22,994	218,896	Kern	123,418	177%
Stockdale Head Start	60																
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	3,145	2,958	2,384	0	91	930	19,138	Kern	19,906	96%
Taft	60	8,550	8,852	6,946	0	0	511	3,678	7,555	4,932	2,402	5,378	568	49,373	Kern	59,718	83%
Tehachapi	34	1,671	2,593	77	0	0	0	537	2,872	543	0	502	475	9,271	Kern	33,840	27%
Vineland	20	2,263	2,062	1,834	0	0	964	836	2,283	0	813	0	0	11,054	Kern	19,906	56%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,413	13,764	12,026	11,979	10,707	124	98,227	Kern	19,906	493%
Wesley	60	21,461	17,008	14,220	0	0	4,292	6,955	7,301	3,410	9,564	11,680	294	96,185	Kern	59,718	161%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,705	12,678	10,799	8,412	13,746	204	81,860	Kern	39,812	206%
Governance		485	363	394	15	39	144	23	35	0	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	4,346	0	77,463	Kern/SJC	74,265	104%
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	8,444	85,820	SJC	39,646	216%
Chrisman	16	4,794	4,540	2,987	946	0	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	0	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,392	2,017	2,800	1,888	470	23,556	SJC	26,431	89%
Lodi Home Base	30	8,307	13,348	14,790	11,503	11,165	14,790	12,215	11,315	7,233	9,359	4,696	7,901	126,623	SJC	24,779	511%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,682	595	7,057	6,756	5,575	4,575	5,500	67,481	SJC	49,558	136%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	6,447	3,335	2,018	68	871	0	0	43,658	SJC	9,086	481%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	1,864	3,074	1,775	2,346	585	2,318	28,739	SJC	39,646	72%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,420	7,353	2,265	3,711	1,799	4,092	54,614	SJC	39,646	138%
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	16,608	155,597	SJC	64,425	242%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	2,046	1,471	1,188	0	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	5,424	50,955	SJC	39,646	129%
SUBTOTAL IN-KIND	**1,945**	**403,643**	**392,442**	**355,378**	**218,740**	**179,630**	**261,967**	**332,592**	**358,215**	**294,616**	**275,985**	**262,689**	**265,821**	**3,601,719**	**0**	**1,971,337**	**183%**
															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	226,043	212,473	2,807,399	Kern	3,297,554	85%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	526,245	461,074	602,357	553,488	5,739,906	Kern	6,413,658	89%
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	3,478	48,859	Kern	50,000	98%
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**	**832,265**	**769,440**	**8,596,164**		**9,761,212**	**88%**
															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	132,567	1,708,086	SJC	1,175,152	**145%**
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**	**132,567**	**1,708,086**		**1,175,152**	**145%**
GRAND TOTAL		**1,401,938**	**1,308,445**	**1,311,372**	**927,524**	**664,486**	**1,037,489**	**1,170,546**	**1,373,914**	**1,193,939**	**1,102,311**	**1,246,175**	**1,167,828**	**13,905,969**		**12,907,701**	**108%**

CCP In-Kind **956,798**
Total In_kind **14,862,767**

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 February 29, 2024 (Month 12 of 12)

Percent of year elapsed: 100.0%

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	Feb 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	2,323	2,965	3,785	2,203	3,370	0	3,501	2,867	31,125	103,398	30%
Kern Community College District - BC	32	27,579	13,672	20,450	23,742	22,090	23,937	24,011	24,706	17,964	5,379	15,485	24,038	243,052	137,864	176%
KCSOS - Blanton	16	33,685	6,355	8,527	37,414	13,482	29,774	108,940	10,478	10,200	46,818	13,035	10,470	329,178	68,932	478%
Garden Pathways	11	0	166	0	0	0	0	0	136	0	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	21,741	26,260	20,840	353,085	180,947	195%
Escuelita Hernandez	16	57	0	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	0	47,391	0%
Program Services		0	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	0		
GRAND TOTAL	**152**	**113,580**	**67,100**	**77,115**	**102,524**	**56,011**	**79,971**	**157,775**	**59,830**	**52,460**	**73,938**	**58,280**	**55,348**	**956,798**	**654,854**	**146%**

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

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: April 17, 2024

Subject: *Agenda Item 4d: Goal 6 Strategic Plan 2021-2025 Update* – **Info Item**

Strategic Plan Goal 6 states, “Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.”

The Goal 6 team has been meeting regularly to discuss the key items of Goal 6 and record progress on the described activities and indicators. The Goal 6 team continues to discuss in depth the goals and sub-goals. Furthermore, the team has outlined the actions required to achieve 100% satisfaction of the goals.

Key accomplishments for Goal 6 are:

- The Finance Department continues to generate indirect funds from existing programming and develops baseline and projected targets by program. We have grown unrestricted funding capacity.

- Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for support and fundraising tools.

- The CAPK Foundation’s Director has developed fundraising plans, is actively cultivating donors, prospecting, stewardship for long term support and working on Board development. The Gourmet for Good event is scheduled in June 2024.

- The Finance Department is continuing the integration of a new software system. We have had some challenges, and we are working with a vendor for solutions. We are tentatively set to roll out by July 1, 2024.

Attachment:
Goal 6 Action Plan

Mission Statement

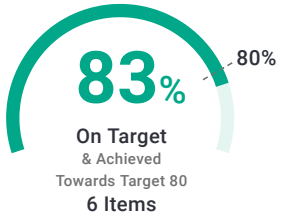
Organizational Slogan

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
6.1: Ensure adequate staffing for successful implementation and fiscal decisionmaking.	80%
6.1.2: Enhance functionality and implementation of a human capital management platform to support workforce planning and management.	60%
6.2: Grow unrestricted funding capacity.	100%
6.3: Enhance agency administrative and operational infrastructure.	80%

Item	YTD Actual
6.3.1: Create an alignment of a deferred maintenance program among the finance and operations department.	40%
6.3.2: To support Goal 5, expand the information and technology department to support current and future needs.	100%

Tracy Webster
My Items for 2024

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

Community Action...
As of March 12, 2024

YTD Actual 01/01/23 12/31/24

Objective
Ensure adequate staffing for successful implementation and fiscal decision making. (6.1) (Last updated: 03/12/24)
Aligned to: #6 Fiscal Health and Stability

Owner
Tracy Webster

Measure:
Percent Complete

80% YTD Actual | 0% 10/01/21 | YTD Target: 56.8% | 12/31/25

Activity
Enhance functionality and implementation of a human capital management platform to support workforce planning and management. (6.1.2) (Last updated: 03/12/24)

Owner
Tracy Webster

Measure:
Percent Complete

60% YTD Actual | 0% 10/01/21 | YTD Target: 58.1% | 100% 12/31/25

Objective
Grow unrestricted funding capacity. (6.2) (Last updated: 05/22/23)
Aligned to: #6 Fiscal Health and Stability

Owner
Tracy Webster

Measure:
Percent Complete

100% YTD Actual | 0% 01/01/23 | YTD Target: 56.8% | 12/31/24

Objective
Enhance agency administrative and operational infrastructure. (6.3)
(Last updated: 03/12/24)
Aligned to: #6 Fiscal Health and Stability
Last comment: Scheduled implementation for SageIntacct is March 1, 2024. (02/05/24)

Owner
Tracy Webster

Measure:
Percent Complete

80% YTD Actual | 0% 01/01/23 | YTD Target: 56.8% | 12/31/24

Activity
Create an alignment of a deferred maintenance program among the finance and operations department. (6.3.1) (Last updated: 03/12/24)

Owner
Tracy Webster

Measure:
Percent Complete

40% | 0% | YTD Target: 58.1% | 100%

Activity
To support Goal 5, expand the information and technology department to support current and future needs. (6.3.2) (Last updated: 03/12/24)

Owner
Tracy Webster

Measure:
Percent Complete

100% | 0% | YTD Target: 58.1% | 100%

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

Tracy Webster
Contributing to for 2024

Community Action...
As of March 12, 2024

Activity
Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management. (6.1.1) (Last updated: 03/12/24)

Owner

Measure:
Percent Complete

60% **0%**



YTD Target: 56.8%

MEMORANDUM

To: CAPK Board of Directors

From: Lois Hannible, Program Manager

Date: Tuesday, April 23, 2024

Subject: *Agenda Item III(aa)*: Positive Youth Development Mentorship Program Agreement for 2024-2025 – **Action Item**

In August of 2019, CAPK Friendship House Community Center (FHCC) was awarded a Positive Youth Development Mentor Services grant by the County of Kern (County), to provide mentoring services to community youth. The contract for the Mentor Program will reach a five-year term on June 30, 2024 and will expire.

CAPK submitted a new grant application for the Positive Youth Development Mentor Program through a competitive grant process and recently received an award notice from the County stating that CAPK has been selected to provide mentoring services for the Kern County Department of Human Services.

CAPK Friendship House will be receiving a grant award in the amount of $102,384.19 to implement the Mentor Program, which is an increase in funding of $32,384. Program funds will provide for one full-time staff member to facilitate the Mentor Program, a portion of the personnel costs for the Program Manager, and for operational & space costs associated with the program.

The general scope of work for the Positive Youth Development Mentor Program is to provide mentoring services, community outreach and after school programs for youth ages 6-18.

Recommendation:

Staff recommends approval to move forward with the Positive Youth Development Mentor Program and authorize the Chief Executive Officer to sign and execute the final agreement and any amendments throughout the term of the agreement.

Attachments:
Draft contract agreement for the Positive Youth Development Mentor Program.

AGREEMENT
FOR
POSITIVE YOUTH DEVELOPMENT SERVICES
Independent Contractor
(COUNTY – Community Action Partnership of Kern)

THIS AGREEMENT ("**Agreement**") is made and entered into on _____("**Execution Date**"), by and between the COUNTY OF KERN, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and Community Action Partnership of Kern (CAPK), ("**Contractor**"), whose principal place of business is at 1300 18th Street, Suite 200, Bakersfield, CA 93301. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**". CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: MH2JA4FK2WK1.

WHEREAS:

a. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained, experienced, and competent to perform those services; and

b. Department is the County agency responsible for administering public assistance programs and assisting participants to transition to self-sufficiency; and

c. County desires to engage Contractor to provide said services, and Contractor, by reason of Contractor's qualifications and experience, has offered to provide the required services on the terms set forth in this Agreement.

NOW, THEREFORE, IT IS AGREED between the Parties as follows:

1. TERM

This Agreement shall commence on July 1, 2024 and shall remain in effect until June 30, 2025, unless sooner terminated as provided for in this Agreement.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall assume responsibility for providing the following services:

A. Contractor shall provide Mentoring, Outreach, Afterschool, Learning Pod, and summer programs to at least 100 youth aged six to eighteen years.

B. Services will be provided in disadvantaged areas, which can include, but not be limited to:

- Friendship House Community Center in Southeast Bakersfield
- The Shafter Youth Center

C. One-on-One Mentoring, Group Mentoring and Related Services.

1) Contractor shall match children/youth with trained, caring and qualified adult role models from schools, colleges, businesses and the community within the identified areas.

2) Contractor shall commit its program staff and mentors to provide mentoring and outreach services for its school based and community-based mentoring program. Activities include: School assemblies, community-based and after school mentoring, homework assistance, transition to middle and high school help, job preparation and college and career planning for older youth, extra-curricular and sport activities, educational field trips, crafts, reading, music, games and activities to encourage interpersonal skill building and positive socialization skills. The mentoring services shall include at least one of the evidenced based interventions listed below.

    - One-on-One Mentoring Services
    - Group Mentoring
    - Individual Mentoring
    - Afterschool, Summer Programs, Learning Pod, and Academic Tutoring
    - Case Management and Referrals
    - Cognitive Behavioral Intervention Groups
    - Enrichment Activities
    - Pre-employment/vocational training
    - Family Engagement Activities; and

3) Contractor shall facilitate a minimum of two (2) Group mentoring Cohorts or Aggressions Replacement Training (ART) sessions (10 weeks each). Contractor shall host sessions in Bakersfield at the Friendship House Community Center (FHCC), school sites, and/or at community locations that are most convenient for the target population.

4) Contractor will provide at least three community outreach events to enroll youth for mentoring and after school programs.

5) Contractor will implement comprehensive evidence-based interventions using the Elements of Effective Practice for Mentoring Guidebook.

6) Contractor shall maintain a sufficient ration of mentors, professional and non-professional administrative staff to provide youth development program services to at least 100 youth living in disadvantages areas of Kern County, including but not limited to the city of Shafter and southeast Bakersfield.

7) Youth will be identified and referred by Department, schools, families, community organizations, etc.

8) Contractor shall disseminate program information, parental consent forms, and parental consent to release forms to students at designated schools and at outreach events.

9) Parent(s) or Guardian provide informed permission for their child to participate and agree in writing to a one-year minimum commitment for the mentoring relationship.

10) Parent/Guardian and mentee's signed agreement is for the mentee to participate in face-to-face meetings with their mentor that average one hour once a week or a minimum of four or more hours per month.

11) Contractor's staff will additionally engage participants via school, phone, home visit, email or social media as needed to ensure effective and consistent communication.

12) Contractor shall provide On-Call mentoring for clients being served when needed.

13) Contractor shall provide resources and/or referrals to the families of participating mentees.

D. Contractor shall ensure that all mentors, volunteers and staff are checked against the Megan's Law Database that lists registered sex offenders in California, prior to being authorized to work with children/youth.

E. Contractor shall ensure that staff assigned to provide mentoring services must pass a DOJ, FBI, and Child Abuse Central Index Clearance Background check.

F. Contractor's staff will complete and sign a Consent and Release form for "Live Scanning" and background check to be completed through the California State Department of Justice ("DOJ"). Contractor shall pay for such background investigations for mentors performing services under this Agreement.

G. Contractor shall accept as youth mentors only those individuals whose background investigation report from the California State Department of Justice ("DOJ") contains a response of "NO RECORD".

H. Contractor shall provide Department with a list of individuals with DOJ clearance monthly. The list shall be submitted with the monthly invoice to the Department.

I. No mentee shall be placed with a mentor that has not cleared background investigation per sections 2.C, D, E, and F.

J. Contractor shall provide training, orientation and oversight of volunteer mentors and staff which shall include confidentiality training.

K. Contractor shall maintain an office located in the metropolitan Bakersfield area with close proximity to public transportation. The office will provide space for group and private mentoring, tutoring sessions, workshops, adequate reception area, etc.

L. Contractor shall maintain a sufficient ratio of professional, non-professional and administrative staff to meet service needs.

M. Contractor shall maintain a "safe place" environment to encourage participants to share concerns, needs and insecurities without fear of being judged or rejected.

N. Contractor shall provide bi-lingual services (English and Spanish) which includes verbal and written communication.

O. All services shall be provided to participants free of charge or obligation.

P. Surveys

1) Contractor shall secure a mentoring services evaluation survey regarding the mentoring relationship experience from each mentee. Surveys shall be secured as follows:

- A pre-mentoring survey when a mentee is matched with a mentor
- A post-mentoring survey at the conclusion of mentor services
- Survey shall be in a format agreed upon by the Contractor and Department

Q. <u>Reporting Responsibilities</u>

1) Contractor shall provide Department with Contractor's Mentor recruitment procedure within 30 days of the execution of this Agreement.

2) Contractor shall provide Department with a list of mentors that have cleared background investigation as described in Sections 2.C, D, E, and F, with the monthly invoice.

3) Contractor shall, upon request, provide Department with reports describing success stories of mentee participants. Reports are due within two weeks of Department's request.

4) Contractor shall provide Department, monthly, with a contact list including name, telephone number and assignment for each staff member providing services to the contract with monthly invoice.

5) Contractor shall provide Department with monthly Mentoring Reports for mentees by the 25th calendar day of the month following the month in which services were rendered, in a format agreed upon by both Contractor and Department. Mentoring reports can be included with the monthly invoice.

6) Contractor shall provide Department with a final project report no later than 60 days from the termination or expiration of this Agreement. Report shall provide detailed tracking of mentee outcomes.

3. PERFORMANCE MEASURES

A. A minimum of 100 youth will receive comprehensive mentoring services as part of this Agreement.

B. 100% of participants who sign a one-on-one mentoring agreement shall be assigned a Mentor/Mentee match within five business days of signing agreement.

C. A minimum of 50% of mentees who sign a one-on-one mentoring agreement shall complete their individual Mentoring Plan.

D. A minimum of 75% of overall results on mentoring satisfaction surveys shall be rated average or above.

E. A minimum of 60% of participants will exhibit an academic improvement in school.

F. A minimum of 60% of participants will demonstrate improved relationship at home and in school.

G. 100% of participants will be served using evidence-based best practices.

H. 100% of students will have a Mentoring Service Plan (designated around cognitive behavioral needs) and will be reviewed every 30 days.

4. TRACKING OF REFERRAL

A. All mentoring referrals shall be recorded in Contractor's database within five business days of receipt of referral.

B. All mentor/mentee contact, visits, interactions shall be recorded in Contractor's database within five business days of receipt of mentoring contact, visit, and interaction reports.

C. No shows and non-participation shall be recorded in the Contractor's database within five business days of discovery.

D. Documentation of referred mentees that do not elect to participate in mentoring will be noted "declined" on the monthly report.

5. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

A. Disseminate information pertaining to the Comprehensive Youth mentoring Services program to its staff in the form of informational emails and promotional information provided by Contractor.

B. Refer identified youth to Contractor for services as needed.

C. Provide a designated contact for the Contractor. Designated contact will coordinate referrals to the Contractor and be the Contractor's primary contact for services issued. .

6. COMPENSATION

County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County in an amount not to exceed $102,384 as set forth in **Exhibit "A"**. No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

7. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to the following federal publications (current publications are available online and can be found at www.whitehouse.gov/omb/information-for-agencies/circulars/)

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements

A. All invoices shall be submitted in a form approved by Department and shall include:

1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.

2) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County's rates which are in effect at the time the expense(s) is/are incurred.

3) Copies of invoices submitted to Contractor from subcontractors.

4) Invoices shall be sent to the following attention:

Fiscal Support Supervisor
Accounts Payable Unit
Kern County Department of Human Services
PO Box 511
Bakersfield, CA 93302

Contractor shall adjust from its billings to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from

Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("**CDSS**") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.

Invoices shall be sent to Department's Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.

C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.

D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories or the addition of a budget category cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department.

8. REPRESENTATIONS

Contractor makes the following representations which are agreed to be material to and form a part of the inducement for this Agreement:

A. Contractor has the expertise, support staff, and facilities necessary to provide the services described in this Agreement; and

B. Contractor does not have any actual or potential interests adverse to County, nor does Contractor represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and

C. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

9. ASSIGNMENT

Contractor shall not assign or transfer this Agreement or its obligations hereunder, or any part thereof. Contractor shall not assign any monies due or which become due to Contractor under this Agreement without the prior written approval of County.

10. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, Contractor shall be, and acknowledges that Contractor is in fact and law, an independent contractor and not an agent or employee of County. Contractor has and retains the right to exercise full supervision and control over the manner and methods of providing services to County under this Agreement. Contractor retains full supervision and control over the employment, direction,

compensation and discharge of all persons assisting Contractor in the provision of services under this Agreement. With respect to Contractor's employees, if any, Contractor shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, State or local, and compliance with any and all other laws regulating employment.

11. IMMIGRATION REFORM AND CONTROL ACT

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("**IRCA**"). Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Contractor's employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Contractor or Contractor's subcontractors.

12. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless County and County's agents, Board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by County, expert fees, costs of staff time and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

13. INSURANCE

Contractor, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss, and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Contractor shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon. The Contractor shall promptly deliver the County's authorized insurance representative a certificate of insurance, and all required endorsements, with respect to

each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Contractor shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Contractor or County as an additional insured.

A. Workers' Compensation and Employers Liability Insurance Requirement. In the event Contractor has employees who may perform any services pursuant to this Agreement, Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the California Labor Code.

Contractor shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Contractor shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

Contractor shall also maintain employer's liability insurance with limits of $1,000,000 for bodily injury or disease.

B. Liability Insurance Requirements:

1) Contractor shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Contractor shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least $1,000,000 each occurrence and $2,000,000 aggregate.

b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least $1,000,000 each occurrence.

c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy

limits, which shall not be less than $1,000,000 per occurrence and $2,000,000 aggregate.

2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

3) Any self-insured retentions in excess of $100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved by the County Risk Manager.

4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

C. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.

D. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.

E. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.

F. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

G. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required

insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement are insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this Agreement.

H. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled or reduced in coverage or in limits except after 10 days written notice by Contractor in the case of non-payment of premiums, or 30 days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

14. EVALUATION

Services to be provided by Contractor shall be evaluated by Department on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during an evaluation shall be stated and placed in detailed written form, with a copy submitted to Contractor. Contractor shall respond in writing to the deficiencies statement within 20 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by County.

Deficiencies that may be subject to non-payment of future invoices by County shall include:

A. Failure to notify Department and receive prior written approval for any changes to Program delivery within 15 days of change for:

1) Change in assigned program staff.

2) Change in program or service hours and days.

3) Change in program or service locations and access for participants.

B. Failure to notify Department for written approval prior to any changes to delivery of program services. As designated in the contract.

C. Failure to request, in writing, and receive written pre-approval from County for changes to, or the addition of line items in, the approved budget.

D. Failure to provide written assurance of required civil rights training as detailed in **Section 33**, below.

E. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

15. CONTRACT DISPUTE

Should a dispute arise between Contractor and County relating to performance under this Agreement, Contractor will, prior to exercising any other remedy which may be available, provide County with written notice of the particulars of the dispute within 30 calendar days of the dispute. County will meet with Contractor, review the factors in the dispute, and recommend a means of resolving the dispute before a written response is given to Contractor. County will provide a written response to Contractor within 30 days of receipt of Contractor's written notice.

16. TERMINATION

Either Party may terminate this Agreement, with or without cause, upon 30 calendar days prior written notice to the other Party. In the event this Agreement is terminated by either Contractor or County, and if so requested by County, Contractor shall submit to County all files, memoranda, documents, correspondence and other items generated in the course of performing this Agreement, within 30 calendar days after the effective date of termination. In the event of termination of this Agreement for any reason, County shall have no further obligation to pay for any services rendered or expenses incurred by Contractor after the effective date of the termination, and Contractor shall be entitled to receive compensation for services satisfactorily rendered, calculated on a prorated basis up to the effective date of termination.

17. NON-APPROPRIATION

County reserves the right to terminate this Agreement in the event insufficient funds are appropriated or budgeted for this Agreement in any fiscal year. Upon such termination, County will be released from any further financial obligation to Contractor, except for services performed prior to the date of termination or any liability due to any default existing at the time this clause is exercised. Contractor will be given 30 days written notice in the event that such an action is required by County.

18. NOTICES

Notices to be given by one Party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to County shall be addressed as follows:

Director
Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302

Notice to Contractor shall be addressed as follows:

Community Action Partnership of Kern
Jeremy T. Tobias, CEO
1300 18th Street, Suite 200
Bakersfield, CA 93301

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

19. OWNERSHIP OF DOCUMENTS

All reports, documents, and other items generated or gathered in the course of providing services to County under this Agreement are and shall remain the property of County, and if so requested by County, shall be returned to County upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs.

20. CONFLICT OF INTEREST

The Parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. Contractor agrees that they are unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written notice thereof. Contractor shall comply with the requirements of Government Code Section 87100 et seq. during the term of this Agreement.

21. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations, and covenants contained herein and assumed by the Parties respectively. No inducements, representations, or promises have been made, other than those recited in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

22. AUTHORITY TO BIND COUNTY

It is understood that Contractor, in Contractor's performance of any and all duties under this Agreement, has no authority to bind County to any agreements or undertakings.

23. MODIFICATION OF AGREEMENT

This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

24. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Contractor. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

25. CHOICE OF LAW/VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

26. CONFIDENTIALITY

No Party to this Agreement shall, without the written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

A. During the term of this Agreement, Parties may receive or create certain confidential Personal Identifiable Information ("**PII**"). This PII is subject to protection under State and federal law, including the Information Practices Act of 1997 (Cal. Civ. Code §§ 1798 et seq.), and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PII the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PII consistent with applicable law, including currently effective provisions of the Information Practices Act of 1997.

B. For purposes of this section, PII means any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information whether oral or recorded in any form or medium.

C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements and other applicable laws relating to the security or confidentiality of PII. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with applicable Regulations.

D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the Information Practices Act of 1997, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PII in a manner that is not authorized by the Parties or by applicable law.

E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("**SSA**") and the California Department of Health Care Services "**DHCS**"), the Computer Matching

and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("**TSSR**"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("**NIST**") Special Publications ("**SP**") 800-122 and 800-53 (https://www.nist.gov/), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personal Identifiable Information ("**PII**").

CONTRACTOR RESPONSIBILITIES

1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "B"**.

2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:

    a) Safeguards for sensitive information;

    b) Technological safeguards on computer(s) that have access to SSA-provided information;

    c) Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;

    d) Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.

    e) Compliance with all applicable TSSR and NIST guidelines.

4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.

5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("**FIPS**") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.

6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.

7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "B"**.

8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.

9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBLTIES

1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "B"** for access instructions.

2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "B"** for access instructions.

3) County will maintain records of all Contractor's employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.

4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.

5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

27. ENFORCEMENT OF REMEDIES

No right or remedy herein conferred on or reserved to County is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.

28. SEVERABILITY

Should any part, term, portion, or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, such portions, or provisions shall be deemed severable and shall not be affected thereby, provided remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

29. COMPLIANCE WITH LAW

Contractor shall observe and comply with all applicable County, State and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

30. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

31. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

32. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

33. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21, including but not limited to, Section 21-117 Staff Development and Training. A copy of CDSS Manual of Policies and Procedures, Chapter 21 can be found at: www.cdss.ca.gov/inforesources/civil-rights.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "C**"). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

34. AUDIT, INSPECTION, AND RETENTION OF RECORDS

Contractor agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all invoices, materials, records of personnel, or other data related to all other matters covered by this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.

35. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS

A. Contractor certifies to the best of its knowledge and belief, that it and its subcontractors [45 CFR 92.35]:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
5. Contractor shall report immediately to the County in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's

subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.

B. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

36. CAPITAL ASSET EQUIPMENT

A. At termination or completion of this Agreement, Contractor shall dispose of all "non-expendable equipment" which was purchased wholly or in part with federal or state funds, in accordance with federal, State and County procedures. If said equipment is to continue to be used by Contractor, said equipment, shall remain with and continue to be used by Contractor subject to DHS's written consent.

B. Unless otherwise provided for in this Section, property refers to all assets used in operation of this Agreement. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, intangibles, etc. Property does not include consumable office supplies such as paper, pencils, toner, file folders, etc.

C. Property acquired under this agreement, which meets any of the following criteria is subject to the reporting requirements:

1. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least $5,000 (a desktop or laptop setup, is considered a unit, if purchased as a unit).

2. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones and cellphones).

3. All portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).

D. Contractor shall maintain an inventory list of tangible capital assets at $5,000 or more and intangible (Equipment Inventory valued between $1,000 and $4,999. Property purchased with funds from this Agreement or any predecessor Agreement for the same purpose. For the purposes of this section equipment is defined as moveable personal property with a useful life of one year or longer and has a value in excess of $1,000. The list will be transmitted in an excel document. The transmittal shall occur at fiscal year-end within 25 days and at the permanent closeout of the Agreement to:

DHSContracts@kerndhs.com

A cumulative inventory of all property furnished or purchased by Contractor with funds awarded under the terms of this Agreement or any predecessor Agreement for the same purpose.

Contractor shall record the following information when property is acquired:

1. Date acquired on site.

2. Item description (include model number).

3. Tag number or other tag identifier.

4. Serial number (if applicable).

5. Purchase cost or other basis of valuation.

6. Location

7. Condition

37. LOBBYING CERTIFICATION

Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

38. POLITICAL OR RELIGIOUS ACTIVITY

No person performing any service or providing any goods designated under this contract shall participate in any political or religious activity on County time or in any manner involving the use of county property or expenditure of public funds nor conveying the implication of County endorsement or support for a candidate for local, state, or federal office.

39. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Contractor has received from County no incentive or special payments or considerations related to the provision of services under this Agreement.

40. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to County and Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Contractor that any such person or entity, other than County or Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

41. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

42. EXHIBITS

Each Exhibit attached to this Agreement is incorporated into this Agreement by reference.

[Remainder of this page is intentionally left blank.]

The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____ By

_____

Chairman, Board of Supervisors
"County"

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: _____ By

_____

Jeremy Tobias, CEO
"Contractor"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____ By

_____

Lito Morillo, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____ By

_____

Bryan Walters, Deputy County Counsel

EXHIBIT "A"
Budget Placeholder

EXHIBIT "B"
Confidentiality

The Department of Human Services (DHS) entered into a Memorandum of Understanding with the California Department of Healthcare Services (DHCS), effective September 2, 2016, and with the California Department of Social Services (CDSS), effective May 18, 2017, regarding the protection of Personally Identifiable Information (PII) that we share with our Contractors. The definition of PII covered by these MOUs refers to "specific information about an individual used to trace that individual's identity. Information such as his/her name, Social Security number (SSN), date and place of birth, mother's maiden name or biometric records, alone, or when combined with other personal of identifying information is linkable or linked to a specific individual's medical, educational, financial, and employment information."

DHS' agreements with these entities require DHS to provide a copy or access to both MOUs as well as the Technical System Security Requirements (TSSRs) and the National Institute of Standards and Technology (NIST) to each Contractor. DHS is required to inform Contractors of the specific information that applies to those who receive and send PII information and will provide training materials to assist the Contractors in initial and annual training requirements. Information to obtain copies of the confidential MOUs and security documents, as well as training materials, via secure file transfer, will be provided upon request by contacting **BAAContracts@kerndhs.com. You may not post any of the MOUs or the TSSR/NIST documents in a public place as specified by the Social Security Administration.**

Below are highlights of requirements outlined in the Agreement. This is not a comprehensive list, so please ensure you are familiar with responsibilities outlined in the Agreement relating to PII.

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to **BAAContracts@kerndhs.com**.

- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department's Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.

- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

The Department of Human Services is committed to protecting all PII information that is shared with Contractors and trust Contractors share in this commitment.

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3432) BAAContracts@kerndhs.com
- Senior Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com

EXHIBIT "C"
Nondiscrimination

VENDOR ASSURANCE OF COMPLIANCE WITH
THE KERN COUNTY DEPARTMENT OF HUMAN SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

NAME OF VENDOR/RECIPIENT _Community Action Partnership of Kern___

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: **April 23, 2024**

Subject: *Agenda Item IV(a):* Bezos Day 1 Families Fund: Affordable Housing Project MOU between CAPK and the Housing Authority of the County of Kern for Pioneer Drive Apartments project – **Action Item**

Background

In August 2023, the organization received an invitation to submit a grant application from the Bezos Day 1 Families Fund, which aims to assist organizations addressing homelessness, particularly with the objective of ensuring that "no child sleeps outside." With a quick turnaround needed and the required scope of the funding, staff worked with the Housing Authority and the County of Kern to formulate a plan to partner on a project and leverage our various areas of expertise and funding sources. Subsequently, in October 2023, the agency was chosen to receive the full grant amount of $5,000,000. This funding will be utilized to support families currently facing homelessness—whether living outdoors, in vehicles, in shelters, or in precarious conditions—and those in the process of transitioning out of homelessness into stable, permanent housing.

Original Project Description

In collaboration with the County of Kern and the Housing Authority of the County of Kern, CAPK planned to utilize its Day 1 Families Fund grant to facilitate the establishment and management of a permanent housing community consisting of 27-31 units (manufactured homes). These units, ranging from one to two bedrooms, included a two-bedroom manager unit, an office, services, and community space, with the capacity to serve 100 distinct individuals. The location was in an unincorporated Oildale area of Bakersfield. The targeted occupants for these units were households experiencing homelessness with income levels below 30% or 40% of the area median income (AMI).

CAPK agreed to take on the service provider role, delivering housing navigation, stabilization, and enhanced case management services. To address the underlying issues contributing to homelessness, additional services such as mental health counseling, addiction treatment, and job training would be integrated into the housing program. One hundred unique individuals would be served through an initial 3.5-year client services period, aiming for minimal turnover with the goal of stabilizing the households.

The Housing Authority was designated as the project operator and subcontracts would be used for CAPK services. Out of the total $5m CAPK Bezos funding, approximately $1.75 million was designated for capital expenses (construction), while the remaining funds were allocated for onsite services to be provided by CAPK. Furthermore, a portion of the funding was allocated to offer childcare stipends and rental assistance in situations where housing vouchers are not accessible. Here is breakdown of the original Bezos grant budget approved by the Board:

Construction and Facility		
Construction + Facility Enhancements	1,757,593	35%
Direct Client Services		
Operation (includes case management and supportive services)	900,907	18%
Rental Payments & Childcare Services	2,341,500	47%
Total	**$ 5,000,000**	**100%**

The Housing Authority and the County were co-leads in securing funding for the entire project and securing the site. Ultimately managed by the Housing Authority, the overall project was estimated to cost around $6.1 million.

Within the original five-year grant proposal, 18-24 months were planned for site development and construction, while the subsequent 36-42 months were to focus on operations and delivering direct client services.

Updated project description

In November 2023, the Board approved the original concept as described above. However, due to significant delays in land acquisition, the Housing Authority proposed an alternative plan with a larger scope. The project is titled Pioneer Drive Apartments and is described below:

Category	Original Scope	New Scope (Pioneer Drive Apartments)
Property	Beardsley property - Oildale	Pioneer Drive Apartments – East Bakersfield on Pioneer Dr. between Oswell and Sterling Rd
Number of Units	31 units	44 units
Clients	Clients exiting the Tiny Homes Village in Oildale	Housing insecure families with an adjusted monthly income of 40%
Rent & Budget	Modular fixed rent at $750 per month x 31 clients x 42 months, totaling $976,500	Re-allocation of $976,500 to increase personnel by a 1.0 Housing Navigator that will support the increase of units & clients. We will consider additional investments in childcare or capital as needed.
Timeline	2 years for construction and 3 years for direct services	Approximately 2.5 years for pre-construction and construction, followed by 15 years of direct services.

Benefits of new scope: This project is much further along, as the Housing Authority has been working on this project for several years. The Housing Authority has site control and several funding streams have already been committed. The final funding stream is Tax Credit financing which is expected to be secured in August 2024. Construction would commence January 2025, and be completed by March 2026. Also, the funding the Housing Authority is using requires their 15-year commitment to services for this project, which ensures long-term stability and support for low-income individuals and families, providing them with secure and reliable housing options that can positively impact their quality of life and community development.

Challenge: Identifying the new project has caused delays and pushed back the construction timeline, which in turn delays the project schedule and reduces the duration available for direct services within the original proposed 5-year grant schedule. While there is no specific 5-year term outlined in the Bezos grant agreement, our original application for grant funding proposed a 5-year funding schedule (based on information in the application paperwork). Staff will be discussing alternative time schedules with the funder in greater detail, and we expect the alternatives will be acceptable. In combination, the Bezos funding and the Housing Authority capitalized services reserve offer adequate funding to provide client services on site for 15 years. Utilizing the Bezos funding to allow on-site services for a five-year period is our goal. Alternatively other homeless services funding streams may be used to fill gaps if needed.

The total project construction cost is approximately $26m. The Housing Authority will utilize several funding streams to construct the project. In addition to a $1.75m infusion from CAPK Bezos funding, it will utilize a Bank Loan $3.6m; State Tax Credit $10.5m; State NPLH $5.5m; County HOME $4.5m; and Housing Authority loan $500k. Including the CAPK Bezos funding, all funding streams are secured and committed except for the Tax Credit financing, which they expect to have finalized in August 2024.

In working towards finalizing the tax credit financing, the Housing Authority is requesting an MOU between CAPK and the Housing Authority indicating that we will participate in the project for at least 15 years by providing client services on site. A combination of the Bezos funding (first 5 years) and the project capitalized services reserve (final 10 years) will be used to provide the services. The MOU is written specifically for the requirements of the California Tax Credit financing component, and as the project moves forward towards construction, a more formalized and detailed agreement(s) with the Housing Authority will be needed, and those agreements will be brought back to the Board of Directors for review and action.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) to sign the MOU between CAPK and the Housing Authority of the County of Kern and proceed with the updated project scope known as the Pioneer Drive Apartments in conjunction with the Day 1 Families Fund grant agreement, intended to support an affordable housing project.

Attachments:
MOU with Housing Authority of the County of Kern
Agreement with Jeff Bezos for Day 1 Families Fund
Staff memo November 29, 2023
Project Location Map
Project Construction and Design Description
Project Site Plans (north half and south half)

MEMORANDUM OF UNDERSTANDING
PIONEER DRIVE APARTMENTS SUPPORTIVE SERVICES
Between
The Housing Authority of the County of Kern,
Pioneer Drive Apartments LP,
and Community Action Partnership of Kern

The **Housing Authority of the County of Kern** (hereafter referred to as **"**Authority"), **Pioneer Drive Apartments LP** (hereafter referred to as "LP") and **Community Action Partnership of Kern** (hereafter referred to as **"**CAPK") are aware of the critical need to provide housing and supportive services for persons who are homeless. Consequently, the entities listed above have agreed to enter into this Memorandum of Understanding (MOU) on April 23, 2024 for the provision of services to tenants in 43 units designated for the CAPK program at the proposed Pioneer Drive Apartments to be located at 3299 Pioneer Drive, Bakersfield, CA 93306.

I. WHEREAS:

I. Pioneer Drive Apartments (PDA) is a proposed affordable housing development of 84 one and two-bedroom units to be located at 3299 Pioneer Drive, Bakersfield, CA 93306.

II. PDA will have 43 units designated for persons who are homeless and referred through the Coordinated Entry System to PDA by **CAPK**.

III. The **LP** is the owner of PDA.

IV. The **Authority** is the developer of PDA and will be the management agent.

V. **CAPK** has extensive experience providing services to persons who are homeless and is willing to provide services, including service coordinator and case management services to PDA tenants as detailed below.

II. Term

The term of this agreement shall commence upon certificate of occupancy at PDA and end 15 years later.

III. Purpose

This MOU is intended to establish the responsibilities of the **Authority, LP,** and **CAPK** in the provision of supportive services to tenants in the 43 units designated for the **CAPK** program at PDA.

IV. Responsibilities

A. CAPK has the following responsibilities under this **MOU**:

1. Provide a .137 Full-Time Equivalent (FTE) Service Coordinator who will provide information to tenants about available services in the community, assist tenants in accessing services, and organize community building and enrichment activities.

2. Provide a .49 FTE Case Manager who will work with tenants to develop an individualized service plan to help them access income and remain stable in their housing.

3. Provide all services at no charge to the tenants for a minimum of 15 years.

4. Coordinate with **Authority** staff and the other primary service provider, Kern County Behavioral Health & Recovery Services (BHRS), to ensure the effective implementation and management of the supportive services, thereby contributing to the overall well-being and stability of the residents.

5. Provide $238,209 in Bezos Day 1 Families Fund grant dollars to fund the services for the first five years.

6. Implement all services using a Housing First approach to service delivery.

B. The Authority has the following obligations under this MOU:

1. Coordinate with **CAPK** and BHRS to facilitate effective implementation and management of the supportive services for PDA tenants.

2. Coordinate with **CAPK** on filing vacancies at the property and promoting housing stability and retention of tenants.

C. The LP has the following obligations under this MOU:

1. Using a PDA capitalized services reserve, provide $47,642 in funding to **CAPK** per year (increasing at 3% annually) for years six through fifteen for the services provided by **CAPK** at PDA.

V. Indemnification

A. To the fullest extent permitted by law, **CAPK** shall indemnify, defend, and hold harmless the **Authority and LP**, its officers, officials, employees, and volunteers from and against any and all liability, limitation, claims, damage, costs, expenses, awards, fines, judgements, and attorney fees (including without limitation, costs, attorney fees, and expert witness fees and other expenses of litigation) of every nature arising out of or in connection with **CAPK's** performance of work hereunder, or work of its agents, employees, subcontractors and/or independent contractors, or their failure to comply with any of its obligations contained in the agreement, except to the extent: (1) the claims arise out of, pertain to, or

relate to the sole negligence, active negligence, or willful misconduct of indemnified parties or indemnified parties' other agents, other servants, or other independent contractors who are responsible to indemnified parties; (2) , the claim is for defects in design furnished by indemnified parties or indemnified parties' other agents, other servants, or other independent contractors who are responsible to indemnified parties; or (3) to the extent the claims do not arise out of the scope of work of **CAPK** pursuant to the contract.

VI. Insurance

A. **CAPK** shall procure and maintain, for the duration of the Agreement, insurance against claims for, injury, loss, and damage as a result of **CAPK** actions in connection with the performance of its obligations, as required in this agreement, **CAPK** shall secure and maintain insurance as described below. **CAPK** shall be responsible for any deductibles under all required insurance policies.

CAPK shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services provided by **CAPK**, its agents, representatives, or employees.

B. Minimum Scope and Coverage of Insurance – Coverage shall be at least as brood as:

1. Worker's Compensation insurance as required by the state of California and Employer's Liability Insurance ($1,000,000 per accident for bodily injury or disease).
2. General Liability insurance as require by the State of California ($1,000,000 per occurrence).

C. Deductible and Self-Insured Retentions: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Housing Authority.

D. **CAPK** agrees to name the **Authority and LP** as an additional insured entity on their certificate of liability insurance and agrees to provide a copy of such certification.

E. Verification of Coverage: **CAPK** shall furnish the **Authority and LP** with certificates and mandatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the **Authority** or on other than **Authority** forms provided those endorsements conform to the **Authority** requirements. All certificates and endorsements are to be reviewed and approved by the **Authority** before work commences. The **Authority** reserves the right to require complete,

certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

VII. MODIFICATIONS TO MOU

This MOU may be modified in writing only, signed by the parties in interest at the time of this modification.

VIII. COMPLIANCE WITH LAW

Each party and any subcontractors shall observe and comply with all applicable County, State, and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are made a part hereof and incorporated herein by reference.

IX. NONDISCRIMINATION

Both parties agree to abide by all applicable federal and State laws prohibiting discrimination against any participant, volunteer, or any other persons because of race, color, religion, handicap, sex, age, sexual orientation, or place of natural origin.

X. INDEPENDENT CONTRACTORS.

In the performance of all services under this Agreement, **CAPK** shall be, and acknowledge that each is, in fact and law, an independent contractor and not an agent or employee of **LP or Authority**. **CAPK** have and retain the right to exercise full supervision and control of the manner and methods of providing services under this Agreement.

CAPK retains full supervision and control over the employment, direction, compensation and discharge of all persons providing services under this Agreement. With respect to **CAPK**'s employees, if any, **CAPK** shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal, State or local, and compliance with any and all other laws regulating employment.

XI. NON-ASSIGNMENT AND SUBCONTRACTING.

CAPK shall not assign, sublet, or transfer this Agreement, or any part hereof. Neither shall assign any monies due or which become due to **CAPK** under this Agreement without the prior written and express approval of **LP**.

XII. CHOICE OF LAW/VENUE.

The parties hereto agree that the provisions of this Agreement will be construed pursuant to formed in the County of Kern. Accordingly, the parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

XIII. SIGNATURE AUTHORITY

Each party represents that they have full power and authority to enter into and perform this MOU, and the person signing this MOU on behalf of each party has been properly authorized and empowered to enter into this MOU.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers in the County of Kern, California.

CAPK

Community Action Partnership of Kern,
a California nonprofit public benefit corporation

By: _____
Jeremy T. Tobias, CEO

Authority

Housing Authority of the County of Kern,
a public body, corporate and politic

By: _____
Stephen M. Pelz, Executive Director

LP

Pioneer Drive Apartments LP

By: GEAHI PIONEER DRIVE APARTMENTS LLC,
a California limited liability company
Its: Managing General Partner

By: Golden Empire Affordable Housing, Inc., a California nonprofit public benefit corporation,
Its: Sole member and manager

By: _____
Stephen M. Pelz, Executive Director

By: KERN HOUSING XVI LLC, a California limited liability company
Its: Administrative General Partner

By: Housing Authority of the County of Kern, a public body, corporate and politic,
Its: Sole member and manager

By: _____
Stephen M. Pelz, Executive Director

Agreement to Advise a Grant

November 8, 2023

This agreement (the "Agreement") sets forth the terms and conditions under which Jeff Bezos (the "Donor Advisor") will recommend that Northern Trust Charitable Giving Program, a program of The Chicago Community Foundation (the "Sponsor"), make a grant to Community Action Partnership of Kern (the "Charity").

Recitals

Whereas, the Donor Advisor has established the JPB Fund (the "Fund") as a donor advised fund, as defined in section 4966 of the Internal Revenue Code (the "Code"), at Sponsor.

Whereas, the Donor Advisor has or will irrevocably transfer funds to Sponsor that are, or will upon transfer be, the sole property of Sponsor and subject to the control and discretion of Sponsor's Board of Directors.

Whereas, the Donor Advisor has authority to recommend grants from the Fund.

Whereas, Sponsor is free to accept or reject any recommended grant from the Fund.

Whereas, the Donor Advisor intends to recommend a grant from the Fund to the Charity in the amount of $5,000,000.00 (the "Grant").

Whereas, it is a condition of the Donor Advisor's recommendation that Charity agree to the terms and conditions set forth here.

Now therefore, for good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

Terms

1. Charity will use any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation, and earnings on any such Grant, to pursue solutions to family homelessness with a strong focus on providing housing as well as social services, skills training, and job support to assist families in transitioning to and remaining in permanent housing. Examples of eligible activities include diversion, street outreach, low barrier shelters, rehousing, and connection to services. All uses of any such Grant, and earnings thereon, will be for purposes described in section 501(c)(3) of the Code.

2. Notwithstanding any other provision in this Agreement, Charity acknowledges and understands that the timing of the irrevocable transfer of funds to Sponsor, and therefore of the Grant, should Sponsor determine to make it, is subject to Donor Advisor's compliance with any restrictions regarding open trading windows to which he may be subject.

3. To enable the Donor Advisor to evaluate the effectiveness of any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation, Charity will provide Donor Advisor with an initial

progress report in June 2024, with annual progress reports thereafter, and other interim reports as the Donor Advisor may reasonably request. Charity may use its own standard reporting templates.

4. Charity shall maintain adequate financial records consistent with generally accepted accounting practices, and the Donor Advisor or his representatives have the right to inspect such records. Charity will permit the Donor Advisor, or his designees, at his own expense, to conduct an independent financial and/or programmatic audit of the expenditures related to any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation, if the Donor Advisor deems it necessary.

5. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Florida applicable to the construction and enforcement of contracts wholly executed and performed in Florida. The Donor Advisor shall not be liable for losses, damages, or other liabilities arising out of Charity's activities.

6. Charity agrees that any publicity of any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation shall be made in consultation and coordination with the Donor Advisor or his representative.

7. If any term or provision of this Agreement or the application thereof to any party or circumstance will to any extent be invalid or unenforceable, the remainder of this Agreement and the application of that term or provision to such parties or circumstances other than those to which it is held invalid or unenforceable will not be affected thereby, and each term or provision of this Agreement will be valid and enforceable to the fullest extent permitted by law. Nothing in this Agreement shall be interpreted to give the Charity any rights to compel a grant or other disposition from the Sponsor or in any manner that would cause the Fund not to be a donor advised fund within the meaning of section 4966 of the Code. Nothing in the Agreement shall be interpreted to bind Sponsor or affect any terms that may be agreed to between Sponsor and Charity.

8. The Donor Advisor has no obligation to recommend additional grants from the Fund or to provide any additional funding to Charity; nor does this grant represent any commitment to, or expectation of, future support from the Donor Advisor or Sponsor.

9. Charity recognizes and acknowledges that the Donor Advisor has no control over either Sponsor or the Fund, that the Fund is under the exclusive control and discretion of Sponsor, that the Donor Advisor's sole authority with respect to the Fund is to recommend grants from the Fund, and that Sponsor has complete discretion whether to accept or reject the Donor Advisor's recommendation. Charity represents and agrees that it will not provide, directly or indirectly, to the Donor Advisor, his family members, or any entity controlled more than 35% by them, a "more than incidental benefit" within the meaning of section 4967(a)(1) of the Code in connection with the Grant.

10. This Agreement embodies the entire agreement and understanding of the parties hereto in respect of the subject matter contained herein and supersedes all prior written or oral communications or agreements, all of which are merged herein. This Agreement shall be binding upon, inure to the benefit of, and be enforceable by, the parties and their respective successors and assigns. The rights and obligations of this Agreement are not assignable by Charity without the express written consent of the Donor Advisor.

11. A representative of Charity with authority to bind Charity must sign this Agreement as evidence of understanding and acceptance of its terms and conditions.

12. This Agreement may be executed in multiple counterparts, each of which when so executed is deemed to be an original and all of which together, upon delivery, constitute one and the same agreement. Facsimile and electronic are as binding and enforceable as original signatures.

Each of the parties has caused this Agreement to be executed by its duly authorized signatory as of the date and year first written above.

Donor Advisor

Dated: _____

_____
Jeff Bezos

Charity

Dated: 11/13/2023

_____
By: Jeremy T. Tobias

Its: Chief Executive Officer

Each of the parties has caused this Agreement to be executed by its duly authorized signatory as of the date and year first written above.

Donor Advisor

Dated: 11/8/2023

Jeff Bezos

Charity

Dated: _____

_____

By: _____

Its: _____

COPY

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: November 29, 2023

Subject: *Agenda Item V(b):* Grant Agreement with Bezos Day 1 Families Fund – Affordable Housing Project – **Action Item**

Background

In August 2023, the organization received an invitation to submit a grant application from the Bezos Day 1 Families Fund, which aims to assist organizations addressing homelessness, particularly with the objective of ensuring that "no child sleeps outside." Subsequently, in October 2023, the agency was chosen to receive the full grant amount of $5,000,000. This funding will be utilized to support families currently facing homelessness—whether living outdoors, in vehicles, in shelters, or in precarious conditions—and those in the process of transitioning out of homelessness into stable, permanent housing.

Project Description

In collaboration with the County of Kern and the Housing Authority of the County of Kern, CAPK intends to utilize its Day 1 Families Fund grant to facilitate the establishment and management of a permanent housing community consisting of 27-31 units (manufactured homes). These units, ranging from one to two bedrooms, will include a two-bedroom manager unit, an office, services, and community space, with the capacity to serve 100 distinct individuals. The location will be in an unincorporated area of Bakersfield, Kern County, CA. The targeted occupants for these units are households experiencing homelessness with income levels below 30% or 40% of the area median income (AMI).

CAPK will take on the role of the service provider, delivering housing navigation, stabilization, and enhanced case management services. To address the underlying issues contributing to homelessness, additional services such as mental health counseling, addiction treatment, and job training will be integrated into the housing program. The organization anticipates assisting one hundred unique individuals throughout a 3.5-year performance period, aiming for minimal turnover with the ultimate goal of stabilizing the households.

The Housing Authority will serve as the operator and will subcontract with CAPK. Out of the total of $5 million in funding, around $1.7 million will be designated for capital expenses as a contribution towards the construction costs, while the remaining funds will be allocated for the employment of new CAPK housing navigators who will be present on-site as integral members of daily operations. Furthermore, a portion of the funding will be utilized to offer childcare stipends and rental assistance in situations where housing vouchers are not accessible.

COPY

Construction and Facility		
Construction + Facility Enhancements	1,757,593	35%
Direct Client Services		
Operation (includes case management and supportive services)	900,907	18%
Rental Payments & Childcare Services	2,341,500	47%
Total	**$ 5,000,000**	**100%**

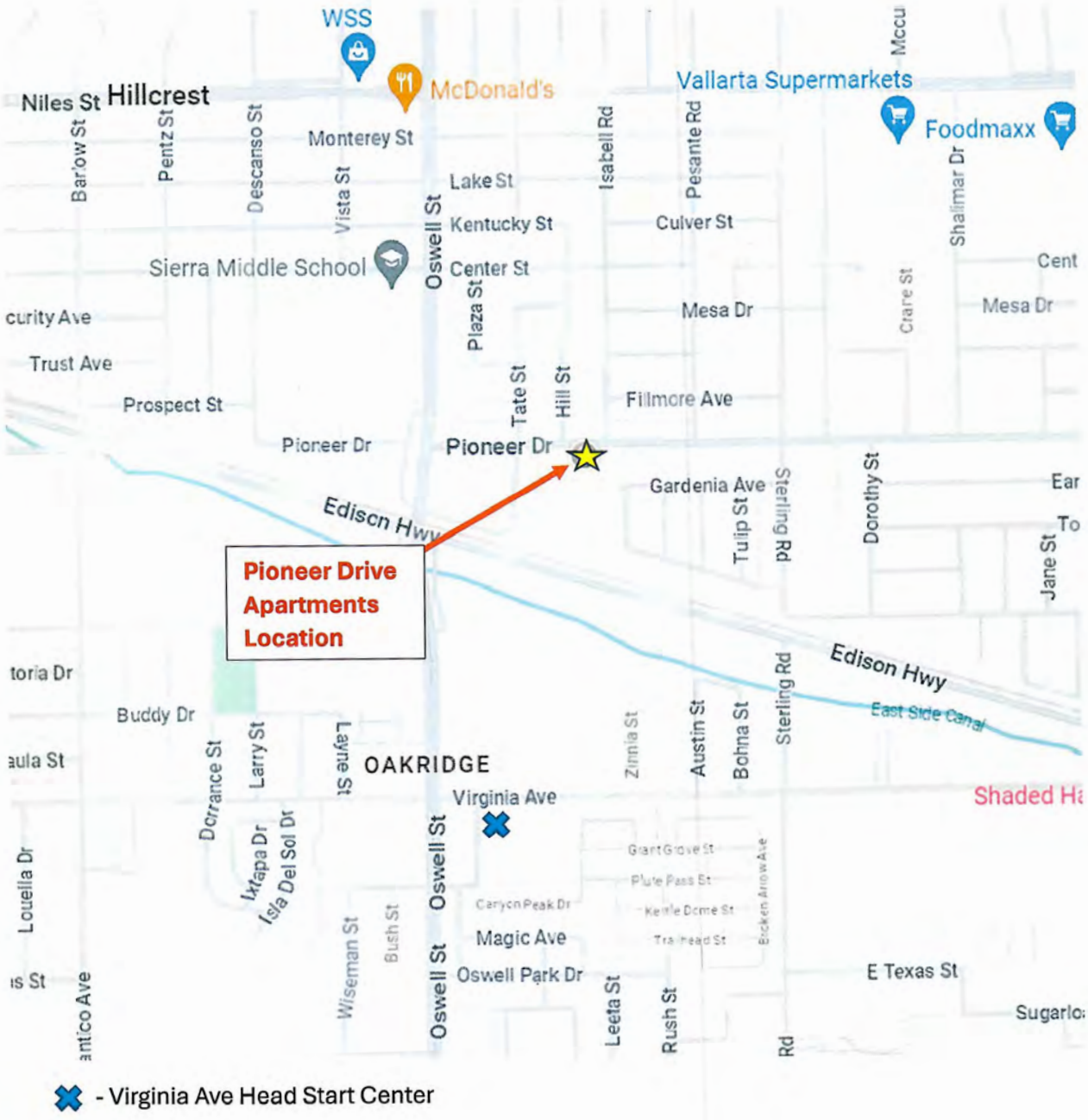
The Housing Authority and County are actively involved in securing remaining funding for the entire project, with specific details being worked out between the County and HACK. Managed under the Housing Authority, the overall construction project is estimated to cost around $6.1 million. Over the next few months, the staff will present agreements with the respective partner(s) as we collaborate on the project's specifics.

Within the five-year contract duration, 18-24 months are expected to be dedicated to site development and unit construction, while the subsequent 36-42 months will focus on operations and delivering direct client services. To ensure continued operational support beyond the contract period, the staff is committed to identifying sustainable funding sources to address ongoing client needs.

Recommendation
Because of the swift execution requirement of the contract by the grantor, the Chief Executive Officer obtained approval from the Board Chairperson to proceed with signing the grant agreement with the grant fund and fund advisor (Jeff Bezos) on November 13, 2023. The staff recommends that the Board of Directors retroactively approves the Day 1 Families Fund grant agreement, intended to support an affordable housing project.

Attachment
Day 1 Families Fund – Agreement to Advise a Grant (fully executed)

Location of Pioneer Drive Apartments project



ATTACHMENT 12-A1

Construction and Design Description

Pioneer Drive Apartments is a proposed 85-unit, new construction, multifamily development located at 3299 Pioneer Drive in Bakersfield, CA 93306 (APN# 143-050-17). This development will be located on currently vacant land totaling approximately 5.41 acres and will consist of 16 one-story, duplex, triplex, and fourplex buildings containing 78 one-bedroom units, 6 two-bedroom units and one, three-bedroom employee unit. It will be a gated community and will have a one-story community building containing a leasing office, community room, laundry room, rental and supportive service space. All structures will be wood frame construction with a combination of wood trim around windows, and hard board siding on concrete slab foundations. Other exterior improvements will include a picnic area and 99 surface parking spaces. Unit amenities include central heating and cooling, window blinds, vinyl plank floors, storage, refrigerator, stove/oven, dishwasher, garbage disposal, and microwave oven.

Pioneer Drive Apartments will have 41 one-bedroom units set aside for eligible homeless households under the State of California Housing and Community Development Department No Place Like Home Program that have income levels at 30 percent of the Area Median Income. Project based vouchers from the Housing Authority of the County of Kern will be in place to assist these tenants with rent and utility costs. Of the remaining units, 37 one-bedroom and the 6 two-bedroom will be restricted to family households earning at or below the 40 percent AMI level, with one unit reserved as a non-revenue employee unit. Behavioral Health & Recovery Services will provide on-site and off-site services to the NPLH eligible tenants and the Housing Authority will provide services to the remaining tenants at the site.

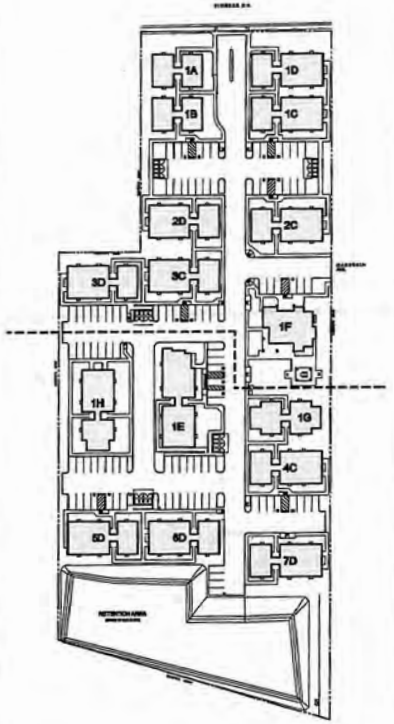
The site will be designed for efficiency of design and construction, offering on-site parking, as well as exterior controlled access to the site for the safety of the residents. The projected electricity usage for the residential portion of the development will be partially offset by solar power.

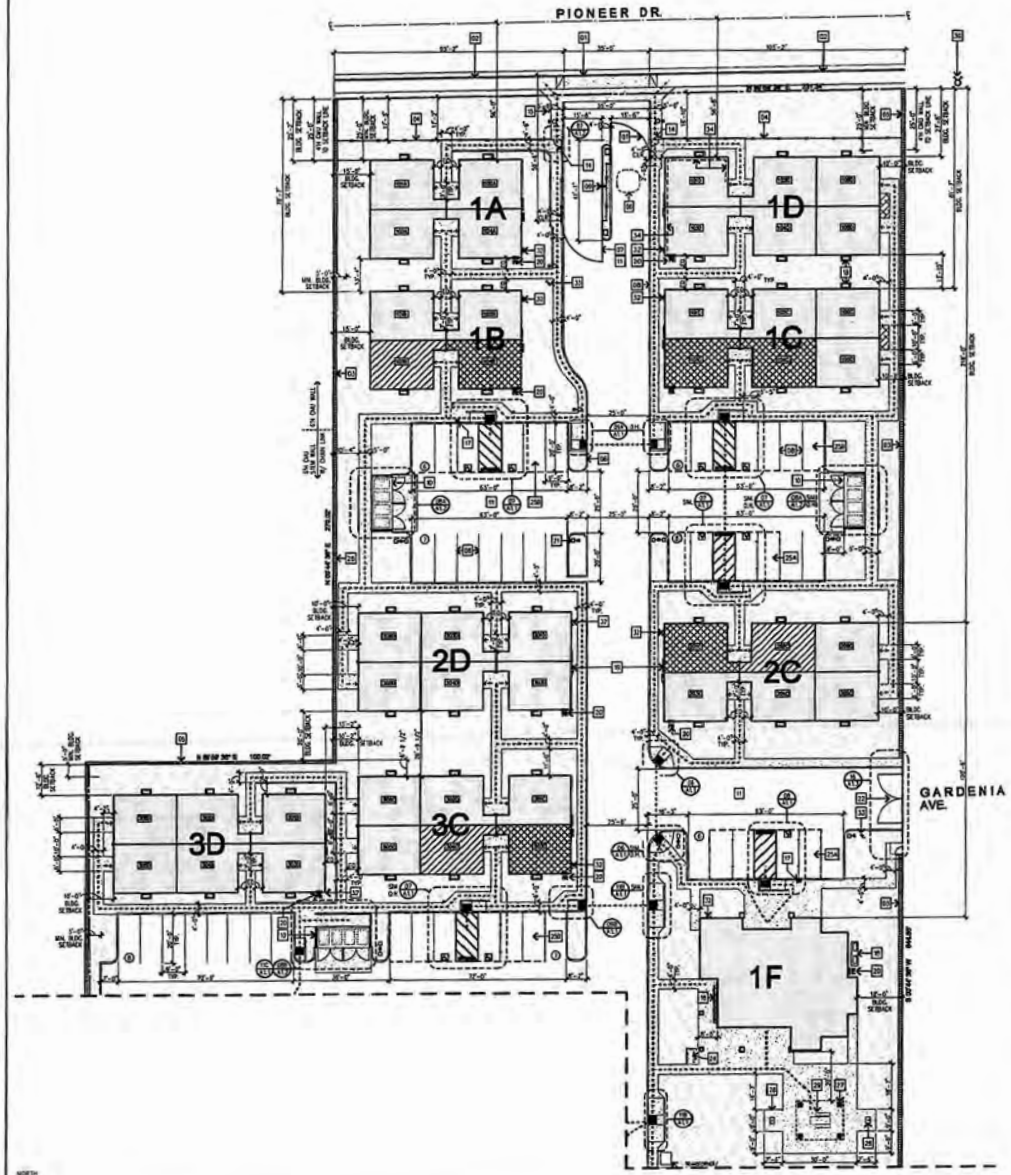
Conventional wood frame construction will be featured and appliances will be ENERGY STAR rated. Floor coverings will be a hard, water resistant, cleanable surface. The buildings will exceed Title 24 standards. Landscaping will feature California native and drought tolerant plants and trees. The project does not include demolition of existing structures, lot line adjustments or zoning changes.

The exterior design of Pioneer Drive Apartments will complement the surrounding area. Pioneer Drive Apartments will provide safe, quality, housing dedicated to meeting the housing needs of the targeted residents.

Off-Site Improvements and Costs

1) There are no anticipated demolition or off-site improvements.
2) Project-specific off-site costs:
    a. There are no anticipated project-specific costs which meet the requirements under TCAC Regulation Section 10325 (c)(9) as public contributions of off-site costs.
    b. There are no anticipated off-site costs that do not meet the requirements under TCAC Regulation Section 10325 (c)(9) as public contributions of off-site costs.





KEYNOTES (SITE PLAN)

01 DRIVE APPROACH, REFER TO CIVIL DRAWINGS
02 (C) CURB, GUTTER AND SIDEWALK, TO REMAIN
03 6'H CMU WALL, REFER TO CIVIL DWGS.
NOTE: LOWER WALL HEIGHT TO 4 FEET WH/ OCCURS WITHIN FRONT SETBACK
04 6' HIGH WROUGHT IRON FENCE AND GATES, REFER TO DETAILS 02 & 07/A1.2
05 (C) CMU STEM WALL W/ CHAIN LINK ON TOP, F.V. EXTENT
06 CAR SENSOR LOOP FOR SWING GATE, REFER TO ELEC. DWGS.
07 AUTOMATIC SWING ACCESS GATE, REFER TO CIVIL DWGS.
08 CONCRETE CURB, REFER TO CIVIL DWGS.
09 KEYPAD FOR AUTOMATIC SWING ACCESS GATE, FOR GATE MFR., EMBED POST INTO CONC. PAD IN ISLAND
10 CMU REFUSE ENCLOSURE
11 AC PAVING, REFER TO CIVIL DWGS.
12 WHITE PAINTED PARKING STALL STRIPE, TYP. U.N.O.
13 PROVIDE MIN. 24" OF CONC. FLATWORK BEYOND LATCH SIDE OF DOOR FOR LEVEL LANDING AT EXTERIOR DOOR, TYP.
14 PROVIDE LEVEL LANDING AND CLEARANCES ON EA. SIDE OF W.I. GATE, TYP., PER CBC 11B-404.
15 SITE TOW-AWAY SIGN LOCATION, REFER TO DETAIL 05/A1.3, SIGN "F"
16 MAILBOX LOCATION, INSTALL PER MFR. LATEST RECOMMENDATIONS, COORDINATE KEY LABELING W/ OWNER
POSTAL BOX SPECIFICATIONS
MFR: SALISBURY INDUSTRIES
MODEL NAME: 16 DOORS – TYPE S-16R (QUANTITY 2)
32 DOORS – TYPE S-32R (QUANTITY 2)
MODEL #: #3316 & #3312
COLOR: TO BE SELECTED
DOOR PLACARDS: CUSTOM ENGRAVED, #3307
17 FUTURE EV CHARGING STATION, PROVIDE CONDUIT AND PULL BOX FOR FUTURE CAPABILITY FOR ELECTRIC VEHICLE CHARGING, REFER TO ELECTRICAL DWGS.
NOTE: FUTURE EVCS SERVING AN ACCESSIBLE PARKING STALL SHALL BE PER CBC 11B-812, ALL EVCS EQUIP. SHALL COMPLY W/ CBC 11B-228.3.1.2 AND 11B-308 FOR CLEAR FLOOR SPACE AND OPERABLE PARTS
–ALL EVCS EQUIP. SHALL BE UNDER SEPARATE PERMIT
18 HEAT PUMP, REFER TO MECH. DWGS., PROVIDE CONCRETE PAD UNDER UNITS
19 TEL/CATV CABINETS, METER CENTER – REFER TO ELEC. DWGS.
20 FIRE RISER CABINET IN WALL AT RESIDENTIAL BUILDINGS, REFER TO DETAIL 13/AA1
21 SITE LIGHTING, REFER TO ELEC. DWGS.
22 WROUGHT IRON SWING GATE FOR FIRE DEPARTMENT ACCESS, PROVIDE KNOX BOX
23 REINFORCE CONCRETE PATIO SLAB, REFER TO LEGEND
24 BIKE RACK, REFER TO DETAIL 09/A1.3
25 COVERED PARKING, TYP., MIN. 48 STALLS; CONTRACTOR TO PROVIDE DESIGN-BUILD DWGS. AND SUBMIT FOR APPROVAL. CARPORTS SHALL BE UNDER SEPARATE PERMIT

TYPE	STALLS PER CARPORT	NO. OF CARPORTS
A	4*	4
B	6*	4
C	4	2

*PLUS ACCESSIBLE PARKING AISLE

26 CMU STEM WALL W/ CHAIN LINK FENCE ON TOP TO MATCH (C), REFER TO CIVIL DWGS.
27 SHADE STRUCTURE, REFER TO DETAIL 3B/A1.3
28 (N)–GROUND MOUNT BARBEQUE GRILL, TYP. OF (1)
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA ROTATING PEDESTAL GRILL
DESCRIPTION: 200 SQUARE INCHES, ADA ROTATING PEDESTAL GRILL W/ 4-LEVEL ADJUSTABLE GRATE, RUST-RESISTANT BLACK PAINTED FINISH
29 PICNIC TABLE
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA RECTANGULAR CONCRETE PICNIC TABLE
DESCRIPTION: 8 FOOT LONG, SMOOTH FINISH TOP, COLOR – TOUC GRAY, LIGHT SANDBLASTED FINISH, COLOR DOVE GRAY
30 (C) FIRE HYDRANT, OFF-SITE, REFER TO CIVIL PLANS
31 FIRE HYDRANT, ON-SITE, REFER TO CIVIL PLANS
32 12"H ALUMINUM LETTER/NUMBER BUILDING IDENTIFICATION, OBTAIN APPROVAL OF LOCATION FROM BUILDING/FIRE DEPARTMENT PRIOR TO INSTALLATION
33 BUILDING LOCATION MAP, VERIFY LOCATION W/ BLDG. DIVISION/FIRE DEPARTMENT PRIOR TO INSTALLATION
34 ALT. EXTERIOR WALL CONDITION (DASHED LINE), REFER TO ELS. 3B/A3.0 AND EXTERIOR ELEVATIONS

LEGEND (SITE PLAN)

- CONC. FLATWORK – REFER TO CIVIL DWGS.
  NOTE: ALL GROUNDS CONSTRUCTED ARE PART OF THE ACCESSIBLE ROUTE AND SHALL HAVE A MAX. 5% SLOPE AND MAX. 2% CROSS SLOPE.
- LANDSCAPED AREA – REFER TO LANDSCAPE DWGS.
- AC PAVING – REFER TO CIVIL DWGS.
- SETBACK LINE
- PROPERTY LINE
- COVERED PARKING
- BUILDING FOOTPRINT
- UNITS FULLY ACCESSIBLE FOR MOBILITY
- UNITS FULLY ACCESSIBLE FOR MOBILITY AND COMMUNICATIONS
- UNIT NUMBER (101) NOTE: BUILDING/UNIT NUMBERING IS FOR CONSTRUCTION ONLY; NOT FOR BUILDING ADDRESSES
- ACCESSIBLE PATH OF TRAVEL – SLOPE 1:12 MAX. / CROSS-SLOPE 1/4:12 MAX.
- ARROW INDICATES ENTRY INTO DWELLING UNIT
- AREA OF CONC. FLATWORK W/ EMBEDD WIRE IN MIDDLE THIRD, 6" 3/4" SAND SUBSTRATE, TIE WIRE TO BLDG. FTG., REINFORCE W/ 1/2" Ø# DOWELS AT 24" O.C. 9" MIN. INTO FOOTING

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(661) 834-1331 FAX (661) 834-1376
Derek Holdsworth AIA C 8675

PIONEER DRIVE APARTMENTS

85-UNIT HOUSING COMPLEX

FOR

THE HOUSING AUTHORITY OF THE COUNTY OF KERN

3299 PIONEER DRIVE
BAKERSFIELD, CA

Every reasonable effort has been made in the preparation of these documents to ascertain and comply with all applicable codes and ordinances. However, in that these requirements are subject to change and interpretation, no warranty is given or implied that the following schedule of drawings and specifications is complete and no claim for additions or omissions from these documents shall relieve the contractor from full compliance with any such codes and ordinances.

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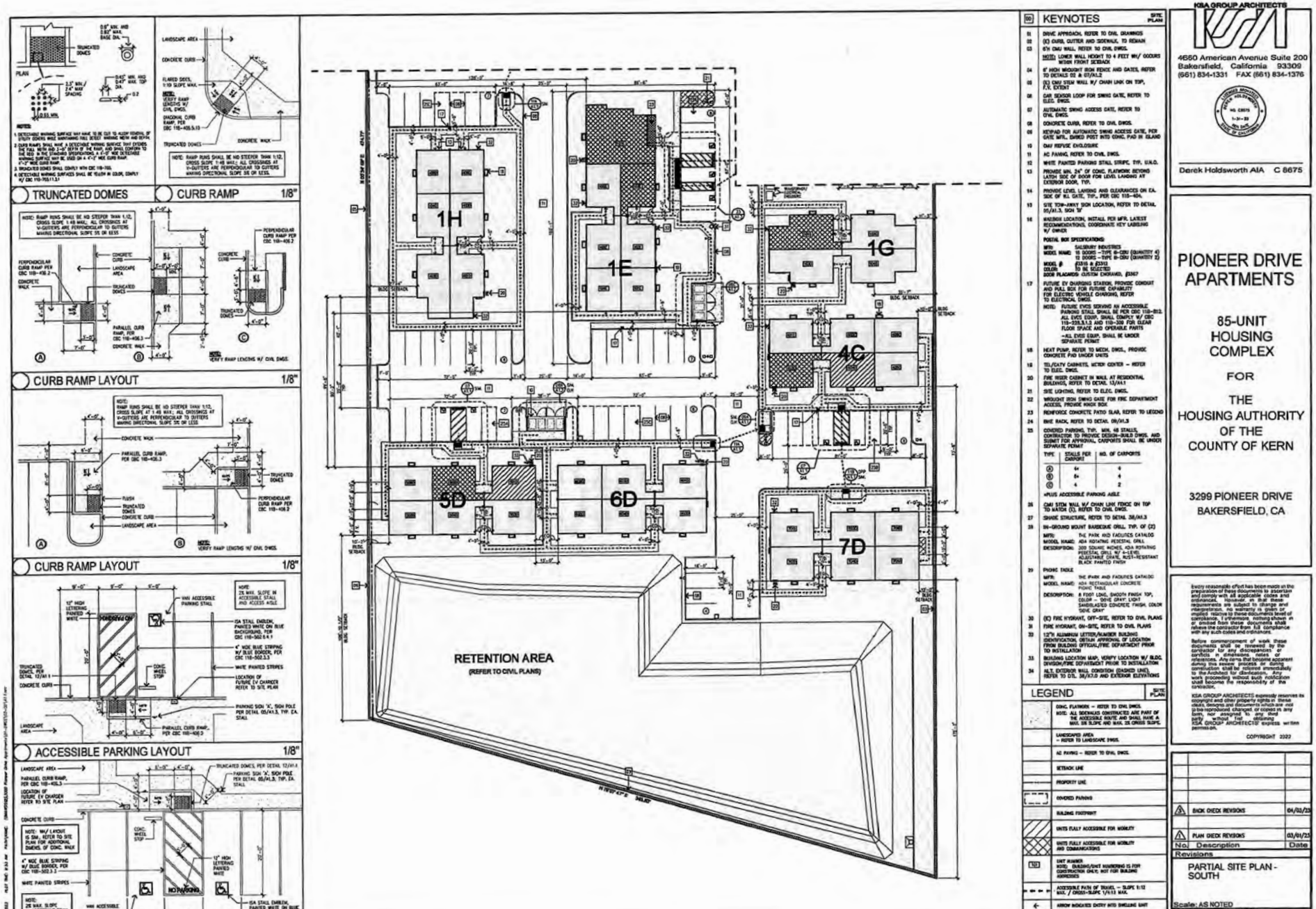
No.	Description	Date
2	BACK CHECK REVISIONS	04/01/23
1	PLAN CHECK REVISIONS	03/01/23

Revisions

OVERALL SITE PLAN
PARTIAL SITE PLAN - NORTH

Scale: AS NOTED
Job No: 3000
Date: 09/27/22
Sheet No: A 1.0 of sheets



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26	CMU STEM WALL W/ CHAIN LINK FENCE ON TOP TO MATCH (5), REFER TO CIVIL DWGS.
27	SHADE STRUCTURE, REFER TO DETAIL 08/A4.3
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34	(E) EXTERIOR WALL CONDITION (DASHED LINE), REFER TO DTL. 38/A7.0 AND EXTERIOR ELEVATIONS

LEGEND

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No.	Description	Date
2	BACK CHECK REVISIONS	04/01/23
1	PLAN CHECK REVISIONS	03/01/23

Revisions

PARTIAL SITE PLAN - SOUTH

Scale: AS NOTED

Job No: 3000

Date: 09/27/22

Sheet No: A 1.1 of sheets

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: **April 23, 2024**

Subject: *Agenda Item IV(b):* Board Member Travel Policy – **Action Item**

Background

Board Members travel to national and regional conferences annually. Past practices have been to allow one member from each sector to attend a conference of their choice, along with another slot for the Board Chair to attend if desired. Most recently, all members who have expressed an interest in attending a specific conference have been allowed to attend. However, after a review of the travel expenses from 2023 and the estimated travel expenses for 2024, the Board Chair has requested that a formal policy be implemented to control costs and streamline decisions.

Current

The attached Board Travel Policy includes language to support the prior practice of allowing one member from each sector to attend a conference of their choice. In cases where more than three members desire to attend the same conference, the Board Chair will review the requests and render a decision on who is eligible to attend. The proposed Board Travel Policy limits the travel per member to one national out-of-state conference and one regional in-state conference per year. Local conferences (within Kern County) are allowable and have no impact on this policy.

Recommendation

Staff recommends that the Board of Directors approve the Board Travel Policy.

Attachment:
Board Travel Policy

Policy and Procedure

POLICY TITLE:	Board of Director Travel Policy
BOARD APPROVED DATE:	
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Executive

PURPOSE:
The policy is meant to be a guide for Board Member Travel to national, regional, and local conferences. A list of conferences is provided each year and Board Members select the conferences they want to attend. Past practices have been to allow one member from each sector to attend one of the approved conferences, with an option for the Board Chair to also attend.

Community Action Partnership of Kern values the commitment of the Board of Directors and encourages each member to participate in training offered throughout the year.

POLICY:
Upon receipt of the list of conferences offered in a calendar year, each member will submit their request to attend the conferences of their choice, limiting the attendance to one national out-of-state conference and one regional in-state conference per year. All local conferences are allowed.

The Board Chair and one member each from the Public, Private and Low-Income Sector is allowed to attend conferences that pertain to CAPK and recommended by staff. The Board Chair will provide oversight and authorization of all Board travel. It is acknowledged that there may be unusual circumstances that dictate specific individuals attending certain conferences. The Board Chair will have authorization to adjust and deviate from this policy in cases of specific needs in the best interest of the agency.

MEMORANDUM

To: Board of Directors

From: Freddy Hernandez, Director of Youth & Community Services
Rebecca Moreno, Director of Housing and Supportive Services

Date: April 23, 2024

Subject: *Agenda Item 4b*: Kern Health Systems Contract: Cal-AIM Incentive Payment Program (IPP) East Kern Family Resource Center (FRC) - **Action Item**

INTRODUCTION

Cal-AIM 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 Cal-AIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a Medi-Cal 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 the Community Support provider for housing and navigation services.

OVERVIEW OF COMMUNITY SUPPORTS

Community Supports are medically appropriate and cost-effective alternatives to services covered under the State Plan. Federal regulations allow for state-permitted Medicaid managed care organizations (Kern Health Systems) to offer Community Supports as an option to Members. Community Supports can substitute for and potentially decrease utilization of a range of covered Medi-Cal benefits, such as hospital care, nursing facility care, and emergency department (ED) usage. They would serve as upstream services designed to mitigate the need for some Medi-Cal services.

Community Supports are an important part of whole-person care delivery for Members enrolled in Enhanced Care Management (ECM), another Cal-AIM initiative that will address the clinical and non-clinical needs of Medi-Cal Members through systematic coordination of services and comprehensive care management. As such, DHCS encourages MCPs to offer a robust menu of fourteen pre-approved Community Supports to comprehensively address the needs of Members, including those with the most significant and complex challenges affecting health such as homelessness, unstable and unsafe housing, food insecurity, and/or other big social needs.

MCPs will have the opportunity to provide details on their elected Community Supports to DHCS as part of their Model of Care (MOC) responses to DHCS. MCPs in all Counties are encouraged to offer one or more of the following Community Supports starting on January 1, 2022:

- Housing Transition Navigation Services
- Housing Deposits
- Housing Tenancy and Sustaining Services

CAPK's PROGRAM GOALS

In partnership with Kern Health Systems, CAPK's East Kern FRC will be set up to help reduce homeless and recidivism rates in the East Kern communities. CAPK proposes a multi-model intervention strategy with complimentary deposit assistance and more sustainable housing tenancy service lines. These services target known risk factors for homelessness and recidivism, including housing instability in areas with severe unemployment, and mental health/substance abuse. The East Kern FRCs Housing Navigators will perform Housing and Stabilization services by assisting members in their search for housing, completion of rental applications, securing required documentation for housing applications, and distribution of security deposit payments. The Housing Navigators' program goals for members will include reducing housing barriers, preventing homelessness, and connecting individuals to services that promote stable housing. Housing Navigator activities may also consist of the following: Financial Capability Skill Training, Financial Coaching or Counseling, Tenant Rights Education, Rental Counseling, Financial Assistance, Landlord Incentives, Housing Plan Development, Landlord Engagement, and/or referrals to external community agencies. Staff will also determine client eligibility through Interagency referrals with multiple CAPK anti-poverty programs and services available. This program will also support needed resources in East Kern such as a laundry facility.

The annual budget of $555,000.00 will support .50 FTE Program Supervisor, .50 FTE Office Assistant, 2.0 FTE Housing Navigators, .50 FTE Facility Technician, 1.0 FTE Claims Coordinator. The effective date of this contract will be retroactive to January 1, 2024, with an end date of 12/31/2024 to directly align with KHS and the Department of Health Care Services (DHCS).

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute the contract for services with Kern Health Systems: Cal-AIM IPP and any amendments throughout the duration of the contract term.

Attachment:

Contract: Kern Health Systems Incentive Payment Program (IPP) Agreement with Community Action Partnership of Kern.

KERN HEALTH SYSTEMS

INCENTIVE PAYMENT PROGRAM ("IPP")

AGREEMENT

WITH

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

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KERN HEALTH SYSTEMS
INCENTIVE PAYMENT PROGRAM
AGREEMENT

This Incentive Payment Program Agreement ("Agreement") is made and entered into by and between Kern Health Systems, a county health authority (hereinafter "KHS"), and **Community Action Partnership of Kern** (hereinafter "Provider"), each, a "Party" and, collectively, the "Parties," effective January 1, 2024.

RECITALS

A. WHEREAS, KHS desires to enter into an Agreement for the purpose of furthering its mission as a community health plan serving the vulnerable and underserved population in Kern County; and

B. WHEREAS, KHS is administering the Incentive Payment Program ("IPP") on behalf of California Department of Health Care Services ("DHCS"). The IPP is intended to:

- Support the implementation and expansion of Enhanced Care Management ("ECM") Programs and Community Support Services by incentivizing managed care plans ("MCPs"), in accordance with 42 CFR Section 438.6(b).
- Drive MCP delivery system investment in provider capacity and delivery system infrastructure; and bridge current silos across physical and behavioral health care service delivery.
- Reduce health disparities and promote health equity.
- Achieve improvements in quality performance.
- Encourage take-up of Community Supports; and

C. WHEREAS, KHS has approved the award of Incentive Funding to Provider, to be disbursed to Provider in accordance with the terms of this Agreement,

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, it is hereby agreed as follows:

I. Definitions

A. Incentive Funds or Incentive Funding. Monies distributed by KHS to Provider pursuant to this Agreement as part of the IPP program.

B. Measures. The quantitative and narrative criteria set forth by KHS and/or DHCS used to determine progress toward IPP goals and upon which the distribution of incentive payments by DHCS to KHS, and the disbursement of Funds by KHS to Provider, are based.

C. Member. Any person entitled to receive services through their membership in KHS.

D. Milestones. Key points of progress in each Project, as set forth in Exhibit B, Scope of Work, and Exhibit C, Milestones and Budget.

E. Project. The work undertaken by Provider and KHS that is the subject of this Agreement and is fully set forth in Exhibit B, Scope of Work.

II. Purpose of the Program

The purpose of this IPP is to provide Provider with Incentive Funds to enable it to carry out the Project as detailed in the Exhibits to this Agreement.

III. Term of Agreement

This Agreement shall become effective on January 1, 2024, and, unless earlier terminated pursuant to the terms of this Agreement, shall expire on December 31, 2024 (this period, the "Contract Term") and shall not automatically renew. Provider must submit final invoice no later than 120 days after the close of the Contract Term.

IV. Conditions and Terms

A. As a condition of receiving this Incentive Funding, Provider represents and warrants that Provider and any of its Principals:

i. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency or from participating in any state or federal healthcare programs;

ii. Have not, within a three (3) year period preceding the effective date of this Agreement, been convicted of or had a civil or criminal judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; and

iii. Have no conflicts of interest, or received special treatment or consideration from, with, or by KHS, including those individuals associated with incentive program-making activities.

B. As a condition of receiving the Incentive Funding, Provider represents that it is: (1) a licensed free or community clinic, a public agency, or a tax-exempt 501(c)(3) entity; or (2) a KHS contracted provider; or (3) a provider to Medi-Cal or uninsured patients; and (4) located in and primarily serving people in Kern County; and (5) in good standing and meets all KHS Credentialing Requirements, as defined in KHS Provider Manual.

C. Provider shall submit reports to KHS in accordance with the terms outlined in Exhibit D, Reporting Requirements and Provider Responsibilities. The reports must document progress made during the reporting period in accordance with the attached Exhibit B, Project Scope of Work. Provider must report on activities carried out in compliance with Section VIII, Acknowledgment and Communication Requirements. Failure to submit timely and complete reports may impact receipt of Incentive Funds under this Agreement.

D. Provider shall submit one (1) original copy of this Agreement signed by authorized representatives of Provider and one copy of Provider's IRS W-9 Form, if not previously provided to KHS.

V. Disbursement of Funding

This Funding will be disbursed to Provider as indicated below.

A. Provider will be eligible to receive Incentive Funds in an amount not to exceed **$550,000** over the term of the Agreement. Funding will be disbursed on a Milestone completion basis as set forth in Exhibits C and D to this Agreement.

B. KHS shall make any qualifying disbursement of Incentive Funds within sixty (60) days following the receipt of completed IPP Monthly Report (s) and other reports as outlined in Exhibit D, Reporting Requirements and Provider Responsibilities.

C. Expenditure of Funding must be consistent with the approved Milestone-based budget and used in a timely manner, and in accordance with Exhibit B, the Scope of Work, and as set forth in Exhibit C, Milestones and Budget.

D. In the event DHCS, or another state or federal regulator (each, a "Regulator") require the return of any monies relating to Incentive Funds disbursed to Provider pursuant to this Agreement, Provider shall return, and KHS will have the right to recover from Provider, such amounts being requested by the Regulator from the Provider. KHS and Provider may mutually agree on the repayment method; however, if after thirty (30) days from KHS returning funds to the Regulator the Parties are unable to mutually agree on a repayment method, KHS at its sole discretion, shall have the right to offset any payments owed to Provider under this Agreement, any other agreement, or otherwise. If the Provider fails to repay all or any portion of the repayment after sixty (60) days from KHS returning funds to the Regulator, this Agreement will be in default and KHS shall be entitled to invoke any remedy available to KHS under this Agreement or by law if the default is not cured within thirty (30) days. Any repayment shall be made by the Provider in full within twelve (12) months of the end of the Contract Term. This provision shall survive the expiration or termination of the Agreement for a period of three (3) years from the end of the Contract Term.

E. Notwithstanding the provisions of this Section IV, KHS will not make any disbursement of the Incentive Funds unless Provider is in compliance with all of the terms and conditions of this Agreement, and only as long as the disbursement of Incentive Funds: (1) will not violate any provision of law, regulation, guidance, order, state or federal policies, or administrative ruling to which KHS is subject; (2) will not subject KHS to any tax, penalty or fine; and (3) will not subject KHS to any liability of any kind, including but not limited to third party liability**.**

VI. Corrective Action and Termination

A. As necessary and subject to the approval of DHCS, KHS may modify this Agreement and/or implement a corrective action plan in order to facilitate Provider's compliance. Provider shall be given a reasonable period of time to achieve compliance to the satisfaction of KHS.

B. If Provider fails to achieve compliance with corrective action plan, KHS may terminate this Agreement by providing thirty (30) days advance written notice to Provider and DHCS. If this Agreement is terminated prior to the end of the Contract Term in Section II, Provider shall return funds received from KHS under this Agreement to KHS.

C. Immediate Termination by KHS. This Agreement may be terminated immediately for cause by KHS. Cause for termination shall be:

i. Any act for which Provider's or a principal of Provider's license, certification, DEA license, medical staff membership or clinical privileges at a hospital is revoked, suspended or restricted in a manner that might materially affect Provider's ability to provide covered services pursuant to its services agreement with KHS or to perform its obligations under this Agreement.

ii. A violation of any law or regulation that materially impairs Provider's ability to perform this Agreement.

iii. Conviction of Provider or a principal of Provider of a felony or any crime related to the practice of Provider's profession or operation of Provider's business.

iv. Failure to maintain Provider's insurance as required by this Agreement or the Knox-Keene Act.

VII. Monitoring

KHS reserves the right to monitor and conduct an evaluation of the Project operations funded under this Agreement. This monitoring may include, but is not limited to, the following: (1) a site visit by KHS personnel upon reasonable notice to review the progress, pertinent records, and/or subcontracts related to the Project; (2) review of materials related to the Project and other IPP activities; and (3) review of any other activity related to this Agreement. KHS reserves the right to audit all financial records pertaining to this Agreement. Records shall be retained by Provider for at least five (5) years after the termination of the Contract Term.

VIII. Indemnification

Provider agrees to indemnify, defend and hold KHS and KHS' officers, directors, employees, agents, and authorized representatives harmless from and against any and all losses, liabilities, charges, damages, administrative penalties or sanctions, awards, claims, or costs and expenses (including, but not limited to, reasonable attorneys' fees and costs, expert fees, costs of staff time, and investigation costs) of whatever kind or nature such as a claim for damages arising as a result of Provider's performance or nonperformance or actions undertaken pursuant to this Agreement, including, but not limited to, any loss by KHS due to the acts or omissions of Provider in the performance of this Agreement, or any loss related to the purchase, maintenance, or use of any instrumentality, e.g. a motor vehicle, for which Incentive Funds provided to Provider by KHS were used to purchase said instrumentality.

IX. Acknowledgement and Communication

A. In all written materials for public distribution relating to the Project and other activities supported by Incentive Funding, Provider shall include the following statement:

"This project is funded in part by Kern Health Systems to meet the needs of KHS Members throughout Kern County".

B. During the term of this Agreement, Provider must name KHS as the MCP in all communications relating to the Project and must acknowledge KHS at all fundraising events as a sponsor of the Project.

C. If applicable to this Agreement, permanent signage recognizing KHS will be posted in a conspicuous location at or near the entrance of any Provider for which Incentive Funds were utilized to improve its physical plant. This signage shall recognize KHS as a founding donor or language to that effect.

D. Provider shall comply with KHS' branding policies when using KHS trademarks or logos.

E. If mutually agreed in writing, KHS and Provider will prepare and issue joint press releases that recognize KHS' contribution and its importance in addressing community needs.

F. KHS may include information regarding the IPP and the Project undertaken pursuant to this Agreement on KHS's external website, which may be publicly available.

X. No Right of Assignment or Delegation

Provider may not assign or otherwise transfer its rights or delegate any of its obligations under this Agreement without the approval of KHS and DHCS. Subcontractors and Downstream Subcontractors shall agree to be bound by all applicable terms and conditions of this Agreement, including those contained in this Section. Any other attempted assignment shall be null and void *ab initio* and is considered a material breach of this Agreement.

XI. Amendment

This Agreement can be modified by an amendment written and authorized by KHS and Provider and upon written consent of DHCS.

XII. Compliance with Applicable Law

To the extent applicable to this Agreement and the duties, rights, and privileges hereunder, Provider agrees to comply with all applicable federal, State, county, and local statutes, rules, regulations, and ordinances, including, but not limited to, the Knox-Keene

Act and its implementing regulations, Welfare and Institutions Code and its implementing regulations, the Social Security Act and its implementing regulations, the Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations, the Health Information Technology for Economic and Clinical Health ("HITECH") Act, the Deficit Reduction Act of 2005 and its implementing regulations, the Federal Patient Protection and Affordable Care Act (Public Law 111-148) as amended by the Federal Health Care and Education Reconciliation Act of 2010 (Public Law 111-152) (collectively, "Affordable Care Act"), the California Consumer Privacy Act of 2018 and its implementing regulations, the California Confidentiality of Medical Information Act; H&S Code section 1340 et seq. (unless excluded under the Medi-Cal Contract); 28 CCR section 1300.43 et seq.; W&I Code sections 14000 and 14200 et seq.; and 22 CCR sections 53800 et seq., 22 CCR sections 53900 et seq., DHCS Medi-Cal Provider Manual; the Medi-Cal Contract between DHCS and KHS; all DHCS and other regulatory agency guidance, sub-regulatory guidance, executive orders, instructions, All Plan Letters ("APL(s)"), bulletins, and policies; and all standards, rules, and regulations of accreditation organizations.

XIII. Entire Agreement

This Agreement, the Exhibits to this Agreement, and the Medi-Cal Contract are incorporated by reference herein and represent the complete, total and final understanding of the Parties, and no other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto at the time of execution.

XIV. Choice of Law and Dispute Resolution

A. This Agreement shall be construed according to the laws of the State of California, without regard to its provisions regarding conflict of laws.

B. The Parties shall attempt to resolve disputes informally and in good faith.

C. If parties are unable to resolve a dispute informally, either party may submit a request for resolution to DHCS. The requesting party shall provide the other party with five (5) business days' advance notice of its intent to submit a request for resolution.

D. Notwithstanding the above provisions, after exhaustion of all applicable KHS procedures, any controversy or claim arising out of or relating to this Agreement or the breach thereof shall be arbitrated pursuant to Chapter 3, Code of Civil Procedure section 1280 et seq. Such arbitration shall occur within the County of Kern, State of California, unless the Parties mutually agree to another location. The Parties shall share the cost of the arbitrator(s) equally and no Party shall be entitled to recover attorney's fees or costs from any other Party. This Paragraph shall not prevent either Party from seeking or obtaining injunctive relief in addition to other relief available in law or equity. Prior to initiating arbitration and notwithstanding the dispute resolution process stated herein, Provider shall

comply with the requirements of the Government Claims Act, Government Code sections 810 et seq.

XV. Third Party Beneficiaries

There are no third-party beneficiaries to this Agreement. The Agreement may only be enforced by the Parties.

XVI. Severability

If any provision of this Agreement is found to be illegal or unenforceable, the remaining provisions of the Agreement shall nevertheless remain in full force and effect and the illegal or unenforceable provision shall be stricken.

XVII. Waiver

No waiver of a breach of any provision of this Agreement shall be effective unless it is written and signed by the party against whom it runs. No waiver shall be deemed a waiver of any prior, concurrent, or subsequent breach of the same provision, of a different provision, or any other matter.

XVIII. Notices

Any notices required or permitted to be given shall be in writing and shall be deemed delivered upon personal delivery; twenty-four (24) hours following deposit with a courier for overnight delivery; or seventy-two (72) hours following deposit in the U.S. Mail, registered or certified mail, postage prepaid, return-receipt requested, addressed to the Parties at the following addresses or to such other addresses as the parties may specify in writing:

To KHS:
Kern Health Systems
Attn.: Emily Duran
2900 Buck Owens Blvd.
Bakersfield, CA 93308

To Provider:
Community Action Partnership of Kern.
Attn.: Rebecca Moreno
1300 18th Street, Suite 200
Bakersfield, CA 93301

[Signatures follow on next page]

By their signatures below, the signatories represent and warrant that they are authorized to enter into this Agreement on behalf of the Party for whom they sign.

KERN HEALTH SYSTEMS	**COMMUNITY ACTION PARTNERSHIP OF KERN**
SIGNATURE: _____	SIGNATURE: _____
PRINT NAME: Emily Duran	PRINT NAME: _____
TITLE: Chief Executive Officer	TITLE: _____
DATE: _____	DATE: _____

EXHIBIT A: PROVIDER INFORMATION

Provider Information

Name:_____
Tax ID:_____

Location Services Will Be Provided

Address:_____
City:_____
State:_____
Zip:_____
Days and hours of operation:_____

Grantee Contact Information

Name:_____
Phone:_____
Email:_____
Fax:_____

EXHIBIT B: SCOPE OF WORK

This Scope of Work includes a description of the Project and associated Milestones, Measures, tasks, completion timelines, assigned responsible parties, deliverables and deadlines covering the Contract Term. Reporting requirements are set forth in Exhibit D, Reporting Requirements and Provider Responsibilities.

Provider will be eligible to receive Incentive Funds in an amount not to exceed $550,000 over the Contract Term upon completion of Milestones, Monthly reports and Measures associated with the Project, as set forth below and in Exhibit C, Milestones and Budget.

Incentive Payment Program Priority Areas:

1. Delivery System Infrastructure

Purchase or upgrade of ECM and Community Supports IT systems including certified Electronic Health Record technology, care management document systems, closed-loop referral, billing systems/services, and onboarding/enhancements to health information exchange capabilities.

2. ECM Provider Capacity Building

Building/expanding ECM provider networks and compliance and oversight capabilities to ensure ECM Populations of Focus within a county can be effectively served; hiring and training of ECM care managers, care coordinators, community health workers and supervisors with necessary training to ensure core competencies to support ECM requirements. Promoting program quality, with measurable impacts on utilization. Creating equitable access for ECM Populations of Focus.

3. Community Supports Capacity Building and Take-Up

Offering Community Supports~~,~~ expanding reach of Community Supports offered. Building/expanding Community Supports provider networks and compliance and oversight capabilities to ensure Populations of Focus within a county can be effectively served; hiring and training Community Supports provider support staff, workflow redesign and training.

EXHIBIT C: MILESTONES AND BUDGET

Provider Name	**CAPK- Housing Trio Mojave**
IPP Project	**Incentive Payment Program Year 3**
Brief Summary of Request	The purpose of this Incentive Payment Program (IPP), is to provide the Provider with Funds to help carry out the programs as detailed in the Project Scope of Work/Milestones/Budget in the following areas: Delivery System Infrastructure, Community Support Services (CSS), Provider Capacity Building, and Enhanced Care Management (ECM) Provider Capacity Building.

Milestone Description	**Milestone Completion Date**	**Project Year 3** *(January 1, 2024 – December 31, 2024)*	**Milestone Completion Date**	**Total Earned**
Funding Approved by Kern Health Systems		**$550,000**	Leave Blank	**$**
Hire initial CSS Core Team (1 Program Supervisor, 1 Office Assistant, and 2 Housing Navigators)	4/30/2024	$200,000		
Full completion of Data Exchange and "Go Live" on 5/1/2024	5/1/2024	$50,000		
Lease	5/31/2024	$30,000		
Register & Utilize Clearing House by 6/1/2024	6/1/2024	$10,000		
Phase 2 of hiring: 1 Facility Coordinator and 1 Claims Coordinator	6/30/2024	$25,000		
Equipment Purchases (office furniture, laptops / computers, printers, phones, etc.)	6/30/2024	$50,000		
Facility Renovations	9/30/2024	$100,000		
Operational Expense (office supplies, travel, etc.)	11/30/2024	$25,000		
Assist a total of 75 members	12/31/2024	$60,000		

Authorized Signature:	***Date:***
I certify that all payments requested are for appropriate purposed and in accordance with the agreements set forth in the contract.	

EXHIBIT D: REPORTING REQUIREMENTS & PROVIDER RESPONSIBILITIES

Provider Responsibilities. Provider shall, as a condition to the receipt of Incentive Funds, do the following:

1. **Reporting Requirements**. Provider shall submit to KHS complete and accurate reports in a timely manner as set forth below. Provider shall provide KHS with Monthly Reports: Provider shall provide KHS monthly progress on Milestone by the fifteenth (15th) day of the following month during the term of this Agreement and the month thereafter.
    i. Reports shall include but are not limited to:
        a) Reimbursement Request based on Milestone deadlines: Detailed report of expenses associated with Project options and IPP Measures.
        b) Screening/Enrollment Spreadsheet; KHS template attached.
        c) Detailed report of activities achieved for Project payment Measures; Please see reporting template included in Exhibit D.
        d) Monthly Milestone summary: Detailed Milestone progress report summary.
    ii. Provider shall provide any additional information requested by KHS upon reasonable notice.

2. **Use of Funding**
    i. Provider shall expend Incentive Funds for the purposes of carrying out activities and achieving Milestones as set forth in Exhibit B, Scope of Work.
    ii. Provider shall ensure, upon signing the agreement, that the program remains viable and sustainable for a minimum period of three years following the depletion of Incentive Program Funding.

3. **Practice Redesign and Infrastructure Development Reporting**
    i. Provider will implement the practice redesign and infrastructure development components set forth in the IPP application.

    ii. Provider shall report to KHS on the progress of the Project's practice redesign and infrastructure development on a schedule in a format and process specified in the IPP application, or as otherwise mutually agreed upon by KHS and Provider.

4. **Milestone Achievement**
    i. Provider will perform tasks necessary to meet Milestones required by the IPP as set forth in Exhibits B and C.

5. **Measure Reporting**
    i. Provider will report to KHS on target population and Measures as required by and using the specifications established by DHCS under the IPP, or as otherwise mutually agreed upon by KHS and Provider

6. **Disbursement of Incentive Funds.**
    i. All distribution of Incentive Funds to Provider will be tied to achieving practice redesign components and achieving Project Milestones as required by the terms of this Agreement and the IPP (each payment, a "Milestone Payment"). KHS will remit Milestone Payments to Provider within 60 days of the Provider's successful demonstration to KHS of each Milestone achievement per the terms of Exhibits B and C. KHS may adjust Milestone measurement and related Milestone Payments consistent with the terms of a corrective action plan. KHS will not make any Milestone Payment until all past due reporting is completed.

Reporting Requirements: Awardees are required to report to KHS on all IPP related activities monthly. Progress reports/updates are **due on or before the fifteenth (15) day following the end of each month**. All reports shall document progress made for the reporting period in accordance with the Awardee's approved work plan and budget.

Grant funds will be disbursed on a monthly/quarterly basis to operationalize the project. Awardees will submit invoices, based on actual expenses with supporting documentation. Expenditure of Grant Funds must be in accordance with the milestone(s) approved.

Organization Name	
Contact Name & Title	
Reporting Period	

Milestone 1:	*(Please Insert Milestone Here)*
Updates:	
Challenges:	
Supporting Documents to be Submitted:	

REIMBURSEMENT REQUEST FORM

REPORTING PERIOD

BUDGET ITEMS	TOTAL BUDGETED AMOUNT APPROVED BY KHS	AVAILABLE REMAINING FUNDS	REIMBURSEMENT REQUESTING FROM KHS
PERSONNEL/STAFFING EXPENSES			
TOTAL PERSONNEL/STAFFING			
OPERATING EXPENSES			
TOTAL OPERATING EXPENSES			
OTHER COSTS			
TOTAL OTHER COSTS			
OTHER REVENUE			
TOTAL EXPENSES (PERSONNEL + OPERATING + OTHER COSTS)			

_____ _____

AUTHORIZED SIGNATURE **DATE**

MEMORANDUM

To: Board of Directors

Karen Vazquez

From: Karen Vazquez, Senior Community Development Specialist

Date: April 23, 2024

Subject: *Agenda Item IV(d)*: California Department of Financial Protection and Innovation – CalMoneySmart FY 2024-26 – **Action Item**

Introduction

Governor Gavin Newsom signed Senate Bill 455 (Bradford) in October 2019, which created the Financial Empowerment Fund to fund the CalMoneySmart program. In 2021-22, Assembly Bill 137 expanded the Financial Empowerment Fund by an additional $10 million, increasing the annual amount available for grants to $2 million with a maximum grant award to $200,000 per fiscal year until the CalMoneySmart program sunsets on January 1, 2030. The 2024-2026 application will grant funds that may only be used for financial education and empowerment services for the targeted at-risk unbanked and underbanked populations.

CAPK intends to assist unbanked and underbanked individuals with financial education and assistance in opening a savings account. It is crucial for unbanked and underbanked individuals to have access to savings accounts as it enables them to establish a foundation for financial stability. Savings accounts provide a secure place to keep money and grow savings over time, allowing people to build an emergency fund for unexpected expenses. This financial buffer can help prevent people from falling further into poverty during challenging times. Additionally, savings accounts offer opportunities for individuals to access other financial services, such as loans, to improve their quality of life.

Overview of Partnership With Citizens Bank

CAPK is exploring a partnership with Citizen's Bank to support low-income individuals through a financial education project. In this collaboration, Citizen's Bank will take on the role of providing financial education to clients, while CAPK will connect clients with other essential social services offered in our agency. The bank will also offer a monetary match, approximately 25% of deposited funds, which clients can access if they maintain their deposit without withdrawing it during the contract term, ranging from 6 to 10 months. This initiative aims to empower individuals to improve their financial literacy and stability for long-term sustainability.

Strategic Alignment

This extended agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3 in advancing economic empowerment and financial stability for low-income people in the communities we serve, specifically part of Objective 3.3: Increase opportunities and supports for clients to advance through career and education pathways, and

Activities 3.3.1: Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer to submit the California Department of Financial Protection and Innovation – CalMoneySmart FY 2024-26 application.

ATTACHMENT

California Department of Financial Protection and Innovation – Signature Page Form

CERTIFICATIONS, DECLARATIONS AND SIGNATURE

We certify, declare and agree with the Commissioner of Financial Protection and Innovation that, if the Applicant of which I am the Chief Executive Officer or other authorized officer, or Chairman of the Board of Directors, respectively, is awarded a CalMoneySmart grant and becomes a Grantee, Grantee shall comply with all provisions of the Act; will use the grant monies only for the intended purposes of the Act; and will use the monies only for the purposes and programs for which Grantee sought and obtained a grant, as described in Grantee's application.

I declare under penalty of perjury that I have read the foregoing application, including attachments thereto, or filed or uploaded therewith, and know the contents thereof, and that the statements therein are true and correct.

I certify and declare, on behalf of the Applicant, under penalty of perjury of the laws of the State of California, that I have read and understand the provisions of Division 10.5, California Financial Code Section 24000 et seq., and this application.

I understand and agree that if the Applicant of which I am the Chief Executive Officer or other authorized officer, or Chairman of the Board of Directors, respectively, is awarded a CalMoneySmart grant, Grantee shall be required to return all or a portion of the grant funds including any investment earnings, if the Grantee fails to use the funds as approved. Grantee will also be subject to enforcement activity for misuse of funds, including civil and criminal proceedings, damages, and penalties.

I further understand and agree that Grantee's use of the grant monies, including grant money used to pay administrative costs, is subject to examination and audit by the Department and by the California State Auditor, pursuant to Government Code section 88546.7. I understand and agree further that the office and location of programs for which grant monies are used are subject to site visits at any time, with or without notice.

No waiver by the Commissioner of any failure of the Grantee to comply with this Agreement shall be deemed to be a waiver of any failure to comply thereafter occurring.

This application and any grant awarded as a result of the application shall be governed by, and construed in accordance with, the laws of the State of California.

The Applicant has duly caused this application to be signed on its behalf by the undersigned, the Chief Executive Officer or other duly authorized officer, and the Chairman of the Board of Directors.

Executed on:

Date _____ City _____ State _____

Name of Applicant _____

Title: Chief Executive Officer or other duly authorized officer

_____

1) Signature of Officer

_____

Typed Name of Officer

_____

2) Signature of Chairman of the Board of Directors

_____

Typed Name of Chairman of the Board of Directors

_____

*** Both signatures above are required***

BUDGET AND FINANCE COMMITTEE

APRIL 17, 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

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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
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
OPERATING CASH SUMMARY AS OF FEBRUARY 29, 2024

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(209,663.75)
HEAD START/EARLY HEAD START	660,077.89
SUBTOTAL	**450,414.14**
GENERAL CHILD CARE	863,534.22
MIGRANT A/P	4,892,239.14
Child Development Reserve Fund No. 1	(7,509.91)
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	102,294.67
MIGRANT SPECIALIZED SERVICES	(20,570.87)
SAN JOAQUIN COE GENERAL CHILD CARE	(202,858.70)
STATE PRESCHOOL	3,718,380.46
SUBTOTAL	**9,337,546.66**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(151,412.56)
EF&S	(6,725.38)
EFAP	(61,572.36)
HUD CPF Food Bank Expansion	(216,182.94)
FEEDING AMERICA SERVICE INSIGHTS	1,766.44
FOOD BANK	(259,840.28)
FOOD BANK EXPANSION	382,344.71
FOOD BANK CAPACITY PROGRAM	329,253.92
FOOD BANK - STATE	34,165.86
SOUTHERN CA GAS COMPANY	(20,200.96)
WONDERFUL FOOD BANK EXPANSION	1,048,138.82
WONDERFUL FOUNDATION	174,450.55
SUBTOTAL	**1,254,185.82**
ENERGY	(191,483.84)
LIHEAP	(1,058,508.96)
DOE	(5,486.52)
LIWHAP	(137,033.30)
PG&E	17,359.01
TRANSFER NEGATIVE BALANCE	1,375,153.61
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	324,268.49
ARG III - Warm Handoff	(48,109.54)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(61,563.31)
KCCD CERF REGIONAL CONVENOR	(48,616.94)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(44,378.66)
BKRHC-Encampment Resolution	(9,975.13)
CALAIM HOMELESS PREVENTION SERVICES	262,329.91
CAL FRESH	(18,092.03)
CALEITC	(119,341.74)
CAPK FOUNDATION	(28,892.46)
Child Care Facilities	249,637.00
COST POOLS	631,175.03
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(301,340.50)
CSBG	(378,030.63)
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	167.32
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	1,097,642.11
EAST KERN FAMILY RESOURCE CENTER	58,743.86
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(114,270.85)
Day 1 Families Housing Support	0.00
ASTHO VACCINE EQUITY	21,401.89
CITY OF BAKERSFIELD CAL VIP	(25,228.09)
FIRST 5 KERN 211	(16,443.97)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(46,193.52)
FIRST 5 HELP ME GROW	(32,237.01)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(65,541.03)
FRIENDSHIP HOUSE	(4,078.00)
City of Bakersfield - FHCC Sports Field	(8,700.00)
City of Bkfd-Cal VIP Outreach	(5,532.56)
FUNDRAISING	275,059.44
GENERAL FUND	40,077.72
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.01
HOME VISIT INITIATIVE (CO OF KERN)	(382,514.68)
HUD-COORDINATED ENTRY SYSTEM	(33,891.05)
Kaiser	78,009.11
INDIRECT FUND	2,931,362.11
IRS - VITA	(106,574.10)
TAX ASSISTANCE	33,914.28
M ST NAVIGATION CENTER	27,014.80
NEOPB CAL FRESH HEALTHY LIVING	(396,770.01)
POSITIVE YOUTH DEV SVC	(5,445.92)
POSITIVE YOUTH M	(18,031.27)
SHAFTER YOUTH CENTER	33,426.43
OASIS FAMILY RESOURCE CENTER	31,560.67
CalCAPA-Diaper Distribution Pilot	(13,073.11)
SIERRA FOUNDATION - ASTHMA MITIGATION	(179.83)
UNITED WAY 211	981.55
WELLS FARGO FOUNDATION	46,933.12
WIC	(1,414,492.23)
LESS: ENERGY NEGATIVE BALANCE	(1,375,153.61)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**1,022,061.77**
TOTAL OPERATING CASH	12,064,208.39

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
February 29, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 02/29/24		13,051,510.13
LESS: OUTSTANDING CHECKS	987,023.03	
ADJUSTED BANK BALANCE AT 02/29/24		12,064,487.10
GENERAL LEDGER BALANCE AT 01/31/24		12,367,190.84
ADD: DEPOSITS	4,634,058.65	
US TREAS DRAWDOWNS	3,640,089.92	
FUNDS FROM OTHER GRANTS	3,324,748.53	
TRANSFERS FROM RESTRICTED ACCOUNTS	779,000.00	
ADP /HEALTH EQUITY REFUND	1,413.97	
REIMBURSEMENT OF ALTERED PAYEE	9,217.22	
LESS: CHECKS	2,555,048.01	
ADP PAYROLL 2/9/24	2,023,941.65	
ADP PAYROLL 2/23/24	1,966,474.32	
EFTS FOR HRA/HSA/ STD/403B	286,415.04	
REC LOAN PRINCIPAL/INT EXPENSES	404,921.00	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
TRANSFERS TO RESTRICTED ACCOUNTS	2,224,663.94	
CREDIT CARD	39,950.61	
BANK FEES	895.83	
ACH VOUCHERS	3,188,921.63	
GENERAL LEDGER BALANCE AT 02/29/24		12,064,487.10
	DIFFERENCE:	-

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 03/07/2024

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Mar 7, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**02/29/24**		**1,020,103.73**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/29/24**		**1,020,103.73**

BALANCE PER G/L	**01/31/24**		**1,019,231.18**
ADD: DEPOSITS		0.00	
INTEREST		872.55	
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	**02/29/24**		**1,020,103.73**

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: 03/04/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Mar 4, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2024

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**02/29/24**		**295.25**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/29/24**		**295.25**

BALANCE PER G/L	**01/31/24**		**779,073.39**
ADD:	DEPOSITS	0.00	
	INTEREST	221.86	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	779,000.00	
BALANCE PER G/L	**02/29/24**		**295.25**

** 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: 03/04/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Mar 4, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2024

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**02/29/24**		**2,505,529.20**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**02/29/24**		**2,505,529.20**

BALANCE PER GENERAL LEDGER	**01/31/24**		**5,002,960.94**
ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
	WIRE TRANSFER	0.00	
	PAYPAL DEPOSIT	0.00	
	INTEREST	2,585.71	
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	2,500,000.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**02/29/24**		**2,505,529.20**

** 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: 03/07/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Mar 7, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**02/29/24**		**7,593.13**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/29/24**		**7,593.13**
BALANCE PER G/L	**01/31/24**		**7,586.63**
ADD: DEPOSITS		0.00	
INTEREST		6.50	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**02/29/24**		**7,593.13**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 03/04/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Mar 5, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2024

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**02/29/24**		**97,513.31**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**02/29/24**		**97,513.31**

BALANCE PER G/L	**01/31/24**		**97,429.90**
ADD: DEPOSITS		0.00	
INTEREST		83.41	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**02/29/24**		**97,513.31**

DIFFERENCE: 0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 03/04/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Mar 4, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
February 29, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:		**02/29/24**	**3,334,857.45**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**02/29/24**	**3,334,857.45**
BALANCE PER G/L		**01/31/24**	**1,108,194.23**
ADD:	DEPOSITS	0.00	
	INTEREST	1,999.28	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	2,224,663.94	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L		**02/29/24**	**3,334,857.45**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 03/04/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Mar 4, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED February 1, 2024 - February 29, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	234.79
Gloria Barbero	Administrator - EHS San Joaquin	1,755.04
Yolanda Gonzales	Director of Head Start/State Child Development Programs	2,155.47
Freddy Hernandez	Director of Youth and Community Services	2,633.89
Louis Gill	Chief Program Officer	3,190.69
Lisa McGranahan	Director of Human Resources	2,153.03
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	4,140.51
Pritika Ram	Chief Business Development Officer	9,592.29
Jeremy Tobias	Chief Executive Officer	5,159.90
Emilio Wagner	Chief Facilities and Technology Officer	1,771.49
Tracy Webster	Chief Financial Officer	14,659.08
Rebecca Moreno	Director of Housing Support Services	614.82
Susana Magana	Director of Nutrition Services	446.40
	Total	$ 48,507.40

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

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 : 2/1/2024 - 2/29/2024

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/5/2024	2/6/2024	Sq *locale Farm To Table Bakersfield, CA				133.42
	Meeting with event MC for Gourmet for Good.						
2	2/6/2024	2/8/2024	Office Depot #952 Bakersfield, CA				11.79
	Same day supplies needed- Envelopes.						
3	2/6/2024	2/8/2024	Smitten - Ca Bakersfield, CA				36.30
	Gourmet for Good planning meeting						
4	2/26/2024	2/27/2024	Jasmine And The New Taste Bakersfield, CA				53.28
	Partnership Meeting with Citizens Business Bank						

Transaction Count: 4

Total: 234.79

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/5/2024	2/7/2024	United United.Com, TX				423.33
	Travel ticket for Nicole Nino to attend the National Training Institute (NTI) Pyramid Conference in Florida.						
2	2/5/2024	2/7/2024	United United.Com, TX				423.33
	Travel ticket for Gloria Barbero to attend the National Training Institute (NTI) Pyramid Conference in Florida.						
3	2/22/2024	2/23/2024	American Air Fort Worth, TX				454.19
	Travel ticket for Safiya Price to attend the R9 HSA Early Childhood STEM Institute Conference in Phoenix AZ.						
4	2/22/2024	2/23/2024	American Air Fort Worth, TX				454.19
	Travel ticket for Nelly Mendoza to attend the R9 HSA Early Childhood STEM Institute Conference in Phoenix AZ.						

Transaction Count: 4

Total: 1,755.04

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/31/2024	2/1/2024	Cps Hr Consulting 916-2633600, CA				54.85
	Registration for CDSS Community Care Licensing CCC Applications Orientation- Leanne Sprott 108@20%=$10.97/109@80%=43.88.						
2	1/31/2024	2/1/2024	Cps Hr Consulting 916-2633600, CA				4.85
	Registration for CDSS Community Care Licensing CCC Operations and Record Keeping- Leanne Sprott 108@20%=$.97/109@80%=$3.88						
3	1/31/2024	2/2/2024	Embassy Suites Scrmnt 916-3265000, CA				36.00
	Travel- Lodging Parking for R9HSA Board meeting & Training: Strategies for HS Agencies in Changing Landscape, Sacramento, CA 1/29-1/31/24- Sylvia O. 108@20%=$7.20/109@80%=$28.80						
4	2/14/2024	2/15/2024	Hyatt Regency Crystal Ci 7034181234, VA				-6.36
	Refund- Travel Lodging for NHSA Winter Leadership Institute in Crystal City, VA 1/22-1/25/24-Elsa Navarrete. 108@20%1.27/109@80%=$5.09						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	2/24/2024	2/26/2024	American Air Fort Worth, TX				688.71
	Travel-- AA Flight for NTI 2024 Pyramid Pre-Conference & Conference in Tampa, FL, April 15-19, 2024- Cynthia R. 108@20%=$137.74/109@80%=$550.97						
6	2/24/2024	2/26/2024	American Air Fort Worth, TX				688.71
	Travel-- AA Flight for NTI 2024 Pyramid Pre-Conference & Conference in Tampa, FL, April 15-19, 2024- Letisha B. 108@20%=$137.74/109@80%=$550.97						
7	2/24/2024	2/26/2024	American Air Fort Worth, TX				688.71
	Travel-- AA Flight for NTI 2024 Pyramid Pre-Conference & Conference in Tampa, FL, April 15-19, 2024- Maria G. 108@20%=$137.74/109@80%=$550.97						

Transaction Count: 7

Total: 2,155.47

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/1/2024	2/2/2024	Red Rock Adv Room Dep 9999999999, NV				254.25
	Lodging Deposit for Wilfredo Cruz NCAP 2024 Management & Leadership Training Conference Feb 2024						
2	2/2/2024	2/5/2024	Tonys Pizza - California Bakersfield, CA				175.42
	VITA Volunteer Training Lunch						
3	2/3/2024	2/5/2024	Panda Express #1245 P Olo.Com, CA				165.99
	VITA Volunteer Training Lunch						
4	2/10/2024	2/12/2024	Zuppler Onlineord 215-264-4385, PA				246.59
	VITA-Volunteer Lunch 2/10/24						
5	2/11/2024	2/13/2024	Hyatt Regency Long Beach 5624911234, CA				990.02
	Lodging for Cecilia Stewart to attend the CA STEAM Symposium Feb 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	2/17/2024	2/19/2024	Tst* Slice Of Italy - Dow Bakersfield, CA				74.70
	VITA-Volunteer Lunch						
7	2/24/2024	2/26/2024	Little Caesars 0292 0015 661-746-4444, CA				108.98
	VITA-Volunteer Training Lunch						
8	2/27/2024	2/28/2024	Py *natl Energy & Utility 202-8388375, DC				617.94
	NEUAC 2024 MEMBERSHIP						

Transaction Count: 8

Total: 2,633.89

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/31/2024	2/1/2024	Hsc* Regszn7xfzk Headstartca.O, CA				109.00
	Registration for Gloria Barbero to attend the HSC- March 12th Advocacy Day - Initially registered Louis Gill & was transferred to Gloria						
2	2/12/2024	2/13/2024	American Air Fort Worth, TX				488.69
	Airfare for Louis Gill to attend the NCAF Conference & Pre-Conference in Washington, DC March 11-15, 2024						
3	2/14/2024	2/15/2024	Ncaf 202-842-2092, DC				950.00
	Registration for Louis Gill to attend the NCAF Conference & Pre-Conference in Washington, DC March 11-15, 2024						
4	2/14/2024	2/15/2024	Community Action Partner 202-265-7546, DC				795.00
	Registration for Vanessa Mendoza to attend NCAP Management & Leadership Training Conference in Las Vegas, NV						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	2/23/2024	2/26/2024	Mydogismyhome.Org Www.Mydogismy, NY				512.00
	Registration for My Dog Is My Home's Co-Sheltering Conference 2024 for the LBNC staff						
6	2/27/2024	2/29/2024	Travelodge 661-3250772, CA				336.00
	Lodging for M Street client						

Transaction Count: 6

Total: 3,190.69

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/7/2024	2/8/2024	Bonnies Best Cafe Bakersfield, CA				216.00
	BONNIES BEST CAFE-Personal Committee Meeting						
2	2/10/2024	2/12/2024	Biometrics4all Inc 714-568-9888, CA				15.75
	BIOMETRICS4ALL, INC-Maintenance Invoice						
3	2/15/2024	2/19/2024	Safety Holdings 888-9472622, NM				961.28
	Driving Monitoring Services						
4	2/15/2024	2/19/2024	Biometrics4all Inc 714-568-9888, CA				960.00
	BIOMETRICS4ALL, INC-Maintenance Invoice						

Transaction Count: 4

Total: 2,153.03

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/6/2024	2/7/2024	National Head Start Asso 703-739-0875, VA				1,800.00
	NHAS The Future of ERSEA Virtual Conference for 6 E&A Kern Team Members						
2	2/6/2024	2/7/2024	Schlpay*kerncounty 661-636-4558, CA				50.00
	Specially Yours Conference Registration for HS Inclusion Team						
3	2/13/2024	2/14/2024	National Head Start Asso 202-320-2024, VA				300.00
	NHAS The Future of ERSEA Virtual Conference for 1 E&A SJC Team Member						
4	2/14/2024	2/15/2024	American Air Fort Worth, TX				359.70
	Air Travel to Phoenix, AZ for R9HSA EHS STEM Conference for Mentor Coach						
5	2/14/2024	2/15/2024	American Air Fort Worth, TX				359.70
	Air Travel to Phoenix, AZ for R9HSA EHS STEM Conference for Mentor Coach						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	2/14/2024	2/15/2024	American Air Fort Worth, TX				359.70
	Air Travel to Phoenix, AZ for R9HSA EHS STEM Conference for Education Supervisor						
7	2/14/2024	2/15/2024	American Air Fort Worth, TX				359.70
	Air Travel to Phoenix, AZ for R9HSA EHS STEM Conference for Education Supervisor						
8	2/15/2024	2/19/2024	American Ai 800-433-7300, TX				-359.70
	Refund /Exchange for air travel to Phoenix R9HSA conference.						
9	2/16/2024	2/19/2024	American Air Fort Worth, TX				367.70
	Air travel to Phoenix R9HSA conference for HS STEM for Education Team member .						
10	2/24/2024	2/26/2024	American Air Fort Worth, TX				543.71
	Air Travel for Assistance Director to attend Pyramid Conference for Social Emotional Well Being.						

Transaction Count: 10

Total: 4,140.51

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/31/2024	2/1/2024	Red Rock Adv Room Dep 9999999999, NV				692.69
	Hotel Fee for Vanessa Mendoza - NCAP Mgmt. & Leadership Conference in Las Vegas. Total cost less advance deposit fee of $270.07 = 692.69						
2	1/31/2024	2/1/2024	Red Rock Adv Room Dep 9999999999, NV				692.69
	Hotel Fee for Andrea Reyes - NCAP Mgmt. & Leadership Conference in Las Vegas. Total cost less advance deposit fee of $270.07 = 692.69						
3	2/1/2024	2/2/2024	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription for Stock Photos						
4	2/1/2024	2/2/2024	Red Rock Adv Room Dep 9999999999, NV				945.81
	Hotel Fee for Savannah Maldonado - NCAP Mgmt. & Leadership Conf. in Las Vegas. Total amount is $1215.88 less advance deposit of $270.07 = $945.81.						
5	2/3/2024	2/5/2024	Unlimited-Elements-For Httpsfreemius, DE				74.25
	Annual Unlimited Elements Plan (5 sites).						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	2/5/2024	2/7/2024	Spirit Airl 800-7727117, FL				129.00
	Carryon Baggage Fee for Vanessa Mendoza - Flight to Las Vegas for NCAP Management & Leadership Conference.						
7	2/8/2024	2/8/2024	Pma Online 201-871-0427, NJ				720.00
	Registration Fee for Online Grant Writing Training for 3 (K. Vazquez, B.R. Fergon, & A. Perez)						
8	2/9/2024	2/12/2024	Omni Hotels 800-8096664, CA				1,111.62
	Advance hotel payment for Ernesto Leo to attend the GSMCON 2024 in Palm Springs, CA						
9	2/9/2024	2/12/2024	Facebk 2xnngypwa2 650-5434800, CA				250.00
	Facebook Ad for LIHWAP Program						
10	2/9/2024	2/12/2024	Linkedin Ads 9206621476 855-6535653, CA				38.79
	Social Media Ad Campaign for Head Start.						
11	2/11/2024	2/12/2024	Facebk 3nfhgwbwa2 650-5434800, CA				250.00
	Facebook Ad for LIHWAP Program						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	2/12/2024	2/13/2024	Red Rock Adv Room Dep 9999999999, NV				-270.07
	Refund for Deposit for Pritika Ram's room in Las Vegas for the NCAP MLC Conference. Her room was paid for by NCAP at a different hotel.						
13	2/13/2024	2/13/2024	Facebk Fsnkqvtwa2 650-5434800, CA				250.00
	Facebook Ad for LIHWAP Program						
14	2/14/2024	2/15/2024	In *alliance Of Informati 703-2182477, VA				600.00
	Registration Fee for Sabrina Jones-Roberts to attend Inform USA Conference in Grand Rapids, MI.						
15	2/14/2024	2/15/2024	American Air Fort Worth, TX				1,023.70
	Airline Ticket for Sabrina Jones-Roberts to attend Inform USA Grand Gathering Conference in Grand Rapids, MI.						
16	2/14/2024	2/15/2024	Facebk Km9blw3wa2 650-5434800, CA				250.00
	Facebook Ad for LIHWAP Program						
17	2/15/2024	2/16/2024	Linkedin Ads 9226392406 855-6535653, CA				106.37
	Social Media Ad Campaign for Head Start.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	2/15/2024	2/16/2024	Dnh*godaddy.Com 480-5058855, AZ				46.34
	Domain Name Renewal for kerneitc.org						
19	2/16/2024	2/19/2024	Facebk 5sqymw3wa2 650-5434800, CA				250.00
	Facebook Ad for LIHWAP Program						
20	2/16/2024	2/19/2024	Jw Marriott Las Vegas Las Vegas, NV				562.74
	Hotel Receipt for Pritika Ram to attend NCAP MLC in Las Vegas, NV.						
21	2/18/2024	2/19/2024	Facebk Geesrypwa2 650-5434800, CA				250.00
	Facebook Ad for LIHWAP Program						
22	2/19/2024	2/20/2024	Facebk Dk8paxxwa2 650-5434800, CA				250.00
	Facebook Ad for LIHWAP Program						
23	2/20/2024	2/21/2024	Cke*new Vintage Bar & Gri Bakersfield, CA				115.08
	Lunch Meeting to discuss expansion with Bakersfield City School District.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	2/21/2024	2/22/2024	Linkedin Ads 9927750504 855-6535653, CA				102.00
	Social Media Ad Campaign for Head Start.						
25	2/21/2024	2/23/2024	Residence Inn Downtown Sacramento, CA				679.95
	Hotel Fee for Annelisa Perez to attend the CA Jobs First Winter Convening in Sacramento, CA						
26	2/27/2024	2/28/2024	Linkedin Ads 9271222596 855-6535653, CA				104.80
	Social Media Ad Campaign for Head Start.						
27	2/27/2024	2/28/2024	Tst* Sonder Bakersfield, CA				87.78
	Lunch meeting to discuss Foundation Business.						
28	2/28/2024	2/29/2024	Facebk 37ejawtwa2 650-5434800, CA				249.75
	Facebook Ad for LIHWAP Program						

Transaction Count: 28

Total: 9,592.29

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/31/2024	2/1/2024	Red Rock Adv Room Dep 9999999999, NV				692.69
	Advance Hotel Room Payment for Board Member, Denise Boshers. NCAP Management & Leadership Conference in Las Vegas, NV.						
2	2/1/2024	2/2/2024	Food-Ex Bakersfield, CA				492.88
	Lunch for January 31, 2024 Board of Directors Meeting. Agenda & Attendee List is attached.						
3	2/2/2024	2/5/2024	Shell Oil12822045014 Bakersfield, CA				80.62
	Gasoline for CEO's Agency Vehicle						
4	2/7/2024	2/12/2024	Ncaf 202-842-2092, DC				775.00
	Registration Fee for Pritika Ram to attend NCAF Conference in Washington, DC. Registration fee switched from Jeremy to Pritika.						
5	2/13/2024	2/14/2024	Sq *too Fat Sandwiches-18 Gosq.Com, CA				93.73
	Lunch for PRE Committee Meeting.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	2/13/2024	2/14/2024	Curb Lv Taxi Nellis Queens, NY				79.48
	Taxi Fare for Jeremy Tobias from Airport to Hotel in Las Vegas - NCAP Management & Leadership Conference						
7	2/14/2024	2/16/2024	United United.Com, TX				-258.60
	Credit for Canceled flight for Board Member Denise Boshers - NCAP Management & Leadership Conference in Las Vegas, NV						
8	2/15/2024	2/19/2024	Avas Flowers 877-638-3303, DE				95.82
	Sympathy Plant for deceased employee's family. (Ann Jackson)						
9	2/18/2024	2/19/2024	Red Rock Hotel Fd Las Vegas, NV				1,991.06
	Balance due for hotel fee for Jeremy Tobias - NCAP Management & Leadership Conference. See notes on receipt. Amount due to CAPK received during travel liquidation.						
10	2/18/2024	2/19/2024	Rps Bakersfield Bakersfield, CA				50.00
	Parking Fee for Jeremy Tobias at Bakersfield Airport - Attended NCAP Management & Leadership Conference in Las Vegas						
11	2/22/2024	2/23/2024	American Air Fort Worth, TX				606.70
	Airline Ticket for Board Member Michelle Jara-Rangel to attend NHSA Annual Conference in Portland, OR.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	2/23/2024	2/26/2024	Mister Car Wash #1006 866-2543229, MN				29.99
	Monthly Car Wash Fee for CEO's Agency Vehicle.						
13	2/28/2024	2/29/2024	Food-Ex Bakersfield, CA				361.97
	Lunch for Board Meeting on 2/28/24.						
14	2/28/2024	2/29/2024	76 - Samco 4100 Californi Bakersfield, CA				68.56
	Gasoline for CEO's Agency Vehicle.						

Transaction Count: 14

Total: 5,159.90

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/9/2024	2/9/2024	Microsoft G039090904 701-2817490, WA			✓	1,298.31
	Microsoft INV G039090904 Billing Period 1/1/24 - 1/31/24						
2	2/19/2024	2/20/2024	Msft * E0200qvff7 Msbill.Info, WA			✓	11.20
	Online Services 1/19/24 - 2/18/24						
3	2/19/2024	2/20/2024	Wl *mindbody Inc 805-250-8506, CA			✓	461.98
	Recurring Fee						

Transaction Count: 3

Total: 1,771.49

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/31/2024	2/1/2024	Boomtaxtaxfiling Boomtax.Com, TX				2,618.90
	Verification of EINs and SSNs for CAPK's 2023 Tax Filing and Bulk Submittal of TIN's to IRS.						
2	2/2/2024	2/5/2024	Htl*caesarspalacel 800-468-3578, TX				1,129.58
	Initial hotel room reservation for Wifpli. This has been cancelled. It will take 7-10 days to see the credit.						
3	2/8/2024	2/8/2024	Goody Technologies Inc Httpswww.Ongo, OR				3,000.00
	Gifts for Staff Development Day in April, 2024						
4	2/8/2024	2/9/2024	Spectrum 855-707-7328, MO				393.89
	16th Street Suite 302 payment to restore internet.						
5	2/8/2024	2/9/2024	Payrollorg 210-226-4600, TX				384.96
	Payroll Book for 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	2/9/2024	2/12/2024	Wipfli Llp Madison, WI				995.00
	Annual Wipfli membership renewal.						
7	2/16/2024	2/19/2024	Goody Technologies Inc Httpswww.Ongo, OR				465.00
	Gifts for Staff Development Day April 25, 2024						
8	2/20/2024	2/21/2024	Sequoia Sand Downtown Bakersfield, CA				203.50
	Budget and Finance Committee for February Lunch order.						
9	2/21/2024	2/22/2024	Sequoia Sand Downtown Bakersfield, CA				49.20
	Additional lunches added for the Budget & Finance Committee.						
10	2/23/2024	2/26/2024	Wipfli Llp Madison, WI				4,800.00
	2024 Wipfli Conference in July. G. Alexander, M. Goni, L. Solorio.						
11	2/24/2024	2/26/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Hotel Reservation for Wipfli Conference in July for Liliana Solorio.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	2/24/2024	2/26/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Hotel Reservation for Wipfli Conference in July for Martin Goni.						
13	2/24/2024	2/26/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Hotel Reservation for Wipfli Conference in July for Gabrielle Alexander.						

Transaction Count: 13

Total: 14,659.08

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3618	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	1/29/2024	2/12/2024	Dispute-Hilton Parc 55 S Unknown				-762.33
	REFUND-DISPUTED CHARGES						
2	2/2/2024	2/5/2024	Hilton San Francisco 415-7711400, CA				873.15
	Lodging for Jamie Lujan to attend the NAEH Conference in San Francisco, CA March 3-7, 2024						
3	2/4/2024	2/6/2024	Travelodge 661-3250772, CA				504.00
	Lodging for Derek Oliver - M Street Client						

Transaction Count: 3

Total: 614.82

Employee Signature **Date**

Authorized Approver Signature **Date**

BUDGET AND FINANCE COMMITTEE

APRIL 17, 2024

FINANCIAL REPORT

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WELLS FARGO

Reporting Period : 2/1/2024 - 2/29/2024

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	2/1/2024 - 2/29/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/1/2024	2/2/2024	Lassens Natural Foods-Bk Bakersfield, CA				95.22
	Special Diet-Foods/Milk's						
2	2/5/2024	2/6/2024	Wm Supercenter #1624 Bakersfield, CA				217.68
	Special Diet-Foods/Milk's (Formula)						
3	2/15/2024	2/16/2024	Lassens Natural Foods-Bk Bakersfield, CA				74.21
	Special Diet-Foods/Milk's						
4	2/16/2024	2/19/2024	Sq *mayacamas Fine Foods Gosq.Com, CA				59.29
	Special Diet-Foods/Milk's						

Transaction Count: 4

Total: 446.40

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 (12 OF 12 MONTHS OR 100.0%)

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,632,027	1,290,663	79.1%	341,364
Head Start Subsidy	1,120,549	1,364,751	121.8%	(244,202)
Total Revenue	2,752,576	2,655,414	96.5%	97,162
Expenditures (Note B)				
Salaries	880,250	772,631	87.8%	107,619
Benefits	253,487	233,596	92.2%	19,891
Vehicle Gasoline, Repair/Maintenance	45,000	44,366	98.6%	634
Space Costs	121,700	180,984	148.7%	(59,284)
Supplies - Office & Food Service	106,000	134,666	127.0%	(28,666)
Equipment Repair/Maintenance & Lease	25,000	16,545	66.2%	8,455
Communication	13,000	14,791	113.8%	(1,791)
Risk Insurance	12,700	12,855	101.2%	(155)
Printing	1,000	877	87.7%	123
Hiring & Employee Costs	1,200	2,336	194.7%	(1,136)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,015,580	964,297	95.0%	51,283
Sub Total	2,475,417	2,377,944	96.1%	97,473
Adult Meals Prepared	128,794	146,413	113.7%	(17,619)
Indirect	148,365	131,057	88.3%	17,308
Total Expenditures	2,752,576	2,655,414	96.5%	97,162

	Prior Period	FEBRUARY 2024	Cumulative
Total Meals Prepared and Vended (Note C)	600,212	56,911	657,123
Total Meals Claimed	382,242	39,987	422,229
Difference	217,970	16,924	234,894

Percentage Claimed to Prepared/Vended		70.3%	64.3%

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 (8 OF 12 MONTHS = 66.7%)

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	$ 2,093,815	$ 2,015,278	$ 2,149,754	$ -	$ -	$ -	$ -	$ 19,004,838		
Add: Family Fees	-	-	-	55	55	109	-	-	-	-	-	-	$ 219		
Net Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,183	$ 2,186,387	$ 2,093,924	$ 2,015,278	$ 2,149,754	$ -	$ -	$ -	$ -	$ 19,005,057	82.89%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,640,785**		**80.39%**
Administration & Support Services Revenue															
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,183	$ 2,186,387	$ 2,093,924	$ 2,015,278	$ 2,149,754	$ -	$ -	$ -	$ -	$ 19,005,057		
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	$ 499,171	$ 480,422	$ 512,480	$ -	$ -	$ -	$ -	$ 4,530,617		
Program Administration/Support Services Costs	177,391	196,747	285,508	115,970	204,994	332,772	184,663	400,424	-	-	-	-	1,898,471	8.28%	
Indirect (10% x MTDC) Costs	292,056	304,728	299,124	231,951	237,703	241,175	216,270	200,277	-	-	-	-	2,023,284	8.82%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 469,447	$ 501,475	$ 584,632	$ 347,921	$ 442,698	$ 573,947	$ 400,934	$ 600,701	$ -	$ -	$ -	$ -	3,921,754	17.11%	
Revenue Earned Over/(Under) Costs	$ 187,997	$ 180,813	$ 64,174	$ 180,872	$ 78,515	$ (74,776)	$ 79,489	$ (88,221)	$ -	$ -	$ -	$ -	608,863		
TOTAL COSTS - NET OF FAMILY FEES	$ 3,227,294	$ 3,363,540	$ 3,306,250	$ 2,566,104	$ 2,629,085	$ 2,667,871	$ 2,416,212	$ 2,750,455	$ -	$ -	$ -	$ -	22,926,811	100.00%	

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

Provider payments	19,005,057
Reimbursement Rate (19.25% / 80.75%)	x 23.8390%
Revenue Earned	4,530,615

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 (8 OF 12 MONTHS = 66.7%)

	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	5,422	-	-	-	-	44,730	
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	$ 268,615	$ -	$ -	$ -	$ -	$ 2,272,678	**57.82%**
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%	98.52%						**99.38%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,104	6,787	8,232	10,641	9,521	8,342	10,898	10,014	-	-	-	-	67,540	
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	$ 553,488	$ -	$ -	$ -	$ -	$ 3,732,957	**52.67%**
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%	98.85%						**98.79%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	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	68	-	-	-	-	479	
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	$ 3,480	$ -	$ -	$ -	$ -	$ 24,677	**8.47%**
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%	100.00%						**98.80%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	97.75%	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 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 (8 OF 12 MONTHS = 66.7%)

	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	2,769	-	-	-	-	25,371	
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	$ 135,225	$ -	$ -	$ -	$ -	$ 1,239,126	**50.41%**
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%	99.26%						**99.51%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%

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

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

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable
Month/Year: February-2023
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	February-2023		Year to Date 03/1/22 - 01/31/23	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	11	2,468,893	174	29,503,089
Wire Deposits	10	3,639,725	147	31,389,987
Head Start/IRS Drawdowns	5	4,311,555	60	40,358,541
Vendor Checks Issued	1123	3,971,880	13,901	61,290,772
Payroll Disbursed				32,880,275
Grant Reports Prepared	33		430	
ASTHO Vaccine Equity				
CalFresh Outreach				
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 CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
ESG CARES Act Homeless				
Food Bank Farmers Market				
First 5 Kern – Help Me Grow				
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 2021				
LIHEAP 2022				
LIHEAP ARPA				
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	409	0	409		3454
Contracts	45	5	40		311
Leases	21	14	7		24
Requests for Proposals	3	0	2		29

Business Services Projects

Description		% Completed		Comments
Energy Subcontractor		100		Completed
Design Build Sports Field Lighting FHCC		90		Awarded -Waiting for funding

Total Division Staffing 29 positions + 1 Vacancies

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

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 FEBRUARY 29, 2024

ASSETS	
Cash in Bank	17,999,015
Cash - Vacation Reserve	1,019,231
Petty Cash	-
Accounts Receivable	4,762,068
Travel Advance	5,581
Prepaid Expense	537,497
Inventory	1,203,030
Net Fixed Assets - Unrestricted	59,097
Net Fixed Assets - Restricted	29,792,937
Total Assets	55,378,457
LIABILITES AND NET ASSETS	
Accounts Payable	3,599,558
Accrued Expenses	2,915,294
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,550,500
Deferred Revenue	10,441,684
Total Liabilites	29,461,448
Total Net Assets	25,917,009
Total Liabilities and Net Assets	55,378,457

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE	
Grant Revenue	119,746,721
Donations	399,978
Other Revenue	14,609,523
In-Kind	12,644,066
Total Revenue	147,400,288
EXPENDITURES	
Salaries	45,754,790
Benefits	12,248,098
Travel	953,923
Space Costs	23,738,877
Supplies	3,695,394
Consultant/Contract Services	6,123,888
Other Costs	4,979,611
Program Costs	36,199,093
Capital Expenditures	1,227,043
Indirect	10,325,742
In-Kind	12,644,066
Total Expenditures	157,890,525
Net Change in Assets	(10,490,237)
Net Assets, beginning	36,407,245
Net Assets, ending	25,917,009

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 02-29-24 (100.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	47,100,100	41,170,749	5,929,351	87%
BENEFITS	14,073,704	11,136,976	2,936,728	79%
TRAVEL	945,786	847,582	98,204	90%
SPACE COST	24,896,066	21,720,249	3,175,817	87%
SUPPLIES	3,117,268	3,272,558	(155,290)	105%
EQUIPMENT	2,006,693	3,087,433	(1,080,740)	154%
CONSULTANT/CONTRACT SERVICES	4,701,828	4,939,914	(238,086)	105%
OTHER COSTS	3,184,583	4,141,373	(956,790)	130%
PROGRAM COSTS	27,411,577	36,109,387	(8,697,810)	132%
INDIRECT	10,269,644	10,659,037	(389,393)	104%
TOTAL	137,707,249	137,085,258	621,991	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 02-29-24 (100.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	34,805,356	30,400,768	4,404,588	87%
BENEFITS	10,516,956	8,392,673	2,124,283	80%
TRAVEL	668,717	524,173	144,544	78%
SPACE COST	5,544,279	4,562,276	982,003	82%
SUPPLIES	2,449,189	2,316,882	132,307	95%
EQUIPMENT	810,970	396,624	414,346	49%
CONSULTANT/CONTRACT SERVICES	1,309,179	1,283,369	25,810	98%
OTHER COSTS	1,162,562	1,685,015	(522,453)	145%
PROGRAM COSTS	23,131,098	32,343,277	(9,212,179)	140%
INDIRECT	7,696,110	8,091,507	(395,397)	105%
TOTAL	88,094,416	89,996,563	(1,902,147)	102%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 02-29-24 (100.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,791,680	3,921,106	870,574	82%
BENEFITS	1,486,523	1,031,760	454,763	69%
TRAVEL	110,349	176,342	(65,993)	160%
SPACE COST	7,621,217	4,299,707	3,321,510	56%
SUPPLIES	125,671	420,469	(294,798)	335%
EQUIPMENT	25,000	1,273,103	(1,248,103)	5092%
CONSULTANT/CONTRACT SERVICES	648,910	569,075	79,835	88%
OTHER COSTS	409,174	629,265	(220,091)	154%
PROGRAM COSTS	3,068,971	2,964,909	104,062	97%
INDIRECT	932,114	918,060	14,054	98%
TOTAL	19,219,609	16,203,794	3,015,815	84%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 02-29-24 (100.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,144,738	2,404,328	(259,590)	112%
BENEFITS	563,572	603,077	(39,505)	107%
TRAVEL	45,978	54,636	(8,658)	119%
SPACE COST	209,036	223,005	(13,969)	107%
SUPPLIES	270,912	235,760	35,152	87%
EQUIPMENT	107,306	126,696	(19,390)	118%
CONSULTANT/CONTRACT SERVICES	1,855,564	1,937,160	(81,596)	104%
OTHER COSTS	1,078,691	1,062,443	16,248	98%
PROGRAM COSTS	382,704	386,493	(3,789)	101%
INDIRECT	655,120	679,565	(24,445)	104%
TOTAL	7,313,621	7,713,164	(399,543)	105%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 02-29-24 (100.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	3,076,468	1,143,344	73%
BENEFITS	1,226,969	783,043	443,926	64%
TRAVEL	55,702	54,099	1,603	97%
SPACE COST	953,189	1,741,374	(788,185)	183%
SUPPLIES	232,451	257,265	(24,814)	111%
EQUIPMENT	1,058,550	1,286,144	(227,594)	122%
CONSULTANT/CONTRACT SERVICES	830,833	899,575	(68,742)	108%
OTHER COSTS	380,166	587,960	(207,794)	155%
PROGRAM COSTS	825,804	377,112	448,692	46%
INDIRECT	779,220	731,456	47,764	94%
TOTAL	10,562,696	9,794,495	768,201	93%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 02-29-24 (100.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	981,358	1,174,495	(193,137)	120%
BENEFITS	230,966	287,368	(56,402)	124%
TRAVEL	40,290	30,268	10,022	75%
SPACE COST	260,590	200,766	59,824	77%
SUPPLIES	30,245	26,845	3,400	89%
EQUIPMENT	4,867	4,867	(0)	100%
CONSULTANT/CONTRACT SERVICES	27,035	20,919	6,116	77%
OTHER COSTS	44,380	57,661	(13,281)	130%
PROGRAM COSTS	3,000	1,128	1,872	38%
INDIRECT	168,596	176,584	(7,988)	105%
TOTAL	1,791,327	1,980,902	(189,575)	111%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 02-29-24 (100.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	193,584	(36,428)	123%
BENEFITS	48,718	39,056	9,662	80%
TRAVEL	24,750	8,065	16,685	33%
SPACE COST	10,307,755	10,693,121	(385,366)	104%
SUPPLIES	8,800	15,337	(6,537)	174%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	229,816	(199,509)	758%
OTHER COSTS	109,610	119,030	(9,420)	109%
PROGRAM COSTS	-	36,467	(36,467)	Not budgeted
INDIRECT	38,484	61,865	(23,381)	161%
TOTAL	10,725,580	11,396,340	(670,760)	106%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 02/29/24 (12 OF 12 MONTHS = 100.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 10,269,644**	**$ 10,659,037**	**103.8%**	**$ (389,393)**
Expenditures				
Salaries	4,684,733	4,317,590	92.2%	367,143
Benefits @ 23.6% actual	1,216,557	1,074,168	88.3%	142,389
Total Personnel Costs	5,901,290	5,391,758	91.4%	509,532
Operating Costs				
Travel	88,000	104,175	118.4%	(16,175)
Space Costs	386,450	395,680	102.4%	(9,230)
Supplies	354,950	507,707	143.0%	(152,757)
Consultant/Contract	1,049,000	1,198,742	114.3%	(149,742)
Other Operating Costs	958,000	815,820	85.2%	142,180
Total Operating Costs	2,836,400	3,022,124	106.5%	(185,724)
Total Expenditures	**$ 8,737,690**	**$ 8,413,882**	**96.3%**	**$ 323,808**
Excess (Deficit) Indirect Revenue	**$ 1,531,954**	**$ 2,245,155**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,302,127	$ 1,300,410	99.9%	$ 1,717
Operations	2,952,565	2,819,277	95.5%	133,288
Executive	602,524	788,610	130.9%	(186,086)
Program Administration	-	532	Not budgeted	(532)
Finance	2,550,906	2,730,183	107.0%	(179,277)
Community Development	1,329,568	774,870	58.3%	554,698
	$ 8,737,690	$ 8,413,882	96.3%	$ 323,808

Prepared Date: 03/28/24

Community Action Partnership of Kern

Check/Voucher Register

From 2/1/2024 Through 2/29/2024

Check Date	Check Number	Payee	Check Amount
2/2/2024	221468	PAMALA ROBERTS	353.52
2/6/2024	217444	ERIKA DELGADILLO RODRIGUEZ	(7,336.47)
2/6/2024	25264	WELLS FARGO	39,950.61
2/7/2024	221469	ARVIN COMMUNITY SERVICE DISTRICT	427.73
2/7/2024	221470	AT&T	3,699.04
2/7/2024	221471	AT&T	12,416.52
2/7/2024	221472	AT&T	4,454.35
2/7/2024	221473	AT&T	4,465.90
2/7/2024	221474	AT&T	3,699.04
2/7/2024	221475	AT&T	4,454.35
2/7/2024	221476	AT&T	3,699.04
2/7/2024	221477	AT&T	4,454.35
2/7/2024	221478	AT&T	3,699.04
2/7/2024	221479	AT&T	4,333.24
2/7/2024	221480	BARBARA CISNEROS	28.61
2/7/2024	221481	CALIFORNIA CHAMBER OF COMMERCE	1,099.00
2/7/2024	221482	CALIFORNIA WATER SERVICE COMPANY	728.26
2/7/2024	221483	CATHY DOUMA	445.70
2/7/2024	221484	CECILIA C AYALA	718.00
2/7/2024	221485	CHARTER COMMUNICATIONS	169.98
2/7/2024	221486	CHARTER COMMUNICATIONS	169.98
2/7/2024	221487	CHILD CARE RESULTS INC	6,514.75
2/7/2024	221488	CHRISTOPHER PERCIVAL	226.55
2/7/2024	221489	CITY OF BAKERSFIELD	278.00
2/7/2024	221490	CITY OF RIDGECREST	1,200.00
2/7/2024	221491	CITY OF STOCKTON	55.68
2/7/2024	221492	CLAUDIA ELENA RIVERA	26.80
2/7/2024	221493	CMA FIRE PROTECTION	485.00
2/7/2024	221494	COMCAST CORPORATION	139.78
2/7/2024	221495	COMMUNITY SERVICES AND DEVELOPMENT DEPARTMENT	1,856.60
2/7/2024	221496	COVERALL NORTH AMERICA INC	1,025.00
2/7/2024	221497	DEFENDER DETECTORS INC	4,988.16
2/7/2024	221498	DEPARTMENT OF MOTOR VEHICLES	1,542.00
2/7/2024	221499	DEPARTMENT OF MOTOR VEHICLES	402.00
2/7/2024	221500	DEPARTMENT OF MOTOR VEHICLES	10.00
2/7/2024	221501	DEPARTMENT OF MOTOR VEHICLES	555.00
2/7/2024	221502	DEPARTMENT OF MOTOR VEHICLES	672.00
2/7/2024	221503	DEPARTMENT OF MOTOR VEHICLES	426.00
2/7/2024	221504	DEPARTMENT OF MOTOR VEHICLES	426.00
2/7/2024	221505	DEPARTMENT OF MOTOR VEHICLES	196.00
2/7/2024	221506	DEPARTMENT OF MOTOR VEHICLES	196.00
2/7/2024	221507	DEPARTMENT OF MOTOR VEHICLES	399.00
2/7/2024	221508	DEPARTMENT OF MOTOR VEHICLES	418.00
2/7/2024	221509	DEPARTMENT OF MOTOR VEHICLES	556.00
2/7/2024	221510	DEPARTMENT OF MOTOR VEHICLES	392.00
2/7/2024	221511	DEPARTMENT OF MOTOR VEHICLES	391.00
2/7/2024	221512	DEPARTMENT OF MOTOR VEHICLES	444.00
2/7/2024	221513	DEPARTMENT OF MOTOR VEHICLES	370.00
2/7/2024	221514	DEPARTMENT OF MOTOR VEHICLES	813.00
2/7/2024	221515	DIRECTIONAL AD-VANTAGE HOLDING LLC	3,370.00
2/7/2024	221516	ECOLAB FOOD SAFETY SPECIALTIES	450.84
2/7/2024	221517	ELENA GARCIA	51.09

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2/7/2024	221518	EQUITY MANAGMENT	1,000.00
2/7/2024	221519	FEDEX	294.01
2/7/2024	221520	FERGUSON ENTERPRISES INC #1350	718.35
2/7/2024	221521	FLOWERS BAKING CO OF HENDERSON LLC	154.56
2/7/2024	221522	GLYNIEL CAMPBELL	49.13
2/7/2024	221523	GOTO TECHNOLOGIES USA, INC	2,628.00
2/7/2024	221524	GRIMMWAY ENTERPRISES, INC.	7,290.00
2/7/2024	221525	GRINGTEAM INC.	13,040.45
2/7/2024	221526	HILDA CASTRO	102.65
2/7/2024	221527	HOME DEPOT COMMERCIAL CREDIT	1,535.16
2/7/2024	221528	HORIZON DISTRIBUTORS, INC.	586.07
2/7/2024	221529	JANEY FELSOCI	161.79
2/7/2024	221530	JIMMIE ALVIDREZ	41.27
2/7/2024	221531	JUANITA JACKSON	104.80
2/7/2024	221532	KARIANA SOTELO	163.15
2/7/2024	221533	KERN COMMUNITY COLLEGE DISTRICT	18,965.48
2/7/2024	221534	KERN COUNTY NETWORK FOR CHILDREN	120.00
2/7/2024	221535	KERN COUNTY SUPERINTENDENT OF SCHOOLS	17,033.20
2/7/2024	221536	KERN COUNTY SUPERINTENDENT OF SCHOOLS EDUCATIONAL SERVICES FOUNDATION	12,845.46
2/7/2024	221537	KEVIN GOUDGE	434.27
2/7/2024	221538	LAKESHORE EQUIPMENT COMPANY	6,486.32
2/7/2024	221539	LAMAR COMPANIES	15,675.00
2/7/2024	221540	LAMONT ELEMENTARY SCHOOL DISTRICT	13,521.25
2/7/2024	221541	LAMONT SANITATION INC	1,181.32
2/7/2024	221542	LAW OFFICES OF GREGORY A DOUGLAS, APC	26,250.00
2/7/2024	221543	LB FUNDING LLC	7,511.29
2/7/2024	221544	LEVEL 3 FINANCING INC	1,489.45
2/7/2024	221545	LIGIA JOHNSON	148.03
2/7/2024	221546	LINA FROST	22.27
2/7/2024	221547	LISETTE VAZQUEZ	100.00
2/7/2024	221548	LORENA IBARRA	45.85
2/7/2024	221549	LORRAINE PALOMO	233.50
2/7/2024	221550	LORRAINE SANCHEZ ORTIZ	59.00
2/7/2024	221551	LOWES COMPANIES INC	9,472.22
2/7/2024	221552	MANAGEMENT INFORMATION TECHNOLOGY USA	87,976.00
2/7/2024	221553	MARIA ALICIA HUIZAR	44.54
2/7/2024	221554	MARIA CONTRERAS	685.13
2/7/2024	221555	MARIA DUARTE	117.90
2/7/2024	221556	MARIA LAURA GONZALEZ	99.56
2/7/2024	221557	MARIA MORENO GOMEZ	68.12
2/7/2024	221558	MARLEN TORRES	91.84
2/7/2024	221559	MAYRA CENDEJAS DURAN	164.00
2/7/2024	221560	MAYRA GARCIA	7.57
2/7/2024	221561	MCFARLAND UNIFIED SCHOOL DISTRICT	500.50
2/7/2024	221562	MCWILLIAMS & WALDEN INC	91.80
2/7/2024	221563	MELISSA DEWITT	19.65

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2/7/2024	221564	NICOLE CALLAHAN	119.87
2/7/2024	221565	NORTH OF THE RIVER RECR & PARK DIST	4,797.00
2/7/2024	221566	OASIS AIR CONDITIONING	54,933.13
2/7/2024	221567	ODP BUSINESS SOLUTIONS LLC	4,826.15
2/7/2024	221568	OFFICE1 LEASING	3,275.52
2/7/2024	221569	OTIS ELEVATOR COMPANY	847.69
2/7/2024	221570	PACIFICA STOCKTON HOTEL LLC	5,886.87
2/7/2024	221571	PAULIN INDUSTRIES, INC.	715.61
2/7/2024	221572	PAULINO CRUZ	49.78
2/7/2024	221573	PERLA RODRIGUEZ	272.48
2/7/2024	221574	PG&E	10,286.04
2/7/2024	221575	PRODUCERS DAIRY FOODS INC	5,513.01
2/7/2024	221576	QUALITY SECURITY SYSTEMS	135.00
2/7/2024	221577	RACE TELECOMMUNICATIONS INC	242.32
2/7/2024	221578	RAYMOND HANDLING SOLUTIONS, INC	16,418.86
2/7/2024	221579	REGINA HINES	53.71
2/7/2024	221580	ROBERT BRECHFELDT	156.95
2/7/2024	221581	ROSA CALLEJAS	98.25
2/7/2024	221582	ROSA JOHNSON	99.56
2/7/2024	221583	ROSLYN CRUZ	82.53
2/7/2024	221584	Roxanne Quiroz	65.00
2/7/2024	221585	Ruben Rivera	60.30
2/7/2024	221586	SAFEWAY INC VONS DIVISION	125.80
2/7/2024	221587	SAVANNAH FLORES	98.25
2/7/2024	221588	SAVE MART SUPERMARKETS	984.55
2/7/2024	221589	SHANNON PEREZ BECHTEL HUBBARD	85.15
2/7/2024	221590	SIERRA SANDS UNIFIED SCHOOL DIST	5,130.00
2/7/2024	221591	SOCALGAS	493.68
2/7/2024	221592	SOUTHERN CALIFORNIA EDISON	202.66
2/7/2024	221593	START EARLY	4,490.00
2/7/2024	221594	SUNRISE GARDENING SERVICE, LLC	2,700.00
2/7/2024	221595	SUNRISE VILLA PARTNERS	700.00
2/7/2024	221596	T-MOBILE USA INC	2,993.83
2/7/2024	221597	TEHACHAPI UNIFIED SCHOOL DISTRICT	1,020.00
2/7/2024	221598	TOKAY PRESS INC	897.70
2/7/2024	221599	TOMASA JARA	15.72
2/7/2024	221600	TOMMIE SUE CORDOVA	86.46
2/7/2024	221601	TRAFFIC MANAGEMENT, INC.	48.71
2/7/2024	221602	VALERIE CAMACHO	94.32
2/7/2024	221603	VALLEY PROPANE SERVICE	197.34
2/7/2024	221604	VARNER & SON INC	901.57
2/7/2024	221605	VARNER BROS., INC.	52.02
2/7/2024	221606	VIANEY GARCIA HERNANDEZ	90.00
2/7/2024	221607	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	740.00
2/7/2024	221608	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	3,414.94
2/7/2024	221609	WEST KERN COMMUNITY COLLEGE DISTRICT	11,181.06
2/7/2024	221610	WY CONSULTING GROUP	14,722.65
2/7/2024	221611	PUBLIC AGENCY COALITION ENTERPRISE	680,527.82
2/7/2024	221612	ANDRES GONZALEZ	295.25

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2/7/2024	221613	CECELIA STEWART	193.75
2/7/2024	221614	DENISE BOSHERS	197.50
2/7/2024	221615	GARY STEVES	295.25
2/7/2024	221616	MICHAEL GAGE	295.25
2/7/2024	221617	VANESSA CORTEZ MENDOZA	172.75
2/7/2024	221618	HOME DEPOT COMMERCIAL CREDIT	3,569.46
2/7/2024	221619	HOME DEPOT COMMERCIAL CREDIT	142.67
2/7/2024	221620	HOME DEPOT COMMERCIAL CREDIT	908.77
2/7/2024	221621	CALIFORNIA FRANCHISE TAX BOARD	50.00
2/7/2024	221622	ERIKA DELGADILLO RODRIGUEZ	7,336.47
2/7/2024	24056	ALLIED UNIVERSAL SECURITY SERVICES	76,823.84
2/7/2024	24057	AMAZON CAPITAL SERVICES, INC	1,088.88
2/7/2024	24058	AMAZON CAPITAL SERVICES, INC	109.35
2/7/2024	24059	AMAZON CAPITAL SERVICES, INC	74.92
2/7/2024	24060	AMAZON CAPITAL SERVICES, INC	562.67
2/7/2024	24061	AMAZON CAPITAL SERVICES, INC	493.41
2/7/2024	24062	AMAZON CAPITAL SERVICES, INC	65.31
2/7/2024	24063	AMAZON CAPITAL SERVICES, INC	46.94
2/7/2024	24064	AMAZON CAPITAL SERVICES, INC	109.90
2/7/2024	24065	AMAZON CAPITAL SERVICES, INC	103.25
2/7/2024	24066	AMAZON CAPITAL SERVICES, INC	428.89
2/7/2024	24067	AMAZON CAPITAL SERVICES, INC	47.17
2/7/2024	24068	AMAZON CAPITAL SERVICES, INC	238.04
2/7/2024	24069	AMAZON CAPITAL SERVICES, INC	2,901.27
2/7/2024	24070	AMAZON CAPITAL SERVICES, INC	32.36
2/7/2024	24071	AMAZON CAPITAL SERVICES, INC	64.92
2/7/2024	24072	AMAZON CAPITAL SERVICES, INC	37.56
2/7/2024	24073	AMERICAN BUSINESS MACHINES	168.06
2/7/2024	24074	AN ICON COMPANY, LLC	937.71
2/7/2024	24075	BRADY INDUSTRIES	401.68
2/7/2024	24076	CA ASSOCIATION OF FOOD BANKS	8,420.59
2/7/2024	24077	CANON FINANCIAL SERVICES, INC.	429.16
2/7/2024	24078	CDW GOVERNMENT LLC	4,104.50
2/7/2024	24079	CLAUDIA GARIBALDO	158.64
2/7/2024	24080	CREATIVE FINANCIAL STAFFING LLC	30,706.36
2/7/2024	24081	DELK PEST CONTROL	90.00
2/7/2024	24082	DELL TECHNOLOGIES, INC.	17,259.24
2/7/2024	24083	DESIREE JACKSON	49.78
2/7/2024	24085	DISCOUNT SCHOOL SUPPLY	10,505.27
2/7/2024	24086	ELIZABETH WILLIAMS	56.33
2/7/2024	24087	ESCUELITA HERNANDEZ LITTLE SCHOOL	14,322.26
2/7/2024	24088	ESTHER DODD	110.70
2/7/2024	24089	EVERGREEN CONSTRUCTION	550.00
2/7/2024	24090	EXACT STAFF, INC	823.10
2/7/2024	24091	EXACT STAFF, INC	1,299.17
2/7/2024	24092	EXACT STAFF, INC	1,036.26
2/7/2024	24093	FRONTIER COMMUNICATIONS HOLDINGS LLC	85.98
2/7/2024	24094	FRONTIER COMMUNICATIONS HOLDINGS LLC	87.50
2/7/2024	24095	GARCIA INDUSTRIES INC	1,350.00
2/7/2024	24096	GARCIA INDUSTRIES INC	1,125.00
2/7/2024	24097	GARCIA INDUSTRIES INC	6,770.00

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2/7/2024	24098	GARCIA INDUSTRIES INC	15,810.00
2/7/2024	24099	GARCIA INDUSTRIES INC	5,175.00
2/7/2024	24100	GARCIA INDUSTRIES INC	15,097.00
2/7/2024	24101	GARCIA INDUSTRIES INC	14,710.00
2/7/2024	24102	GARDEN PATHWAYS INC	8,797.85
2/7/2024	24103	GARDEN PATHWAYS INC	3,116.96
2/7/2024	24104	GLORIA GONZALEZ	165.06
2/7/2024	24105	HD MAINTENANCE INC	9,326.50
2/7/2024	24106	HD Supply Facilites Maintenance LTD	76.27
2/7/2024	24107	HD Supply Facilites Maintenance LTD	90.83
2/7/2024	24108	HUFFMAN & DOWNS MAINTENANCE	819.00
2/7/2024	24109	INDEPENDENT FIRE & SAFETY	164.79
2/7/2024	24110	Jeanette Ayala Fernandez	19.65
2/7/2024	24111	Jeanette Ayala Fernandez	36.18
2/7/2024	24112	Jeanette Ayala Fernandez	54.37
2/7/2024	24113	JON DOOLEY HEATING AND COOLING	2,757.30
2/7/2024	24114	JULISSA ELIZONDO	11.79
2/7/2024	24115	KAPLAN EARLY LEARNING CO	3,193.25
2/7/2024	24116	KAPLAN EARLY LEARNING CO	1,659.60
2/7/2024	24117	KAPLAN EARLY LEARNING CO	610.29
2/7/2024	24118	KERNVILLE UNION SCHOOL DISTRICT	19,223.08
2/7/2024	24119	KNIGHT'S SITE SERVICES INC	3,737.70
2/7/2024	24120	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	290.00
2/7/2024	24121	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	40.00
2/7/2024	24122	LUZVIMINDA ADAMS	145.41
2/7/2024	24123	M AND S SECURITY SERVICES INC	68.25
2/7/2024	24124	M AND S SECURITY SERVICES INC	150.00
2/7/2024	24125	Magaly Witz	58.96
2/7/2024	24126	MARIA DIAZ CORNEJO	90.39
2/7/2024	24127	MARISELA GONZALEZ	176.85
2/7/2024	24128	MELANIE KAY HILTON	55.61
2/7/2024	24129	MELISSA DELA GARZA	62.88
2/7/2024	24130	MONICA CASTANEDA	52.40
2/7/2024	24131	NARAMA INC	2,277.63
2/7/2024	24132	NARAMA INC	8,546.06
2/7/2024	24133	NARAMA INC	3,996.59
2/7/2024	24134	NARAMA INC	1,600.37
2/7/2024	24135	NARAMA INC	400.58
2/7/2024	24136	OFFICE IMAGING, INC	25.41
2/7/2024	24137	OFFICE IMAGING, INC	70.43
2/7/2024	24138	OFFICE IMAGING, INC	49.42
2/7/2024	24139	OLGA CASTRO	49.13
2/7/2024	24140	ORVILLE ABELLO	328.97
2/7/2024	24141	PAPER CONNECTION INC	2,808.37
2/7/2024	24142	POWER MACHINERY CENTER	393.31
2/7/2024	24143	RYAN DOZIER	147.75
2/7/2024	24144	SEIU LOCAL 521	15,462.88
2/7/2024	24145	SHARON BRIGGS	52.40
2/7/2024	24146	STAPLES ADVANTAGE	116.91
2/7/2024	24147	STINSON STATIONERS	5,256.68
2/7/2024	24148	SYSCO FOOD SERVICES OF VENTURA INC	867.19

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2/7/2024	24149	SYSCO FOOD SERVICES OF VENTURA INC	176.16
2/7/2024	24150	SYSCO FOOD SERVICES OF VENTURA INC	1,238.77
2/7/2024	24151	SYSCO FOOD SERVICES OF VENTURA INC	1,301.48
2/7/2024	24152	SYSCO FOOD SERVICES OF VENTURA INC	110.38
2/7/2024	24153	SYSCO FOOD SERVICES OF VENTURA INC	14,429.99
2/7/2024	24154	SYSCO FOOD SERVICES OF VENTURA INC	983.82
2/7/2024	24155	SYSCO FOOD SERVICES OF VENTURA INC	1,342.37
2/7/2024	24156	TEL TEC SECURITY SYSTEMS INC	519.98
2/7/2024	24157	THE MARCOM GROUP, INC.	95.00
2/7/2024	24158	TRANS-WEST SECURITY SERVICES, INC.	591.50
2/7/2024	24159	VERNON SORENSON MD INC	580.00
2/7/2024	24160	W W GRAINGER INC	172.88
2/7/2024	24161	W W GRAINGER INC	27.28
2/7/2024	24162	WESLEY UNITED METHODIST CHURCH	902.39
2/7/2024	24163	YOLANDA GONZALES	251.63
2/7/2024	24164	YOLANDA GONZALES	390.62
2/7/2024	24165	ANA ALCARAZ	242.08
2/7/2024	24166	ANDREA REYES	162.25
2/7/2024	24167	JEREMY T TOBIAS	172.75
2/7/2024	24168	SAVANNAH MALDONADO	266.50
2/7/2024	24169	WILFREDO CRUZ JR	296.25
2/7/2024	24170	AMAZON CAPITAL SERVICES, INC	1,542.86
2/7/2024	24171	OFFICE IMAGING, INC	121.60
2/7/2024	24172	OFFICE IMAGING, INC	100.08
2/7/2024	24173	OFFICE IMAGING, INC	190.15
2/7/2024	24174	OFFICE IMAGING, INC	190.00
2/7/2024	24175	OFFICE IMAGING, INC	96.25
2/7/2024	24176	OFFICE IMAGING, INC	96.25
2/7/2024	24177	OFFICE IMAGING, INC	135.63
2/7/2024	24178	OFFICE IMAGING, INC	125.00
2/7/2024	24179	OFFICE IMAGING, INC	150.63
2/7/2024	24180	OFFICE IMAGING, INC	107.58
2/7/2024	24181	OFFICE IMAGING, INC	103.48
2/7/2024	24182	OFFICE IMAGING, INC	106.88
2/7/2024	24183	SYSCO FOOD SERVICES OF VENTURA INC	433.75
2/7/2024	24184	AMAZON CAPITAL SERVICES, INC	309.12
2/7/2024	24185	AMAZON CAPITAL SERVICES, INC	32.43
2/7/2024	24186	AMAZON CAPITAL SERVICES, INC	1,537.66
2/7/2024	24187	AMAZON CAPITAL SERVICES, INC	108.90
2/7/2024	24188	AMAZON CAPITAL SERVICES, INC	349.99
2/7/2024	24189	AMAZON CAPITAL SERVICES, INC	409.94
2/7/2024	24190	AMAZON CAPITAL SERVICES, INC	187.06
2/7/2024	24191	AMAZON CAPITAL SERVICES, INC	90.63
2/7/2024	24192	AMAZON CAPITAL SERVICES, INC	14.06
2/7/2024	24193	AMAZON CAPITAL SERVICES, INC	10.91
2/7/2024	24194	AMAZON CAPITAL SERVICES, INC	1,452.82

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2/7/2024	24195	AMAZON CAPITAL SERVICES, INC	301.95
2/8/2024	218966	BAKERSFIELD CHRISTMAS PARADE COMMITTEE	(100.00)
2/8/2024	221623	ALYSSA ARCE	1,334.05
2/9/2024	220701	VALERIE CAMACHO	(230.56)
2/9/2024	221624	RILEY TAYLOR ELLIOTT	1,419.03
2/14/2024	221625	Adam Wages	30.80
2/14/2024	221626	ADRIANA MONICA GONZALEZ	71.69
2/14/2024	221627	AMY A JIMENEZ	56.95
2/14/2024	221628	ANA MARTINEZ DE RAMIREZ	92.30
2/14/2024	221629	ANGEL TEJEDA	101.09
2/14/2024	221630	ANNETTE JOHNSON-ALLEN	107.20
2/14/2024	221631	AT&T	301.17
2/14/2024	221632	AT&T	614.55
2/14/2024	221633	BAKERSFIELD COLLEGE	237.00
2/14/2024	221634	BLUETRITON BRANDS INC	5,354.72
2/14/2024	221635	BRIGHTLY SOFTWARE INC	9,407.48
2/14/2024	221636	CALIFORNIA WATER SERVICE COMPANY	66.65
2/14/2024	221637	CARMEN STARKS	51.45
2/14/2024	221638	CATHERINE ANSPACH	23.25
2/14/2024	221639	CHARTER COMMUNICATIONS	204.00
2/14/2024	221640	CHARTER COMMUNICATIONS	204.00
2/14/2024	221641	CHARTER COMMUNICATIONS	154.00
2/14/2024	221642	CHARTER COMMUNICATIONS	194.98
2/14/2024	221643	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	149.98
2/14/2024	221644	CHRISTOPHER PERCIVAL	4,243.92
2/14/2024	221645	CINTAS CORPORATION #668	626.75
2/14/2024	221646	CITY OF BAKERSFIELD	7,893.31
2/14/2024	221647	CITY OF DELANO	129.00
2/14/2024	221648	CMA FIRE PROTECTION	149.00
2/14/2024	221649	COMCAST CORPORATION	1,239.49
2/14/2024	221650	COUNTY OF KERN PUBLIC WORKS	31.51
2/14/2024	221651	CYNTHIA P. GARCIA	25.66
2/14/2024	221652	CYNTHIA RODRIGUEZ	54.94
2/14/2024	221653	EFRAIN RODRIGUEZ RAMIREZ	8.04
2/14/2024	221654	EL CONCILIO CALIFORNIA	112.50
2/14/2024	221655	ELENA GARCIA	48.91
2/14/2024	221656	ERIKA SALAZAR	201.67
2/14/2024	221657	FEDEX	115.75
2/14/2024	221658	FLOWERS BAKING CO OF HENDERSON LLC	70.84
2/14/2024	221659	FRANCIS VEGA	202.34
2/14/2024	221660	GIRLHENE SORIANO	301.70
2/14/2024	221661	GRIMMWAY ENTERPRISES, INC.	2,018.00
2/14/2024	221662	GRINGTEAM INC.	5,624.23
2/14/2024	221663	GUADALUPE A VILLASANA	55.61
2/14/2024	221664	HEIDY ESPINOZA	91.12
2/14/2024	221665	HOME DEPOT COMMERCIAL CREDIT	364.89
2/14/2024	221666	JA'NELL NICOLE GORE	58.96
2/14/2024	221667	JACINTA ZEDPEDA	192.29
2/14/2024	221668	JEREMIN EASTER	116.58
2/14/2024	221669	JESSICA HERNANDEZ	57.62
2/14/2024	221670	JULIA ROMERO	37.52

Community Action Partnership of Kern
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From 2/1/2024 Through 2/29/2024

Check Date	Check Number	Payee	Check Amount
2/14/2024	221671	KEITH C PFEFFER	2,240.95
2/14/2024	221672	KERN COMMUNITY COLLEGE DISTRICT	16,634.52
2/14/2024	221673	KERN COUNTY SUPERINTENDENT OF SCHOOLS	10,965.76
2/14/2024	221674	KERN RIVER PROPANE INC	5,811.00
2/14/2024	221675	KIMBERLY D FREIBERG	58.29
2/14/2024	221676	LAKESHORE EQUIPMENT COMPANY	20,599.31
2/14/2024	221677	LAMONT ELEMENTARY SCHOOL DISTRICT	13,516.32
2/14/2024	221678	LANGUAGE LINE SERVICES INC	614.72
2/14/2024	221679	LARA POPKIN	53.25
2/14/2024	221680	LILLIAN URREA	63.65
2/14/2024	221681	LORENA IBARRA	69.68
2/14/2024	221682	LOWES COMPANIES INC	260.49
2/14/2024	221683	MANUEL G BARRIOS	75.00
2/14/2024	221684	MARIA ALICIA HUIZAR	23.45
2/14/2024	221685	MARIA CONTRERAS	91.70
2/14/2024	221686	MARIA MORENO GOMEZ	14.07
2/14/2024	221687	MARIA SALAZAR	4,526.94
2/14/2024	221688	MAYRA GARCIA	91.12
2/14/2024	221689	MCWILLIAMS & WALDEN INC	203.74
2/14/2024	221690	MICHAEL K BROWN LANDSCAPE INC	9,220.86
2/14/2024	221691	OFFICE1 LEASING	694.73
2/14/2024	221692	PAULIN INDUSTRIES, INC.	17,759.63
2/14/2024	221693	PG&E	16,406.47
2/14/2024	221694	PYRAMID MODEL CONSORTIUM	2,793.00
2/14/2024	221695	RAMIRO SANTIVANES	100.00
2/14/2024	221696	RANDIK PAPER CO.	4,204.54
2/14/2024	221697	RAQUEL SILVA	58.96
2/14/2024	221698	RAYJEAN STONE	33.50
2/14/2024	221699	RENEE HULBRT	198.49
2/14/2024	221700	RIGOBERTO REYES	87.10
2/14/2024	221701	RITA FREGOSO	88.44
2/14/2024	221702	ROSA JOHNSON	137.35
2/14/2024	221703	ROUTE 66 BROADBAND LLC	219.13
2/14/2024	221704	SAFEWAY INC VONS DIVISION	16.79
2/14/2024	221705	SAGASER WATKINS & WIELAND PC	1,540.00
2/14/2024	221706	SARA VAZQUEZ	25.46
2/14/2024	221707	SAVANNAH FLORES	223.78
2/14/2024	221708	SAVE MART SUPERMARKETS	287.72
2/14/2024	221709	SHAFTER CHAMBER OF COMMERCE	1,000.00
2/14/2024	221710	SIDDNEY D EDWARDS	45.56
2/14/2024	221711	SIERRA SANDS UNIFIED SCHOOL DIST	1,350.00
2/14/2024	221712	SNIDERS	12.99
2/14/2024	221713	SOCALGAS	211.15
2/14/2024	221714	SOIL ENGINEERING, INC	4,500.00
2/14/2024	221715	ST. MICHAEL'S ANGLICAN PARISH RIDGECREST CA	250.00
2/14/2024	221716	SUKHMANI SHERGILL	210.00
2/14/2024	221717	T.D. PRODUCE SALES	980.00
2/14/2024	221718	TEACHSTONE, INC	875.00
2/14/2024	221719	UNITED RENTALS INC	527.27
2/14/2024	221720	UNITED WAY OF KERN COUNTY	33,418.79
2/14/2024	221721	VALERIE CAMACHO	230.56
2/14/2024	221722	VALLEY PROPANE SERVICE	250.67

Check Date	Check Number	Payee	Check Amount
2/14/2024	221723	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	588.15
2/14/2024	221724	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	812.64
2/14/2024	221725	HOME DEPOT COMMERCIAL CREDIT	1,861.16
2/14/2024	221726	HOLLY CUXIN	131.75
2/14/2024	221727	VANESSA ROCHA	1,413.97
2/14/2024	24198	ADOBE INC	83.97
2/14/2024	24199	ADOBE INC	83.97
2/14/2024	24200	ADVANCED DATA STORAGE	334.40
2/14/2024	24201	ALAN RODRIGUEZ	44.89
2/14/2024	24202	ALLIED UNIVERSAL SECURITY SERVICES	1,230.41
2/14/2024	24203	AMAZON CAPITAL SERVICES, INC	506.13
2/14/2024	24204	AMAZON CAPITAL SERVICES, INC	1,635.27
2/14/2024	24205	AMAZON CAPITAL SERVICES, INC	116.82
2/14/2024	24206	AN ICON COMPANY, LLC	374.18
2/14/2024	24207	CHEVRON AND TEXACO BUSINESS CARD SERVICES	7,684.43
2/14/2024	24208	CHEVRON AND TEXACO BUSINESS CARD SERVICES	392.34
2/14/2024	24209	CREATIVE FINANCIAL STAFFING LLC	1,292.00
2/14/2024	24210	ELSA NOHEMI FLORES GONZALEZ	711.64
2/14/2024	24211	ERIC LE BARBE	155.71
2/14/2024	24212	ERIE CUSTOM COMPUTER APPLICATIONS	2,050.00
2/14/2024	24213	ESCUELITA HERNANDEZ LITTLE SCHOOL	20,334.76
2/14/2024	24214	EXACT STAFF, INC	1,861.60
2/14/2024	24215	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72
2/14/2024	24216	FRONTIER COMMUNICATIONS HOLDINGS LLC	63.53
2/14/2024	24217	GABRIELLE ALEXANDER	195.46
2/14/2024	24218	GARDEN PATHWAYS INC	7,347.67
2/14/2024	24219	GARDEN PATHWAYS INC	2,500.00
2/14/2024	24220	GLORIANA TEIXEIRA	143.38
2/14/2024	24221	HD MAINTENANCE INC	400.00
2/14/2024	24222	HEWLETT-PACKARD COMPANY	6,793.26
2/14/2024	24223	HEWLETT-PACKARD COMPANY	4,555.14
2/14/2024	24224	HEWLETT-PACKARD COMPANY	1,204.28
2/14/2024	24225	HEY SALTY, INC	200.00
2/14/2024	24226	HEY SALTY, INC	200.00
2/14/2024	24227	HEY SALTY, INC	6,250.00
2/14/2024	24228	IRIS M GONZALEZ	46.90
2/14/2024	24229	JESSICA REYES GONZALEZ	60.30
2/14/2024	24230	JULISSA ELIZONDO	100.50
2/14/2024	24231	KAPLAN EARLY LEARNING CO	274.50
2/14/2024	24232	KAPLAN EARLY LEARNING CO	1,277.15
2/14/2024	24233	KAPLAN EARLY LEARNING CO	836.97
2/14/2024	24234	KAPLAN EARLY LEARNING CO	463.43
2/14/2024	24235	KAPLAN EARLY LEARNING CO	253.83
2/14/2024	24236	KAPLAN EARLY LEARNING CO	1,649.19
2/14/2024	24237	KERNVILLE UNION SCHOOL DISTRICT	19,503.41

Check Date	Check Number	Payee	Check Amount
2/14/2024	24238	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	2,139.75
2/14/2024	24239	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	9,826.87
2/14/2024	24240	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	342.00
2/14/2024	24241	LUCERO GONZALEZ	186.26
2/14/2024	24242	MAGDALENA VILLA	51.59
2/14/2024	24243	MARIA DEL CARMEN VILLANUEVA	42.21
2/14/2024	24244	MARIA MORALES ZARATE	2.62
2/14/2024	24245	MARIA MORALES ZARATE	2.68
2/14/2024	24246	MARIANA RIOS	24.12
2/14/2024	24247	MARISELA GONZALEZ	178.22
2/14/2024	24248	MISSION LINEN SUPPLY	1,756.11
2/14/2024	24249	MOLLY & BRUCE BUSACCA INC	57.00
2/14/2024	24250	MONICA ZAMUDIO	69.68
2/14/2024	24251	NARAMA INC	3,614.20
2/14/2024	24252	NARAMA INC	829.95
2/14/2024	24253	OFFICE IMAGING, INC	96.25
2/14/2024	24254	PALOMA SANDOVAL	43.55
2/14/2024	24255	PAPER CONNECTION INC	259.98
2/14/2024	24256	PIUSER STONE AND TILE, INC.	56,000.00
2/14/2024	24257	PLC SYSTEM SERVICES	4,893.78
2/14/2024	24258	POWER MACHINERY CENTER	188.32
2/14/2024	24259	ROSA RABAGO	217.08
2/14/2024	24260	SANDATA TECHNOLOGIES LLC	152.21
2/14/2024	24261	STINSON STATIONERS	5,261.03
2/14/2024	24262	STOCKTON COMMUNITY KITCHEN	3,835.20
2/14/2024	24263	STOCKTON COMMUNITY KITCHEN	3,835.20
2/14/2024	24264	STOCKTON COMMUNITY KITCHEN	3,835.20
2/14/2024	24265	STOCKTON COMMUNITY KITCHEN	3,835.20
2/14/2024	24266	STOCKTON COMMUNITY KITCHEN	2,556.80
2/14/2024	24267	STOCKTON COMMUNITY KITCHEN	2,556.80
2/14/2024	24268	SYSCO FOOD SERVICES OF VENTURA INC	1,154.69
2/14/2024	24269	SYSCO FOOD SERVICES OF VENTURA INC	1,347.63
2/14/2024	24270	SYSCO FOOD SERVICES OF VENTURA INC	1,268.87
2/14/2024	24271	SYSCO FOOD SERVICES OF VENTURA INC	10,725.27
2/14/2024	24272	SYSCO FOOD SERVICES OF VENTURA INC	521.48
2/14/2024	24273	SYSCO FOOD SERVICES OF VENTURA INC	1,884.74
2/14/2024	24274	THE MARCOM GROUP, INC.	95.00
2/14/2024	24275	TRANS-WEST SECURITY SERVICES, INC.	1,676.20
2/14/2024	24276	TRANS-WEST SECURITY SERVICES, INC.	120.00
2/14/2024	24277	TRANS-WEST SECURITY SERVICES, INC.	1,949.28
2/14/2024	24278	TRANS-WEST SECURITY SERVICES, INC.	1,918.58
2/14/2024	24279	VERNON SORENSON MD INC	25.00

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2/14/2024	24280	W W GRAINGER INC	90.69
2/14/2024	24281	STINSON STATIONERS	283.23
2/14/2024	24282	ANNELISA PEREZ	193.50
2/14/2024	24283	NICOLE NINO	131.75
2/14/2024	24284	SAFIYA PRICE	131.75
2/14/2024	24285	THE HARTFORD PRIORITY ACCOUNTS	4,881.79
2/14/2024	24286	THE HARTFORD PRIORITY ACCOUNTS	985.60
2/14/2024	24287	THE HARTFORD PRIORITY ACCOUNTS	5,755.80
2/14/2024	24288	THE HARTFORD PRIORITY ACCOUNTS	2,545.79
2/15/2024	221728	ANN JACKSON	2,081.19
2/15/2024	221729	ANN JACKSON	1,136.89
2/21/2024	221730	ADILENE NAVA	47.57
2/21/2024	221731	ADRIANA LOPEZ	115.91
2/21/2024	221732	AIDE AVELAR	163.48
2/21/2024	221733	ALEJANDRA SALVADOR	18.76
2/21/2024	221734	ALEXIS ZEPEDA	47.57
2/21/2024	221735	ALLIANCE OF INFORMATION AND REFERRAL SYSTEMS	585.00
2/21/2024	221736	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	377.94
2/21/2024	221737	ALPHA WHOLESALE PRODUCE INC	4,387.85
2/21/2024	221738	AMBER PUMPHREY	31.49
2/21/2024	221739	ANA MARTINEZ	26.13
2/21/2024	221740	ANDRALETTE I WILSON	56.95
2/21/2024	221741	Andrea Chavez	158.12
2/21/2024	221742	ARAMARK UNIFORM SERVICES	204.45
2/21/2024	221743	ARCADIS, A CALIFORNIA PARTNERSHIP	9,527.21
2/21/2024	221744	AT&T	85.38
2/21/2024	221745	AT&T	42.22
2/21/2024	221746	AVERY COX	27.47
2/21/2024	221747	BLUETRITON BRANDS INC	798.17
2/21/2024	221748	BONANDER AUTO TRUCK & TRALIER INC.	285.73
2/21/2024	221749	BRONCO ELECTRIC INC	530.81
2/21/2024	221750	CALIFORNIA HEAD START ASSOCIATION	928.00
2/21/2024	221751	CALIFORNIA STATE UNIVERSITY BAKERSFIELD	2,500.00
2/21/2024	221752	CALIFORNIA WATER SERVICE COMPANY	1,859.07
2/21/2024	221753	CALIFORNIA WATER SERVICE COMPANY	234.80
2/21/2024	221754	CALIFORNIA WATER SERVICE COMPANY	418.81
2/21/2024	221755	CCI OFFICE TECHNOLOGIES	205.00
2/21/2024	221756	CHARITYLOGIC CORPORATION	14,734.48
2/21/2024	221757	CHARLIE'S DAY & NITE, INC.	14.17
2/21/2024	221758	CHARTER COMMUNICATIONS	339.97
2/21/2024	221759	CHARTER COMMUNICATIONS	246.00
2/21/2024	221760	CHARTER COMMUNICATIONS	204.00
2/21/2024	221761	CHARTER COMMUNICATIONS	204.00
2/21/2024	221762	CHARTER COMMUNICATIONS	224.00
2/21/2024	221763	CHARTER COMMUNICATIONS	204.00
2/21/2024	221764	CHARTER COMMUNICATIONS	1,399.00
2/21/2024	221765	CHARTER COMMUNICATIONS	194.98

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2/21/2024	221766	CHARTER COMMUNICATIONS	261.82
2/21/2024	221767	CHARTER COMMUNICATIONS	194.98
2/21/2024	221768	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	149.98
2/21/2024	221769	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	149.98
2/21/2024	221770	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	224.96
2/21/2024	221771	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	149.98
2/21/2024	221772	CHRISTOPHER PERCIVAL	3,359.94
2/21/2024	221773	CINDY RUIZ	45.56
2/21/2024	221774	CINTAS CORPORATION #668	2,200.25
2/21/2024	221775	CINTYA OSORIO	92.75
2/21/2024	221776	CITLALY MARQUEZ	54.27
2/21/2024	221777	CITY OF BAKERSFIELD	705.02
2/21/2024	221778	CITY OF SHAFTER	542.39
2/21/2024	221779	CITY OF STOCKTON	20.14
2/21/2024	221780	COMMUNITY ACTION PARTNERSHIP	660.00
2/21/2024	221781	COUNTY OF KERN PUBLIC WORKS	94.54
2/21/2024	221782	CUSHMAN & WAKEFIELD U.S. INC.	50,000.00
2/21/2024	221783	CUSTOM L & A CONSTRUCTION INC	4,440.00
2/21/2024	221784	CYNTHIA MAGDALENO	24.12
2/21/2024	221785	DEPARTMENT OF JUSTICE	1,234.00
2/21/2024	221786	EAST NILES COMMUNITY SERVICES DIST	697.70
2/21/2024	221787	EDNA QUINONEZ	91.79
2/21/2024	221788	EFRAIN DELGADO	25,855.00
2/21/2024	221789	ELIZABETH ARZEO SAABEDRA	41.54
2/21/2024	221790	ELIZABETH CISNEROS	38.86
2/21/2024	221791	ELIZABETH MARTINEZ MEDINA	198.99
2/21/2024	221792	ENEDINA MARTINEZ	15.07
2/21/2024	221793	ESTHER A REYES-GARZA	127.97
2/21/2024	221794	F.W. WASSERMAN AND ASSOCIATES	164.85
2/21/2024	221795	G.OCHOA INC.	3,200.00
2/21/2024	221796	GUSTAVO CEJA ALVAREZ	41.67
2/21/2024	221797	HANNIA I ACEVEDO	31.49
2/21/2024	221798	HOME DEPOT COMMERCIAL CREDIT	172.07
2/21/2024	221799	HOWARD'S GARBAGE SERVICE	231.68
2/21/2024	221800	JAZMIN LEON	137.35
2/21/2024	221801	JIMMIE ALVIDREZ	60.30
2/21/2024	221802	JOSEPH AGUILAR	125.96
2/21/2024	221803	JUDY DELYNN ARTELLAN	16.08
2/21/2024	221804	KATHYA CORRALES VARGAS	47.57
2/21/2024	221805	KERN COUNTY SUPERINTENDENT OF SCHOOLS	618.00
2/21/2024	221806	LAMONT PUBLIC UTILITY DISTRICT	688.70
2/21/2024	221807	LAURA L MUNOZ	26.13
2/21/2024	221808	LETISHA BROOKS	196.98
2/21/2024	221809	LETISIA S LOPEZ	257.59
2/21/2024	221810	LIGIA JOHNSON	163.48
2/21/2024	221811	Liliana Altamirano	1,980.00
2/21/2024	221812	LILLIAN URREA	127.75
2/21/2024	221813	LORENA IBARRA	59.00
2/21/2024	221814	LORENA PALOMO	18.76

Check Date	Check Number	Payee	Check Amount
2/21/2024	221815	LOWES COMPANIES INC	929.96
2/21/2024	221816	MARIA DUARTE	214.40
2/21/2024	221817	MARIA MARTINEZ	79.00
2/21/2024	221818	MARISELA GONZALEZ	38.19
2/21/2024	221819	MARITZA LARA MARTINEZ	57.62
2/21/2024	221820	MARTHA ORDUNA	83.75
2/21/2024	221821	MARY A BEAR	102.65
2/21/2024	221822	MCWILLIAMS & WALDEN INC	13,677.32
2/21/2024	221823	MICHELLE OLIVEROS	190.28
2/21/2024	221824	MONICA LOPEZ	137.29
2/21/2024	221825	NAGELY PORTESGIL	21.44
2/21/2024	221826	NAOMI CARRILLO	28.14
2/21/2024	221827	NEEDLES PUBLIC UTILITY AUTHORITY	87.91
2/21/2024	221828	NICOLE CALLAHAN	73.03
2/21/2024	221829	OFFICE1 LEASING	590.26
2/21/2024	221830	OSCAR W MARTINEZ	21.62
2/21/2024	221831	PAULIN INDUSTRIES, INC.	155.75
2/21/2024	221832	PAULINO CRUZ	73.70
2/21/2024	221833	PG&E	11,448.82
2/21/2024	221834	PRICE DISPOSAL	738.71
2/21/2024	221835	PRODUCERS DAIRY FOODS INC	3,482.06
2/21/2024	221836	PROTECTION 1/ADT	113.56
2/21/2024	221837	QUADIENT LEASING USA, INC	1,735.09
2/21/2024	221838	RAMIRO LOPEZ	51.59
2/21/2024	221839	RAMIRO SANTIVANES	2,050.00
2/21/2024	221840	RANDIK PAPER CO.	1,190.38
2/21/2024	221841	REBECCA ROCHA	145.39
2/21/2024	221842	RHETA NEGRETE NEAL	26.80
2/21/2024	221843	ROSA CALLEJAS	128.64
2/21/2024	221844	ROSLYN CRUZ	160.13
2/21/2024	221845	SAFEWAY INC VONS DIVISION	23.68
2/21/2024	221846	SANDRA MEJIA MARTINEZ	239.19
2/21/2024	221847	SAVE MART SUPERMARKETS	752.58
2/21/2024	221848	SEQUOIA PAINT ENTERPRISE	86.86
2/21/2024	221849	SHERI PHILLIPS	45.56
2/21/2024	221850	SHEVADA DOVE-WILLIAMS	135.34
2/21/2024	221851	SHIRLEY PARK	286.76
2/21/2024	221852	SOCALGAS	633.54
2/21/2024	221853	SOUTHERN CALIFORNIA EDISON	537.74
2/21/2024	221854	START EARLY	8,372.00
2/21/2024	221855	SUPERIOR SANITATION SERVICE INC	723.40
2/21/2024	221856	TEACHSTONE TRAINING LLC	875.00
2/21/2024	221857	TEHACHAPI UNIFIED SCHOOL DISTRICT	1,326.00
2/21/2024	221858	TINA NUNEZ	85.09
2/21/2024	221859	TOMASA JARA	103.18
2/21/2024	221860	TOMMIE SUE CORDOVA	176.88
2/21/2024	221861	TRAFFIC MANAGEMENT, INC.	48.71
2/21/2024	221862	TRINO LOPEZ	211.05
2/21/2024	221863	TUFF SHED INC	20,439.04
2/21/2024	221864	UNWIRED BROADBAND, INC.	639.94
2/21/2024	221865	VALERIA VALDEZ LOPEZ	23.45
2/21/2024	221866	VALERIE CAMACHO	104.52
2/21/2024	221867	VALLEY PROPANE SERVICE	606.12
2/21/2024	221868	VANESSA MOLINA	183.08

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2/21/2024	221869	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	695.67
2/21/2024	221870	WIPFLI LLP	81,978.86
2/21/2024	221871	ZREP LLC	204.47
2/21/2024	221872	ASHLEY TRENT	141.75
2/21/2024	221873	BRISEYDA HERNANDEZ	173.00
2/21/2024	221874	CHASE RANGEL	173.00
2/21/2024	221875	ELENA GARCIA	116.25
2/21/2024	221876	FATIMA ECHEVERRIA	116.25
2/21/2024	221877	JENNIFER WILSON	116.25
2/21/2024	221878	LETISIA S LOPEZ	173.00
2/21/2024	221879	LORI WORLEY	257.00
2/21/2024	221880	RUBY REYES CRUZ	116.25
2/21/2024	221881	SAVANNAH FLORES	173.00
2/21/2024	221882	AMERITAS LIFE INSURANCE CORP.	29,091.98
2/21/2024	221883	AMERITAS LIFE INSURANCE CORP.	4,083.31
2/21/2024	221884	LOWES COMPANIES INC	904.20
2/21/2024	221885	MCWILLIAMS & WALDEN INC	2,054.23
2/21/2024	221886	LOWES COMPANIES INC	639.66
2/21/2024	221887	ADRIANA BAUTISTA DE CRUZ	1,150.96
2/21/2024	221888	ALEJANDRA ORTEGA BARON	1,548.10
2/21/2024	221889	ALICIA GARCIA DE LEYVA	4,416.61
2/21/2024	221890	ALL ABOARD PRESCHOOL	5,544.68
2/21/2024	221891	ANA BERTHA BALLESTEROS JAIME	2,875.03
2/21/2024	221892	ANA MARIA ACOSTA DE ARIZAGA	1,882.37
2/21/2024	221893	ANA YASMIN LUCIO	622.38
2/21/2024	221894	ANTONIO PERALTA DUQUE	645.70
2/21/2024	221895	BERTHA ALICIA CARAVES	224.91
2/21/2024	221896	CLAUDIA ZAVALA CISNEROS	2,443.94
2/21/2024	221897	DEYSI ISELA ESQUIVEL	11,777.21
2/21/2024	221898	ELSA YANETH QUEVEDO ORTIZ	9,668.45
2/21/2024	221899	ERICKA DELGADILLO RODRIGUEZ	2,645.92
2/21/2024	221900	ERLINDA MARTHA MADUENO	2,738.38
2/21/2024	221901	ESTHER MELENDREZ	1,814.78
2/21/2024	221902	FLOR JAZMIN ZACARIAS	3,505.55
2/21/2024	221903	IRMA JIMENEZ CASTANEDA	3,745.86
2/21/2024	221904	MA BELEN RODRIGUEZ BRAVO	1,773.34
2/21/2024	221905	MA DEL CARMEN FLORES VALLECILLO	221.79
2/21/2024	221906	MANUELA P MEDINA	7,377.80
2/21/2024	221907	MARCELA CHAVEZ OSEGUERA	1,711.23
2/21/2024	221908	MARCELA G NUNEZ DE GUTIERREZ	12,227.61
2/21/2024	221909	MARIA ARACELI CRUZ	1,119.61
2/21/2024	221910	MARIA CRUZ MACIAS	1,197.86
2/21/2024	221911	MARIA ESTHER GONZALEZ AVALOS	3,017.60
2/21/2024	221912	MARIA EUGENIA GARCIA DE VEGA	3,788.94
2/21/2024	221913	MARIA PICOS DE GARCIA	3,083.77
2/21/2024	221914	MARIA SALAZAR	9,126.54
2/21/2024	221915	MARIA V SOSA	670.60
2/21/2024	221916	MAYRA PONCE GARIBAY	2,758.16
2/21/2024	221917	NATALIA CAMACHO DE AYALA	595.98
2/21/2024	221918	NORMA M ZARAZUA	5,798.53
2/21/2024	221919	OLGA LIDIA ALVAREZ	1,160.76
2/21/2024	221920	ORELLANA RODIGUEZ TOMASA MARISOL	1,044.34
2/21/2024	221921	REYNALDA C MALDONADO	1,784.74

Check Date	Check Number	Payee	Check Amount
2/21/2024	221922	RUTH CARINA PAREDES	7,674.63
2/21/2024	221923	TERESA CERVANTES	622.38
2/21/2024	221924	VERONICA HERNANDEZ	982.75
2/21/2024	221925	ANA HERMELINDA SANTOS PACHECO	9,627.73
2/21/2024	221926	CARMEN SANTOS PACHECO	5,662.52
2/21/2024	221927	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	2,701.10
2/21/2024	221928	BERTHA NERTO	6,218.57
2/21/2024	221929	BRENDA SUJEY MARTINEZ	2,738.27
2/21/2024	221930	CRISTINA SOTO DE MARTINEZ	2,738.27
2/21/2024	221931	ESMERALDA YOSELI SALCIDO CURIEL	1,699.50
2/21/2024	221932	GLORIA LEMUS DE LEMUS	1,693.86
2/21/2024	221933	GUADALUPE ELIZABETH PENUELAS	3,628.05
2/21/2024	221934	MARIA ELENA CORONA DE IBARRA	3,633.56
2/21/2024	221935	SOCORRO LARA DE GOVEA	2,892.13
2/21/2024	221936	VERONICA L ESCOBAR	1,400.00
2/21/2024	221937	VERONICA L ESCOBAR	8,169.33
2/21/2024	221938	CAROLINA HERNANDEZ DE SOLORIO	1,801.26
2/21/2024	221939	MARIA B CRUZ DE PULIDO	9,415.77
2/21/2024	221940	ROCIO JOSEFINA HERNANDEZ	12,751.80
2/21/2024	221941	JUANA H PIMENTEL	6,929.82
2/21/2024	221942	DOLORES VERDUZCO GALINDO	5,672.90
2/21/2024	221943	ELOISA MONTES DE ROMERO	2,040.00
2/21/2024	221944	MARIA M ANGULO	4,702.80
2/21/2024	221945	MAYRA ALEJANDRA RIOS	2,003.36
2/21/2024	221946	ANA YASMIN LUCIO	622.38
2/21/2024	221947	NATALIA CAMACHO DE AYALA	889.11
2/21/2024	221948	ROSELIA MADERA CALDERA	925.52
2/21/2024	221949	MARIA DUARTE	198.50
2/21/2024	24289	ADP, LLC.	35,871.82
2/21/2024	24290	ALEYA THOMPSON	69.68
2/21/2024	24291	AN ICON COMPANY, LLC	402.57
2/21/2024	24292	ANA ALCARAZ	564.81
2/21/2024	24293	ANA VIGIL	60.00
2/21/2024	24294	ANDREA LOPEZ	167.50
2/21/2024	24295	ANDREA MARQUEZ	109.88
2/21/2024	24296	ANGELICA PALMA	87.77
2/21/2024	24297	ANNELISA PEREZ	59.63
2/21/2024	24298	AYLEEN QUIROZ	130.65
2/21/2024	24299	BELVINDER BIRING	14.74
2/21/2024	24301	BRADY INDUSTRIES	13,534.91
2/21/2024	24302	CANON FINANCIAL SERVICES, INC.	516.25
2/21/2024	24303	CARITINA PEREZ	125.96
2/21/2024	24304	CARLEEN BENCOMA	156.78
2/21/2024	24305	CAZADOR CONSULTING GROUP INC	3,693.29
2/21/2024	24306	CDW GOVERNMENT LLC	3,388.47
2/21/2024	24307	CONNIE RAMIREZ	248.57
2/21/2024	24308	COPORATE TRADITIONS LLC	199.60
2/21/2024	24309	COPORATE TRADITIONS LLC	8,997.00
2/21/2024	24310	DELK PEST CONTROL	810.00
2/21/2024	24311	DELORES PATRICIO	91.12
2/21/2024	24312	DENA WALKER	127.97
2/21/2024	24313	DENISE COOPER	14.07
2/21/2024	24314	DISCOUNT SCHOOL SUPPLY	9,286.76
2/21/2024	24315	ELSA NAVARRETE	363.14

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2/21/2024	24316	ELSA NAVARRETE	83.98
2/21/2024	24317	ERNESTO LEON	113.23
2/21/2024	24318	ESTHER DODD	86.43
2/21/2024	24319	EXACT STAFF, INC	1,489.28
2/21/2024	24320	FROG STREET PRESS INC.	159.29
2/21/2024	24321	FRONTIER COMMUNICATIONS HOLDINGS LLC	174.49
2/21/2024	24322	FRONTIER COMMUNICATIONS HOLDINGS LLC	73.89
2/21/2024	24323	GABRIELA PADILLA	151.42
2/21/2024	24324	GIOVANNI ARAGON	108.54
2/21/2024	24325	GLORIA GONZALEZ	266.66
2/21/2024	24326	GRACE COMMUNITY CHURCH	1,316.11
2/21/2024	24327	GREGORIA BENAVIDES	24.12
2/21/2024	24328	INDEPENDENT FIRE & SAFETY	939.02
2/21/2024	24329	INDOFF INCORPORATED	1,130.34
2/21/2024	24330	INDOFF INCORPORATED	43,213.27
2/21/2024	24331	JAYSHREE MADEKA	16.08
2/21/2024	24332	JOSE CABALLERO	55.61
2/21/2024	24333	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,250.00
2/21/2024	24334	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	14,481.75
2/21/2024	24335	LAURA SERNA	109.21
2/21/2024	24336	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	465.00
2/21/2024	24337	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	330.00
2/21/2024	24338	LIZETTE BRAVO	96.48
2/21/2024	24339	LOANA PATRICIA LUGO	142.04
2/21/2024	24340	LOUIS GILL	24.12
2/21/2024	24341	LUZVIMINDA ADAMS	139.36
2/21/2024	24342	MAEGAN ROUSE	139.36
2/21/2024	24343	MARIA DIAZ CORNEJO	99.16
2/21/2024	24344	MARIA FELIX LIEVANOS	36.18
2/21/2024	24345	MARIA FLORES TORRES	136.68
2/21/2024	24346	MARIA PINANO	8.04
2/21/2024	24347	MARY ANN MOONEY	55.61
2/21/2024	24348	MELISSA DELA GARZA	91.12
2/21/2024	24349	MISSION LINEN SUPPLY	1,565.80
2/21/2024	24350	MONICA CASTANEDA	80.40
2/21/2024	24351	NELLY MENDOZA	127.75
2/21/2024	24352	NICOLE NINO	44.89
2/21/2024	24353	OFFICE IMAGING, INC	96.25
2/21/2024	24354	OFFICE IMAGING, INC	329.71
2/21/2024	24355	OFFICE IMAGING, INC	20.50
2/21/2024	24356	OLGA CASTRO	44.89
2/21/2024	24357	PATRICIA ROBLES WESLEY	206.36
2/21/2024	24358	PENSIONMARK FINACIAL GROUP, LLC	3,125.00
2/21/2024	24359	PLC SYSTEM SERVICES	9,253.24
2/21/2024	24360	QUE'MESHA BANNER	28.81
2/21/2024	24361	RACHEL LECKKIRK	55.61
2/21/2024	24362	RASHI STROTHER	127.75
2/21/2024	24363	RHINA PEREZ	119.26
2/21/2024	24364	ROONECIA MORADO	22.11

Check Date	Check Number	Payee	Check Amount
2/21/2024	24365	SAFIYA PRICE	27.47
2/21/2024	24366	SHARON BRIGGS	73.70
2/21/2024	24367	SHAWNA R MARKS	52.26
2/21/2024	24368	SMART & FINAL	90.64
2/21/2024	24369	STAPLES ADVANTAGE	14.00
2/21/2024	24370	STAPLES ADVANTAGE	19.13
2/21/2024	24371	STAPLES ADVANTAGE	81.06
2/21/2024	24372	STAPLES ADVANTAGE	151.54
2/21/2024	24373	STEPHEN WILLIFORD	360.00
2/21/2024	24374	STEPHEN WILLIFORD	129.00
2/21/2024	24375	STEPHEN WILLIFORD	235.00
2/21/2024	24376	STEPHEN WILLIFORD	395.00
2/21/2024	24377	STEPHEN WILLIFORD	165.00
2/21/2024	24378	STEPHEN WILLIFORD	225.00
2/21/2024	24379	STEPHEN WILLIFORD	260.00
2/21/2024	24380	STEPHEN WILLIFORD	425.00
2/21/2024	24381	STEPHEN WILLIFORD	1,765.00
2/21/2024	24383	STINSON STATIONERS	9,334.15
2/21/2024	24384	SULEMA GARCIA	94.47
2/21/2024	24385	SUSIE E MARTINEZ	54.27
2/21/2024	24386	SYLVIA ORTEGA	431.48
2/21/2024	24387	SYSCO FOOD SERVICES OF VENTURA INC	72.64
2/21/2024	24388	SYSCO FOOD SERVICES OF VENTURA INC	9,100.43
2/21/2024	24389	SYSCO FOOD SERVICES OF VENTURA INC	1,972.85
2/21/2024	24390	TEL TEC SECURITY SYSTEMS INC	1,975.59
2/21/2024	24391	TEL TEC SECURITY SYSTEMS INC	6,356.66
2/21/2024	24392	THE MARCOM GROUP, INC.	95.00
2/21/2024	24393	TINA MOUA	33.50
2/21/2024	24394	TRANS-WEST SECURITY SERVICES, INC.	3,240.00
2/21/2024	24395	VALLEY GARBAGE SERVICE	365.66
2/21/2024	24396	VERLINDA DENWITTY	92.46
2/21/2024	24397	VERNON SORENSON MD INC	1,334.00
2/21/2024	24398	YOLANDA LOPEZ	92.46
2/21/2024	24399	YOUNG INNOVATIONS	1,394.52
2/21/2024	24400	ELSA NAVARRETE	185.75
2/21/2024	24401	ESTHER DODD	173.00
2/21/2024	24402	GLORIA BARBERO	198.50
2/21/2024	24403	LISA GONZALES	116.25
2/21/2024	24404	PATRICIA MEXICANO	198.50
2/21/2024	24405	SYLVIA ORTEGA	185.75
2/21/2024	24406	YOLANDA GONZALES	185.75
2/21/2024	24407	ADELA A RAMIREZ	2,301.92
2/21/2024	24408	ADELA JAIMES	10,278.65
2/21/2024	24409	ADRIANA AGUIRRE GAONA	4,612.31
2/21/2024	24410	ADRIANA GOMEZ	7,319.18
2/21/2024	24411	ADRIANA SERNAS	822.12
2/21/2024	24412	ALEXIS SAVEDRA	3,782.42
2/21/2024	24413	ALICIA SANCHEZ	3,109.82
2/21/2024	24414	ANA MARTINEZ	1,489.13
2/21/2024	24415	ANA PATRICIA CAMARGO	6,185.66
2/21/2024	24416	ANDREA PIMENTEL DE DOMINGUEZ	10,403.29

Check Date	Check Number	Payee	Check Amount
2/21/2024	24417	ANGELA PELAYO	1,501.20
2/21/2024	24418	ANGELICA M MARES	5,009.08
2/21/2024	24419	ANTONIA PANIAGUA ROSALES	12,060.52
2/21/2024	24420	ARACELI JIMENEZ AVILA	2,797.53
2/21/2024	24421	ARACELI MORALES DE MARTINEZ	4,833.67
2/21/2024	24422	ARACELY CRUZ DE MONTERROSA	13,614.20
2/21/2024	24423	AYDE JAIME	11,962.02
2/21/2024	24424	BEATRIZ GONZALEZ DUENAS	1,360.03
2/21/2024	24425	BERTHA GOMEZ NUNEZ	12,378.59
2/21/2024	24426	BLANCA EVELIA RUIZ DE SOLORIO	12,035.68
2/21/2024	24427	CAROLINA GIL	5,960.78
2/21/2024	24428	CLARA ACOSTA FERREL	1,821.56
2/21/2024	24429	CLAUDIA GARCIA	3,593.58
2/21/2024	24430	CONSUELO PUGA	7,419.40
2/21/2024	24431	DAISY ALMIDA GONZALEZ	7,347.14
2/21/2024	24432	DANIELA GUADALUPE ESPINOZA	5,805.49
2/21/2024	24433	DAVID PANTOJA	7,223.19
2/21/2024	24434	DELIA CHAVEZ	622.38
2/21/2024	24435	DOLORES M PLATERO	7,409.91
2/21/2024	24436	Dora Luz Rivera	8,769.65
2/21/2024	24437	DULCE IRASEMA MUNOZ LOPEZ	2,201.18
2/21/2024	24438	EDELMIRA L VIVEROS	5,627.39
2/21/2024	24439	ELENA OCHOA CONTRERAS	1,197.86
2/21/2024	24440	ELIDA CRUZ	1,400.09
2/21/2024	24441	ELIM RODRIGUEZ	3,440.47
2/21/2024	24442	ELIZABETH CHAVEZ	2,043.00
2/21/2024	24443	ELIZABETH DIAZ	5,645.67
2/21/2024	24444	ELOISA QUINTINO DE MARTINEZ	622.38
2/21/2024	24445	ELVIA O CASTELLANOS	2,600.34
2/21/2024	24446	ESPERANZA B TOBAR	2,169.47
2/21/2024	24447	EVANY MURILLO	2,850.74
2/21/2024	24448	FABIOLA GARCIA AVILES	1,197.86
2/21/2024	24449	FELISITA GOMEZ DE GOMEZ	3,371.65
2/21/2024	24450	GABRIELA ARREGUIN	6,818.06
2/21/2024	24451	GEORGINA CONCEPCION WARREN COSTALES	5,485.98
2/21/2024	24452	GLADYS ITZEL GALVAN	1,868.46
2/21/2024	24453	GREGORIA GALLEGOS	8,911.28
2/21/2024	24454	GUADALUPE CECILIA JAIME	874.13
2/21/2024	24455	GUILLERMINA HERNANDEZ GOMEZ	3,527.34
2/21/2024	24456	HILDA ARACELI ARAMBULA MORENO	768.37
2/21/2024	24457	IMELDA MARIN DE JUAREZ	11,171.73
2/21/2024	24458	INES MARISCAL MACIAS	622.38
2/21/2024	24459	IRENE R SIXTOS	10,260.92
2/21/2024	24460	IRMA AYALA CONTRERAS	2,131.99
2/21/2024	24461	IRMA C GARCIA	1,197.86
2/21/2024	24462	IRMA FLORES	2,348.82
2/21/2024	24463	IRMA SANDOVAL ROBLES	6,296.62
2/21/2024	24464	IRMA VERONICA OSEGUERA	5,987.11
2/21/2024	24465	ISABEL GARCIA	4,432.20
2/21/2024	24466	ISABEL LILLY VILLANUEVA	982.75
2/21/2024	24467	JACLYN PRADO	11,491.96
2/21/2024	24468	JASMIN ALEJANDRA ARANDA	2,505.54
2/21/2024	24469	JASMINE CANCHOLA	4,842.57
2/21/2024	24470	JESSICA ALEJANDRA BANOS	1,150.96

Check Date	Check Number	Payee	Check Amount
2/21/2024	24471	JESSICA MIRAXY DOMINGUEZ	856.54
2/21/2024	24472	JESSISAY HERNANDEZ PARRAL	1,292.98
2/21/2024	24473	JOANNA GONZALEZ	5,528.13
2/21/2024	24474	JOANNA ROBLES	889.11
2/21/2024	24475	JOSELINE ARREDONDO	2,301.92
2/21/2024	24476	JUANITA FAY GALVAN	1,820.24
2/21/2024	24477	JULISSA MARIE ARAGON	7,964.16
2/21/2024	24478	KASANDRA FIGUEROA BASURTO	3,049.10
2/21/2024	24479	KAYLA JOEANNA ESTRADA	1,821.56
2/21/2024	24480	LAURA A RODRIGUEZ	4,505.52
2/21/2024	24481	LAURA E NUNEZ	670.60
2/21/2024	24482	LESLIE KARINA TOSCANO CRUZ	1,041.84
2/21/2024	24483	LETICIA MORALES	9,465.44
2/21/2024	24484	LILIA HORTENCIA OSEGUERA	9,684.71
2/21/2024	24485	LILIA YAZMIN JUAREZ	8,941.89
2/21/2024	24486	LILIANA REYES GONZALEZ	889.11
2/21/2024	24487	LILIANA SOLORIO	5,339.39
2/21/2024	24488	LORENA SILVA DE MALDONADO	4,818.46
2/21/2024	24489	LORENA TRUJILLO ESCOBEDO	2,914.94
2/21/2024	24490	LOURDES PEREZ DE GARCIA	4,803.54
2/21/2024	24491	LUZ ELENA RODRIGUEZ	1,016.16
2/21/2024	24492	MARA G RAMIREZ DE MARTINEZ	9,205.43
2/21/2024	24493	MARGARITA CORTES DE BARAJAS	12,648.41
2/21/2024	24494	MARGARITA FELIX	6,533.28
2/21/2024	24495	MARGARITA PADILLA BARAJAS	7,194.37
2/21/2024	24496	MARIA A LOPEZ	8,114.40
2/21/2024	24497	MARIA ASUSENA GONZALEZ-GUTIERREZ	3,812.61
2/21/2024	24498	MARIA C ARELLANO DE CONTRERAS	3,670.22
2/21/2024	24499	MARIA C CUEVAS DE GARCIA	2,395.72
2/21/2024	24500	MARIA CONCEPCION CEJA	7,241.48
2/21/2024	24501	MARIA E CUARA	1,197.86
2/21/2024	24502	MARIA ELENA RODRIGUEZ	1,550.33
2/21/2024	24503	MARIA ESTELA ARROYO	1,868.46
2/21/2024	24504	MARIA GUADALUPE ALVAREZ	3,611.28
2/21/2024	24505	MARIA GUADALUPE CONTRERAS VARGAS	2,886.81
2/21/2024	24506	MARIA GUADALUPE DIAZ DE RUIZ	2,678.03
2/21/2024	24507	MARIA GUADALUPE LEYVA	825.58
2/21/2024	24508	MARIA GUADALUPE LOPEZ CORZA	12,076.65
2/21/2024	24509	MARIA GUADALUPE SOSA ZAVALA	1,755.84
2/21/2024	24510	MARIA LOURDES NIEVAS DE SALAZAR	5,117.64
2/21/2024	24511	MARIA NANCY CRUZ	5,637.63
2/21/2024	24512	MARIA PAZ	4,244.25
2/21/2024	24513	MARIA R GARCIA DE ARAMBULA	7,301.11
2/21/2024	24514	MARIA RAFAELA JAIMES HERNANDEZ	889.11
2/21/2024	24515	MARIA SANDRA L DE ESTRADA	7,365.51
2/21/2024	24516	MARIANA NAVA	1,847.11
2/21/2024	24517	MARIANELA G ORTIZ	2,604.45
2/21/2024	24518	MARICELA AYALA CONTRERAS	889.11
2/21/2024	24519	MARIELENA VILLALOBOS	1,007.46
2/21/2024	24520	MARILU GARZA	4,391.21
2/21/2024	24521	MARTHA SALGADO	12,330.36
2/21/2024	24522	MAYLEN CHAVOLLA AYALA	1,773.34
2/21/2024	24523	MIGUEL ANGEL GARCIA JIMENEZ	3,686.04

Community Action Partnership of Kern

Check/Voucher Register

From 2/1/2024 Through 2/29/2024

Check Date	Check Number	Payee	Check Amount
2/21/2024	24524	NANCY GARIBAY HERNANDEZ	1,778.22
2/21/2024	24525	NAOMI ESTRADA MURILLO	1,278.18
2/21/2024	24526	Natalie Sevilla	1,131.86
2/21/2024	24527	NORMA LISA GUZMAN	4,576.35
2/21/2024	24528	NUBIA IVETTE ACEVES RODRIGUEZ	688.47
2/21/2024	24529	ORGARIDT ALCANZAR MAGANA	6,325.10
2/21/2024	24530	PRECIOSA ISABEL CHAMALE CASTRO	552.58
2/21/2024	24531	RAMONA LOPEZ	1,124.47
2/21/2024	24532	RITA GARCIA	5,447.24
2/21/2024	24533	ROCIO OROZCO IBARRA	6,762.98
2/21/2024	24534	Rosa Elena Arellano	1,237.56
2/21/2024	24535	ROSALIA MARTINEZ DE MENDOZA	1,773.34
2/21/2024	24536	RUBICEL RUIZ SOLORIO	5,060.63
2/21/2024	24537	SANDRA RODRIGUEZ	823.97
2/21/2024	24538	SARA CASTANEDA	491.76
2/21/2024	24539	SILVIA E ZUNIGA	12,478.59
2/21/2024	24540	SONIA PANTOJA	7,128.70
2/21/2024	24541	SUNSHINE CENTER	1,811.84
2/21/2024	24542	SUSY I SANTACRUZ DE SAHAGUN	6,633.99
2/21/2024	24543	SYDNEY GONZALEZ	2,443.94
2/21/2024	24544	SYLVIA MORA	1,246.08
2/21/2024	24545	TERESA CAROLINA OROPEZA	11,482.82
2/21/2024	24546	TINA MARIE ANTE	11,627.13
2/21/2024	24547	TRINIDAD TINOCO	10,764.39
2/21/2024	24548	VIRGINIA RUELAS DE LEYVA	2,950.39
2/21/2024	24549	Yanely Garcia	1,820.24
2/21/2024	24550	YESENIA ESCOTO MURILLO	1,821.56
2/21/2024	24551	YESENIA SALAZAR-PENA	4,124.92
2/21/2024	24552	YOLANDA JUAREZ	10,580.97
2/21/2024	24553	ZEFERINO GONZALEZ	925.72
2/21/2024	24554	ANDREA FRANCISCA SANTOS MENDOZA	10,057.83
2/21/2024	24555	ARACELI EMMA GUERRERO DE MENDEZ	6,096.68
2/21/2024	24556	BAUDELINA SANTOS PACHECO	4,398.10
2/21/2024	24557	BIVIANA MANRIQUEZ	10,137.45
2/21/2024	24558	CARMEN BELTRAN	10,555.66
2/21/2024	24559	CELFIDA SANTOS DE RUIZ	10,387.99
2/21/2024	24560	DOLORES PALACIOS DE GUZMAN	12,121.46
2/21/2024	24561	ELDA KARINA IBARRA	5,413.38
2/21/2024	24562	GUADALUPE TORREBLANCA DEBECERRA	3,565.79
2/21/2024	24563	LAURA A GUTIERREZ	11,763.06
2/21/2024	24564	LETICIA FLORES	2,393.22
2/21/2024	24565	LIDIA ALONDRA BRAVO DE MENDOZA	6,537.99
2/21/2024	24566	LORENA PEREZ MELGOZA	5,904.74
2/21/2024	24567	LUCINA RAMIREZ	140.00
2/21/2024	24568	LUCINA RAMIREZ	814.91
2/21/2024	24569	LUZ MARIA VILLAGOMEZ	1,960.00
2/21/2024	24570	LUZ MARIA VILLAGOMEZ	10,567.18
2/21/2024	24571	MARIA A VARGAS	924.72
2/21/2024	24572	MARIA CARRILLO DE GUTIERREZ	5,307.54
2/21/2024	24573	MARIA ELENA ESCOBAR	2,177.14
2/21/2024	24574	MARIA GUADALUPE JAYME	5,020.13
2/21/2024	24575	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	8,770.16

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2/21/2024	24576	MITZI G CHAVEZ MAGALLON	3,521.91
2/21/2024	24577	NINFA E. RODRIGUEZ	5,456.40
2/21/2024	24578	NORMA MENDOZA	5,575.43
2/21/2024	24579	ODAIVA GUADALUPE CENTENO	8,573.78
2/21/2024	24580	OLGA NOVELA DE HUERTA	6,229.03
2/21/2024	24581	RAQUEL POSADAS DE GIRON	1,616.27
2/21/2024	24582	ROSA ANGELA ORTIZ	8,211.27
2/21/2024	24583	DINA BEATRIZ GONZALEZ	3,735.93
2/21/2024	24584	JACQUELINE DIANE JARAMILLO GONZALEZ	3,229.54
2/21/2024	24585	ADELA GARCIA DE SOSA	6,736.06
2/21/2024	24586	ALICIA DE LA GARZA	2,690.61
2/21/2024	24587	ALMA R RANGEL	5,511.50
2/21/2024	24588	ANNA V MENDEZ	991.50
2/21/2024	24589	BEATRIZ TELLEZ DE TORRES	6,632.81
2/21/2024	24590	BERENICE IBARRA	4,464.70
2/21/2024	24591	BERNARDINA GOMEZ ARAUJO	1,904.78
2/21/2024	24592	CARMEN MORALES DIAZ	7,663.45
2/21/2024	24593	CONSUELO MEJIA	952.39
2/21/2024	24594	DEANNA RAMIREZ	1,845.33
2/21/2024	24595	EDITH ELIZABETH SANCHEZ	5,000.89
2/21/2024	24596	ELIDIA O RANGEL	3,785.07
2/21/2024	24597	ELISA GONZALES	6,807.38
2/21/2024	24598	ELIZABETH MARTINEZ	4,796.91
2/21/2024	24599	ELVA BORUNDA FLORES	9,077.06
2/21/2024	24600	GUADALUPE LEMUS LEMUS	1,046.80
2/21/2024	24601	IRMA GUTIERREZ	3,778.46
2/21/2024	24602	IRMA YOLANDA MAGALLON	3,631.21
2/21/2024	24603	JUANA CORTEZ DE PEREZ	7,321.87
2/21/2024	24604	MAGDALENA GUERRERO DE PARRA	1,832.21
2/21/2024	24605	Margarita Garcia	3,608.36
2/21/2024	24606	MARIA A MAGALLON OROZCO	420.00
2/21/2024	24607	MARIA A MAGALLON OROZCO	1,546.14
2/21/2024	24608	MARIA DOLORES GOMEZ	9,013.60
2/21/2024	24609	MARIA G AYALA	2,404.35
2/21/2024	24610	MARIA LAURA RAYA GOMEZ	2,338.58
2/21/2024	24611	MARIA LUISA CASAS	8,368.67
2/21/2024	24612	MARIA PAZ RUIZ	4,678.01
2/21/2024	24613	MARIA REINA OROZCO MORA	4,643.05
2/21/2024	24614	MARIA SALOME IBARRA	892.94
2/21/2024	24615	MARISOL MEDINA	7,092.12
2/21/2024	24616	MARTHA A ANGUIANO REYES	560.00
2/21/2024	24617	MARTHA A ANGUIANO REYES	2,950.12
2/21/2024	24618	MIRIAM GOMEZ ZARATE	2,892.13
2/21/2024	24619	OLGA LIRA DE GALLARDO	4,929.40
2/21/2024	24620	Oralia Quiroz	2,994.96
2/21/2024	24621	PATRICIA HERNANDEZ	10,826.65
2/21/2024	24622	PAULA GARCIA	10,700.07
2/21/2024	24623	RAQUEL SANCHEZ	14,030.51
2/21/2024	24624	ROMELIA MORENO DE ESPINOZA	2,738.27
2/21/2024	24625	ROSA HILDA NAVARRO	2,391.99
2/21/2024	24626	ROSALBA GONZALEZ	11,389.09
2/21/2024	24627	SILVIA PRECIADO	1,671.40
2/21/2024	24628	VIRGINIA RANGEL	7,321.87
2/21/2024	24629	ALMA DELIA WENCES	560.00

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2/21/2024	24630	ALMA DELIA WENCES	2,035.99
2/21/2024	24631	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,820.00
2/21/2024	24632	CLAUDIA ZARAGOZA DE RODRIGUEZ	10,547.34
2/21/2024	24633	EDUVIJES SUAREZ	4,103.56
2/21/2024	24634	HILDA BARAJAS JUAREZ	2,977.86
2/21/2024	24635	ISABEL C MEDINA DE GARCIA	280.00
2/21/2024	24636	ISABEL C MEDINA DE GARCIA	1,557.96
2/21/2024	24637	MARIA GUADALUPE BARAJAS DE GARCIA	560.00
2/21/2024	24638	MARIA GUADALUPE BARAJAS DE GARCIA	2,828.20
2/21/2024	24639	MARIA GUADALUPE RESENDEZ	2,257.92
2/21/2024	24640	MARIA TERESA HEREDIA	3,618.96
2/21/2024	24641	YNEZ ATHENA CHAVEZ-ANDRADE	840.00
2/21/2024	24642	YNEZ ATHENA CHAVEZ-ANDRADE	4,809.98
2/21/2024	24643	AGUSTINA MORENO	1,455.24
2/21/2024	24644	ANGELINA VASQUEZ	2,885.04
2/21/2024	24645	CATALINA CASTRO AYALA	6,246.74
2/21/2024	24646	CECILIA ALONSO DE RODRIGUEZ	700.00
2/21/2024	24647	CECILIA ALONSO DE RODRIGUEZ	3,170.70
2/21/2024	24648	CYNTHIA E CATILLO	420.00
2/21/2024	24649	CYNTHIA E CATILLO	2,199.03
2/21/2024	24650	DALILA J CAVAZOS	5,799.29
2/21/2024	24651	DIANE LOMELI	2,648.76
2/21/2024	24652	ELVIRA OCHOA GOMEZ	1,120.00
2/21/2024	24653	ELVIRA OCHOA GOMEZ	5,247.45
2/21/2024	24654	FANY NUNEZ DE RODRIGUEZ	140.00
2/21/2024	24655	FANY NUNEZ DE RODRIGUEZ	706.59
2/21/2024	24656	Guadalupe Carrizoza De Castillo	11,643.84
2/21/2024	24657	HERMELINDA VILLEDA	4,796.04
2/21/2024	24658	JACINTA GLORIA CRUZ	3,357.69
2/21/2024	24659	JACOBA C DE ANDRACA	9,775.94
2/21/2024	24660	JANETH G SARABIA	559.14
2/21/2024	24661	LETICIA HERNANDEZ	1,536.16
2/21/2024	24662	LILIA ISORDIA DE RANGEL	1,921.92
2/21/2024	24663	LIZBETH QUIROZ VEGA	1,784.04
2/21/2024	24664	MARIA SANCHEZ IBARRA	4,181.06
2/21/2024	24665	MARIA SANTOS DE LOPEZ	1,120.00
2/21/2024	24666	MARIA SANTOS DE LOPEZ	6,594.36
2/21/2024	24667	MARICELA SANDOVAL RODRIGUEZ	5,278.74
2/21/2024	24668	MARISOL PEREZ	3,747.65
2/21/2024	24669	MARTHA ESTHELA SANCHEZ	11,358.29
2/21/2024	24670	ROSEMARY ZAVALA	1,400.00
2/21/2024	24671	ROSEMARY ZAVALA	8,218.60
2/21/2024	24672	SANDRA MARTINEZ VARELA	10,937.93
2/21/2024	24673	SARA ESTELA POSADA	1,400.00
2/21/2024	24674	SARA ESTELA POSADA	8,285.24
2/21/2024	24675	SILVIA MEJIA	1,680.00
2/21/2024	24676	SILVIA MEJIA	9,316.44
2/21/2024	24677	VANESSA NICOLE MEJIA	5,497.81
2/21/2024	24678	VIDALIA MARTINEZ GONZALEZ	5,470.85
2/21/2024	24679	XOCHITL QUIROZ DE ALCALA	1,260.00
2/21/2024	24680	XOCHITL QUIROZ DE ALCALA	4,986.02
2/21/2024	24681	YOANA PEREZ	2,722.98
2/21/2024	24682	ADELA RUIZ	4,969.34

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2/21/2024	24683	AMALIA BUENROSTRO	4,665.07
2/21/2024	24684	ANA MARIA NAVARRO DE GUTIERREZ	960.00
2/21/2024	24685	ANA MARIA NAVARRO DE GUTIERREZ	4,011.67
2/21/2024	24686	ANDREA BUENROSTRO	1,600.00
2/21/2024	24687	ANDREA BUENROSTRO	9,573.79
2/21/2024	24688	BEATRIZ JACQUEZ NUNEZ	800.00
2/21/2024	24689	BEATRIZ JACQUEZ NUNEZ	2,620.31
2/21/2024	24690	MARIA ELENA LARA	320.00
2/21/2024	24691	MARIA ELENA LARA	1,949.81
2/21/2024	24692	ONOFRE ZAMORA	1,600.00
2/21/2024	24693	ONOFRE ZAMORA	7,311.36
2/21/2024	24694	CELFIDA SANTOS DE RUIZ	209.82
2/21/2024	24695	ELIDA CRUZ	1,614.00
2/21/2024	24696	EVELYN NATALY ESPARZA-RODRIGUEZ	355.09
2/21/2024	24697	KAYLA JOEANNA ESTRADA	1,821.56
2/21/2024	24698	MARIA R GARCIA DE ARAMBULA	818.84
2/21/2024	24699	ROSA BACA DE CEBALLOS	1,133.00
2/21/2024	24700	SUNSHINE CENTER	1,531.84
2/22/2024	221950	ADRIANA MONICA DELOERA	1,278.28
2/22/2024	221951	ARELI MEDINA FLORES	841.29
2/22/2024	221952	COUNTY OF KERN PUBLIC WORKS	18.54
2/22/2024	221953	NAGELY PORTESGIL	1,535.27
2/22/2024	221954	RACHEL CALVILLO	1,725.19
2/22/2024	221955	SARAH MEYER	863.54
2/22/2024	221956	SONYA MARTINEZ	1,060.10
2/22/2024	221957	TANESHA M TATE	886.05
2/27/2024	219586	TAFT CITY SCHOOL DISTRICT	(4,641.00)
2/27/2024	24114	JULISSA ELIZONDO	(11.79)
2/28/2024	218038	SEQUOIA SANDWICH COMPANY	(192.50)
2/28/2024	221958	1020 CECIL LLC	915.00
2/28/2024	221959	AGEE VII LLC	9,981.35
2/28/2024	221960	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,500.00
2/28/2024	221961	BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT	150.00
2/28/2024	221962	RONALD SHELAN	4,349.12
2/28/2024	221963	CITY OF ARVIN	633.38
2/28/2024	221964	MORE THAN ONE DIMENSION, INC.	1,800.00
2/28/2024	221965	COUNTY OF KERN	363.12
2/28/2024	221966	FAIRFAX SCHOOL DISTRICT	3,182.00
2/28/2024	221967	FIRST 5 MADERA COUNTY	1,223.15
2/28/2024	221968	GREENFIELD UNION SCHOOL DISTRICT	42.00
2/28/2024	221969	G STREET PLAZA LLC	419.05
2/28/2024	221970	HEARTS & LIVES	550.00
2/28/2024	221971	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00
2/28/2024	221972	KERN ISLAND INVESTORS, GP	5,948.60
2/28/2024	221973	LAMONT SCHOOL DISTRICT	150.00
2/28/2024	221974	MARK AND HELENE MCELYEA	3,656.00
2/28/2024	221975	ARIAS LATINO MARKET INC	7,105.24
2/28/2024	221976	MERCED COUNTY OFFICE OF EDUCATION	253.67
2/28/2024	221977	NORTH OF THE RIVER RECR & PARK DIST	4,797.00
2/28/2024	221978	OLLIE SHANKLE TRUSTEE (LESSOR)	9,925.00

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2/28/2024	221979	OMNI FAMILY HEALTH	5,581.00
2/28/2024	221980	PREWITT FAMILY DECEDENTS TRUST	900.00
2/28/2024	221981	JOHN REY	1,000.00
2/28/2024	221982	STELLAR PLAZA LLC	3,128.47
2/28/2024	221983	TAFT CITY SCHOOL DISTRICT	4,641.00
2/28/2024	221984	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00
2/28/2024	221985	TULARE COUNTY OFFICE OF EDUCATION	500.00
2/28/2024	221986	VINELAND SCHOOL DISTRICT	375.00
2/28/2024	221987	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	13,014.90
2/28/2024	221988	YABITO CORPORATION	1,350.00
2/28/2024	221989	4IMPRINT INC AKA NELSON MARKETING	2,626.30
2/28/2024	221990	ALICIA GAMINO	228.47
2/28/2024	221991	ALL AMERICAN CARPET	4,707.50
2/28/2024	221992	ALPHA MEDIA LLC	1,980.00
2/28/2024	221993	ROBERT D. STANE - AMERICAN TERMITE SOLUTIONS INC.	1,885.00
2/28/2024	221994	AMERIGAS LAKE ISABELLA	1,070.97
2/28/2024	221995	ASANA, INC	3,000.00
2/28/2024	221996	AT&T	6,219.76
2/28/2024	221997	AT&T	3,699.04
2/28/2024	221998	AT&T	3,699.04
2/28/2024	221999	AT&T	6,182.64
2/28/2024	222000	BERKSHIRE HATHAWAY HOMESTATE CO	76,836.88
2/28/2024	222001	CALIFORNIA WATER SERVICE COMPANY	158.50
2/28/2024	222002	CECELIA STEWART	4.02
2/28/2024	222003	CHRISTOPHER PERCIVAL	6,625.05
2/28/2024	222004	CITY OF STOCKTON	55.68
2/28/2024	222005	COMCAST CORPORATION	235.78
2/28/2024	222006	CONSTANT CONTACT INC	1,024.80
2/28/2024	222007	DELANO UNION SCHOOL DISTRICT	5,600.00
2/28/2024	222008	SAN LUIS BUTANE DISTRIBUTORS INC	2,915.40
2/28/2024	222009	DEPARTMENT OF HUMAN RESOURCES	5,782.15
2/28/2024	222010	FERGUSON ENTERPRISES INC #1350	354.55
2/28/2024	222011	SUKHMANI SHERGILL	225.00
2/28/2024	222012	FLOWERS BAKING CO OF HENDERSON LLC	670.96
2/28/2024	222013	STANDARD PLUMBING SUPPLY COMPANY, INC	14.91
2/28/2024	222014	FLYERS ENERGY LLC	4,303.92
2/28/2024	222015	FRESHPOINT CENTRAL CALIFORNIA, INC	1,116.20
2/28/2024	222016	GOTO TECHNOLOGIES USA, INC	1,051.20
2/28/2024	222017	HOME DEPOT COMMERCIAL CREDIT	1,114.25
2/28/2024	222018	INDIAN WELLS VALLEY WATER DISTRICT	424.63
2/28/2024	222019	JULISSA ELIZONDO	11.79
2/28/2024	222020	KARADANIS SURVIVORS TRUST / ADVANCED MINI STORAGE	302.00
2/28/2024	222021	PATRIOTS INC	114.68

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2/28/2024	222022	KERN COUNTY SUPERINTENDENT OF SCHOOLS	159.18
2/28/2024	222023	LAKESHORE EQUIPMENT COMPANY	4,494.85
2/28/2024	222024	LANGUAGE LINE SERVICES INC	16.10
2/28/2024	222025	LEARA LEANNE SPROTT	38.86
2/28/2024	222026	LODI HEALTH WEST OCCUPATIONAL MEDICINE	583.00
2/28/2024	222027	LOWES COMPANIES INC	675.77
2/28/2024	222028	MARIA E VAZQUEZ	102.65
2/28/2024	222029	MATIANA RODRIGUEZ DE MENDEZ	102.65
2/28/2024	222030	MCFARLAND UNIFIED SCHOOL DISTRICT	819.00
2/28/2024	222031	MICHAEL K BROWN LANDSCAPE INC	19,775.00
2/28/2024	222032	OASIS AIR CONDITIONING	13,480.63
2/28/2024	222033	OFFICE1 LEASING	1,553.45
2/28/2024	222034	PAMALA ROBERTS	259.96
2/28/2024	222035	PG&E	9,229.64
2/28/2024	222036	RAUL TAPIA HERNANDEZ	55.61
2/28/2024	222037	RAYMOND'S TROPHY AWARDS	103.92
2/28/2024	222038	ROSENDA SANDOVAL	100.00
2/28/2024	222039	ROUTE 66 BROADBAND LLC	219.13
2/28/2024	222040	SEQUOIA PAINT ENTERPRISE	167.11
2/28/2024	222041	SIGNAL SERVICE INC	65.40
2/28/2024	222042	SOUTHERN CALIFORNIA EDISON	1,834.50
2/28/2024	222043	SPECIALTY TRIM AND AWNING INC	2,500.00
2/28/2024	222044	CHARTER COMMUNICATIONS	179.98
2/28/2024	222045	CHARTER COMMUNICATIONS	254.00
2/28/2024	222046	CHARTER COMMUNICATIONS	203.93
2/28/2024	222047	CHARTER COMMUNICATIONS	208.93
2/28/2024	222048	CHARTER COMMUNICATIONS	174.98
2/28/2024	222049	CHARTER COMMUNICATIONS	204.00
2/28/2024	222050	CHARTER COMMUNICATIONS	219.98
2/28/2024	222051	CHARTER COMMUNICATIONS	204.00
2/28/2024	222052	CHARTER COMMUNICATIONS	204.00
2/28/2024	222053	CHARTER COMMUNICATIONS	945.00
2/28/2024	222054	CHARTER COMMUNICATIONS	499.00
2/28/2024	222055	CHARTER COMMUNICATIONS	499.00
2/28/2024	222056	CHARTER COMMUNICATIONS	209.00
2/28/2024	222057	HERBERT MITCHELL ELLIOTT	68.25
2/28/2024	222058	ROCKSTAR LIMO LOUNGE - STERLING TRANSPORTATION	3,996.00
2/28/2024	222059	TAFT CITY SCHOOL DISTRICT	4,641.00
2/28/2024	222060	WEST KERN COMMUNITY COLLEGE DISTRICT	43,481.90
2/28/2024	222061	TEACHING STRATEGIES INC	26,362.50
2/28/2024	222062	TEHACHAPI UNIFIED SCHOOL DISTRICT	1,734.00
2/28/2024	222063	SOCALGAS	289.48
2/28/2024	222064	CHARTER COMMUNICATIONS	119.98
2/28/2024	222065	T-MOBILE USA INC	3,012.48
2/28/2024	222066	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	1,309.48
2/28/2024	222067	ULINE	283.89
2/28/2024	222068	VERONICA RODRIGUEZ SALDIVAR	164.00

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2/28/2024	222069	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	740.00
2/28/2024	222070	HANNAH MARIE WEIGHTMAN	257.00
2/28/2024	222071	LAURIE HUGHEY	257.00
2/28/2024	222072	VANESSA CORTEZ MENDOZA	538.32
2/28/2024	222073	YOLANDA SALDANA MORENO	2,685.61
2/28/2024	222074	MARIA DEL SOCORRO CARMONA	1,634.30
2/28/2024	222075	ELIZABETH GONZALEZ	280.00
2/28/2024	222076	ELIZABETH GONZALEZ	587.66
2/28/2024	222077	SAIDY LORENA MAYEN	7,305.50
2/28/2024	222078	CONSUELO RAMIREZ DE MAGDALENO	5,723.38
2/28/2024	222079	BERTHA CONTRERAS	10,266.43
2/28/2024	222080	SANDRA ELIZABETH SAMAYOA	1,982.05
2/28/2024	222081	JACKELINE NEOMI GARCIA	1,197.86
2/28/2024	222082	MARIA LOURDES MORENO ESQUIVEL	1,868.46
2/28/2024	222083	MARCELINA PERALTA	4,264.18
2/28/2024	222084	MARIA SOFIA MENDOZA DE ORTIZ	1,150.96
2/28/2024	222085	BRIGHT FUTURES PRESCHOOL 2	1,012.91
2/28/2024	222086	SONIA C LOPEZ DE JUAREZ	1,836.97
2/28/2024	222087	CARMELITA JACINTA MORALES MEJIA	670.60
2/28/2024	222088	JUAN JOSE HERNANDEZ	1,292.98
2/28/2024	222089	MARIA GUADALUPE GONZALEZ	7,165.90
2/28/2024	222090	MARIA A MORALES LOPEZ	670.62
2/28/2024	222091	RUFINITA PRISCILLA MARIE SAUCEDA	1,987.98
2/28/2024	222092	JUANA INEZ SALGADO RENTERIA	996.22
2/28/2024	222093	CECILIA GAYTAN DE ZARATE	6,883.49
2/28/2024	222094	RUTH CARINA PAREDES	517.21
2/28/2024	222095	MARIA P COSIO	11,195.03
2/28/2024	222096	TEODORA GIRON MORALES	954.91
2/28/2024	222097	VIRGINIA GUADALUPE RIOS	522.02
2/28/2024	222098	LORRAINE DIAZ	2,236.06
2/28/2024	222099	AMPARO MAGANA	1,785.88
2/28/2024	222100	ROSAURA QUINTERO DE LOPEZ	7,640.54
2/28/2024	222101	GUADALUPE CABRERA	10,532.12
2/28/2024	222102	ANDREA R RIVERA	1,755.06
2/28/2024	222103	MARIA J MARTINEZ DE GARCIA	4,846.96
2/28/2024	222104	ANA R LEMUS LOPEZ	280.00
2/28/2024	222105	ANA R LEMUS LOPEZ	1,565.33
2/28/2024	222106	ANNA DELFINA REYES	6,563.68
2/28/2024	222107	CELESTINA ANDREAH CONTRERAS	566.50
2/28/2024	222108	GLORIA GARCIA DE MADERA	7,704.87
2/28/2024	222109	LUZ E VENEGAS	9,163.37
2/28/2024	222110	LETICIA MARIA BOTELLO	2,851.62
2/28/2024	222111	ROCIO VERONICA MUNIZ CERECEDA	807.11
2/28/2024	222112	MARIANA MEDRANO	1,251.23
2/28/2024	222113	LORI MACIAS CERNA	8,026.94
2/28/2024	222114	XOCHITL ARTHEMISA PELAGIO	5,787.82
2/28/2024	222115	LILIA ESQUIVEL MONROY	3,736.14
2/28/2024	222116	ANA M HERNANDEZ DE RIOS	4,587.30
2/28/2024	222117	ESPERANZA CORREA TELLO	5,647.84
2/28/2024	222118	GUILLERMINA VILLA FLORES	1,300.21
2/28/2024	222119	HERLINDA NOLASCO DE GONZALEZ	4,183.32
2/28/2024	222120	IRMA CASTILLO	3,305.01
2/28/2024	222121	HOME DEPOT COMMERCIAL CREDIT	1,641.63
2/28/2024	222122	HOME DEPOT COMMERCIAL CREDIT	884.19

Check Date	Check Number	Payee	Check Amount
2/28/2024	222123	HOME DEPOT COMMERCIAL CREDIT	879.44
2/28/2024	222124	ANGELA GARCIA ZENDEJAS	797.82
2/28/2024	222125	BERTHA CONTRERAS	3,411.98
2/28/2024	222126	CONSUELO RAMIREZ DE MAGDALENO	6,912.35
2/28/2024	222127	GUILLERMINA VILLA FLORES	1,295.55
2/28/2024	222128	DEPARTMENT OF HEALTH AND HUMAN SERVICES	762.06
2/28/2024	222129	MARIA GUADALUPE ZENDEJAS	975.79
2/28/2024	222130	ROXANA VILLAGRANA	2,092.07
2/28/2024	222131	SEQUOIA SANDWICH COMPANY	192.50
2/28/2024	24701	5905 NILES ST LLC	4,602.00
2/28/2024	24702	ACUITY BAKERSFIELD LLC	6,984.40
2/28/2024	24703	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81
2/28/2024	24704	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00
2/28/2024	24705	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,009.00
2/28/2024	24706	EAST HILLS ROADWAY ASSOCIATION	431.57
2/28/2024	24707	GRACE COMMUNITY CHURCH	4,612.95
2/28/2024	24708	JANET Y YU	700.00
2/28/2024	24709	MH 3101 MALL VIEW ROAD, LLC	6,000.00
2/28/2024	24710	M-R PROPERTIES	7,091.00
2/28/2024	24711	PROTEUS INC	487.00
2/28/2024	24712	PROTEUS INC	350.00
2/28/2024	24713	UNITED CONGREGATIONAL CHURCH OF LODI	4,901.00
2/28/2024	24714	WESLEY UNITED METHODIST CHURCH	2,403.00
2/28/2024	24715	ZREP LLC	3,926.98
2/28/2024	24716	AMAZON CAPITAL SERVICES, INC	466.11
2/28/2024	24717	AMAZON CAPITAL SERVICES, INC	835.61
2/28/2024	24718	AMAZON CAPITAL SERVICES, INC	282.54
2/28/2024	24719	AMAZON CAPITAL SERVICES, INC	85.86
2/28/2024	24720	AMAZON CAPITAL SERVICES, INC	1,783.68
2/28/2024	24721	AMAZON CAPITAL SERVICES, INC	371.92
2/28/2024	24722	AMAZON CAPITAL SERVICES, INC	145.51
2/28/2024	24723	AMAZON CAPITAL SERVICES, INC	504.65
2/28/2024	24724	AMAZON CAPITAL SERVICES, INC	237.07
2/28/2024	24725	AMAZON CAPITAL SERVICES, INC	957.03
2/28/2024	24726	AMAZON CAPITAL SERVICES, INC	160.64
2/28/2024	24727	AMAZON CAPITAL SERVICES, INC	440.07
2/28/2024	24728	AMAZON CAPITAL SERVICES, INC	1,742.18
2/28/2024	24729	AMAZON CAPITAL SERVICES, INC	237.57
2/28/2024	24730	AMAZON CAPITAL SERVICES, INC	1,034.04
2/28/2024	24731	AMAZON CAPITAL SERVICES, INC	10.89
2/28/2024	24732	AMAZON CAPITAL SERVICES, INC	547.32
2/28/2024	24733	AMAZON CAPITAL SERVICES, INC	541.99
2/28/2024	24734	AMAZON CAPITAL SERVICES, INC	762.33
2/28/2024	24735	AMAZON CAPITAL SERVICES, INC	1,029.14
2/28/2024	24736	AMAZON CAPITAL SERVICES, INC	475.07
2/28/2024	24737	AMERICAN REFUSE, INC.	710.40
2/28/2024	24738	ANDREA REYES	134.00
2/28/2024	24739	CANON FINANCIAL SERVICES, INC.	512.84
2/28/2024	24740	DISCOUNT SCHOOL SUPPLY	1,487.15
2/28/2024	24741	DISCOUNT SCHOOL SUPPLY	6,374.14

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2/28/2024	24742	EXACT STAFF, INC	1,026.42
2/28/2024	24743	EXACT STAFF, INC	910.90
2/28/2024	24744	EXACT STAFF, INC	1,838.33
2/28/2024	24745	FIVE9 INC	5,349.99
2/28/2024	24746	FIVE9 INC	7,078.60
2/28/2024	24747	FRONTIER COMMUNICATIONS HOLDINGS LLC	670.23
2/28/2024	24748	FRONTIER COMMUNICATIONS HOLDINGS LLC	87.50
2/28/2024	24749	FRONTIER COMMUNICATIONS HOLDINGS LLC	232.43
2/28/2024	24750	FRONTIER COMMUNICATIONS HOLDINGS LLC	302.06
2/28/2024	24751	JORGE GALINDO RAMIREZ	45.00
2/28/2024	24752	HEY SALTY, INC	200.00
2/28/2024	24753	JEREMY T TOBIAS	75.00
2/28/2024	24754	JON DOOLEY HEATING AND COOLING	13,876.13
2/28/2024	24755	SSD ALARM, INC	577.67
2/28/2024	24756	M AND S SECURITY SERVICES INC	140.78
2/28/2024	24757	VERNON SORENSON MD INC	1,997.00
2/28/2024	24758	MISSION LINEN SUPPLY	2,147.84
2/28/2024	24759	MITEL NETSOLUTIONS INC	19,908.06
2/28/2024	24760	OFFICE IMAGING, INC	1,225.96
2/28/2024	24761	ORKIN PEST CONTROL	4,377.68
2/28/2024	24762	PIUSER STONE AND TILE, INC.	111,242.70
2/28/2024	24763	PLC SYSTEM SERVICES	26,744.00
2/28/2024	24764	SEIU LOCAL 521	16,584.13
2/28/2024	24765	STAPLES ADVANTAGE	407.92
2/28/2024	24766	STAPLES ADVANTAGE	101.72
2/28/2024	24767	STAPLES ADVANTAGE	15.75
2/28/2024	24768	STAPLES ADVANTAGE	300.17
2/28/2024	24769	STINSON STATIONERS	1,028.50
2/28/2024	24770	HD Supply Facilites Maintenance LTD	27.28
2/28/2024	24771	SYSCO FOOD SERVICES OF VENTURA INC	1,395.21
2/28/2024	24772	SYSCO FOOD SERVICES OF VENTURA INC	941.24
2/28/2024	24773	SYSCO FOOD SERVICES OF VENTURA INC	1,219.46
2/28/2024	24774	SYSCO FOOD SERVICES OF VENTURA INC	874.91
2/28/2024	24775	TEL TEC SECURITY SYSTEMS INC	2,289.48
2/28/2024	24776	TEL TEC SECURITY SYSTEMS INC	884.15
2/28/2024	24777	TRANS-WEST SECURITY SERVICES, INC.	569.14
2/28/2024	24778	NARAMA INC	480.63
2/28/2024	24779	VERIZON WIRELESS	8,417.39
2/28/2024	24780	W W GRAINGER INC	198.99
2/28/2024	24781	W W GRAINGER INC	107.65
2/28/2024	24782	W W GRAINGER INC	1,336.29
2/28/2024	24783	W W GRAINGER INC	178.37
2/28/2024	24784	W W GRAINGER INC	311.57
2/28/2024	24785	W W GRAINGER INC	29.08
2/28/2024	24786	W W GRAINGER INC	19.87
2/28/2024	24787	BRADLEY RYAN FERGON	538.32

Check Date	Check Number	Payee	Check Amount
2/28/2024	24788	Jamie Lujan	257.00
2/28/2024	24789	KAREN VAZQUEZ	538.32
2/28/2024	24790	REBECCA MORENO	257.00
2/28/2024	24791	ANA ROSA M SANCHEZ	4,917.54
2/28/2024	24792	MARIA ELENA CEJA	2,650.92
2/28/2024	24793	LETICIA G HERNANDEZ	9,681.06
2/28/2024	24794	OLGA ZAMAGO	1,778.22
2/28/2024	24795	PATRICIA SANCHEZ	3,668.60
2/28/2024	24796	MARTHA MENDOZA	140.00
2/28/2024	24797	MARTHA MENDOZA	423.41
2/28/2024	24798	ROSA HERRERA	1,260.00
2/28/2024	24799	ROSA HERRERA	6,813.24
2/28/2024	24800	MARIA FRANCISCA MENA	1,305.00
2/28/2024	24801	MARIA FRANCISCA MENA	7,356.51
2/28/2024	24802	YOLANDA GONZALEZ DE VARGAS	758.83
2/28/2024	24803	CATALINA RIVERA DE ESPINOZA	6,313.63
2/28/2024	24804	MARIA E CORONA HEREDIA	363.18
2/28/2024	24805	MARIA E CORONA HEREDIA	2,340.97
2/28/2024	24806	ADRIANA CEJA GONZALEZ	1,680.00
2/28/2024	24807	ADRIANA CEJA GONZALEZ	9,968.70
2/28/2024	24808	EVELYN SANCHEZ	1,197.86
2/28/2024	24809	BERTHA ALICIA QUIROA	575.48
2/28/2024	24810	MARIELA SALAZAR ORTEGA	1,197.86
2/28/2024	24811	CESILA GARCIA DIAZ	1,298.78
2/28/2024	24812	LETICIA HERNANDEZ PEREZ	1,173.24
2/28/2024	24813	ROSA M SALAZAR	552.58
2/28/2024	24814	GLORIA ISITA MEJIA	1,723.75
2/28/2024	24815	MIRIAM LOPEZ GUTIERREZ	7,608.53
2/28/2024	24816	ESMERALDA ROBLES BONILLA	2,348.82
2/28/2024	24817	MAYRA HERNANDEZ	3,443.55
2/28/2024	24818	HERMELINDA BRICENO NOH	1,548.10
2/28/2024	24819	CLAUDIA BARAJAS ROGEL	1,292.98
2/28/2024	24820	SILVIA MENDEZ URIBE	1,847.11
2/28/2024	24821	GLORIA PARRA	670.60
2/28/2024	24822	JESSISAY HERNANDEZ PARRAL	1,151.25
2/28/2024	24823	STEPHANIE VERDUGO	5,114.72
2/28/2024	24824	REYNA MOREIRA DELGADO	1,197.86
2/28/2024	24825	MA DE LOURDES GONZALEZ MENDEZ	628.55
2/28/2024	24826	MACARMEN LUCATERO	1,715.90
2/28/2024	24827	IRMA CARRIEDO DE GARCIA	1,281.56
2/28/2024	24828	YOLANDA MUNOZ	12,417.58
2/28/2024	24829	PATRICIA MUNOZ VASQUEZ	12,501.43
2/28/2024	24830	GABRIELA GARCIA DE RODRIGUEZ	7,341.80
2/28/2024	24831	BERTHA MORENO	8,400.71
2/28/2024	24832	CLAUDIA ANDREA MUNOZ	8,903.90
2/28/2024	24833	MELANEA FLERROS HIDALGO	420.00
2/28/2024	24834	MELANEA FLERROS HIDALGO	1,115.29
2/28/2024	24835	MARIBEL MEDINA VARGAS	280.00
2/28/2024	24836	MARIBEL MEDINA VARGAS	1,200.00
2/28/2024	24837	MATILDE VILLAFAN DE MARAVILLA	1,820.00
2/28/2024	24838	MATILDE VILLAFAN DE MARAVILLA	10,237.29
2/28/2024	24839	TERESA LUZ RUIZ	248.33
2/28/2024	24840	TERESA LUZ RUIZ	1,333.71
2/28/2024	24841	YADIRA CARDONA FAMILY CHILD CARE	420.00
2/28/2024	24842	YADIRA CARDONA FAMILY CHILD CARE	2,281.82

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2/28/2024	24843	INOCENCIA SALAS ROJAS	2,866.83
2/28/2024	24844	MARIA DOLORES ARIAS	668.30
2/28/2024	24845	SUNSHINE BILINGUAL DAYCARE	7,119.85
2/28/2024	24846	ANGELICA VALIENTE DE BARRAGAN	10,125.85
2/28/2024	24847	ESPERANZA B TOBAR	890.74
2/28/2024	24848	ROSALINDA G OCHOA	12,921.72
2/28/2024	24849	Delia Irene Araujo Dominguez	7,709.25
2/28/2024	24850	ELOISA LEMUS	5,274.59
2/28/2024	24851	ROCELIA OROZCO LEMUS	4,354.68
2/28/2024	24852	VERONICA ALVAREZ	5,397.55
2/28/2024	24853	MONICA MARTINEZ	5,417.09
2/28/2024	24854	MARIA E SANCHEZ DE GOMEZ	5,867.59
2/28/2024	24855	MARTHA ISELA GALINDO	1,785.88
2/28/2024	24856	MARIA GUADALUPE CHAVEZ	3,346.73
2/28/2024	24857	CASA DE ADORACION TULARE	17,226.72
2/28/2024	24858	GLORIA PADILLA MONTES DE OCA	2,832.68
2/28/2024	24859	GUADALUPE PEREZ DOMINGUEZ	4,473.41
2/28/2024	24860	HAYDEE ESTEBAN	1,300.00
2/28/2024	24861	DOLORES SANCHEZ LOPEZ	1,838.98
2/28/2024	24862	MARIA PERLA GARCIA DE ARCIGA	3,160.87
2/28/2024	24863	ISABEL TORRES	6,456.39
2/28/2024	24864	BEATRIZ ADRIANA CARRILLO HERNANDEZ	6,567.31
2/28/2024	24865	MARIA G SANCHEZ ESCALERA	1,598.66
2/28/2024	24866	ELVIRA GAMBOA	952.39
2/28/2024	24867	BERTHA ALICIA GOMEZ	6,833.77
2/28/2024	24868	KARLA IVETTE MARTINEZ HERNANDEZ	667.03
2/28/2024	24869	ALMA AYDE GOMEZ ALVAREZ	4,862.51
2/28/2024	24870	JANET RODRIGUEZ	2,652.39
2/28/2024	24871	LUCIA MENDOZA OCHOA	5,847.45
2/28/2024	24872	Gladys Isela Rodriguez	1,613.43
2/28/2024	24873	IRIS GISELA MAGANA	8,547.02
2/28/2024	24874	NYELI GONZALEZ	1,671.40
2/28/2024	24875	Maricela Munoz Sanchez	2,989.16
2/28/2024	24876	JESSICA MICHELLE ANDRADE	5,753.71
2/28/2024	24877	ANABEL A MARTINEZ	1,932.54
2/28/2024	24878	YESICA SANCHEZ ARRIAGA	9,453.68
2/28/2024	24879	YOLANDA LIRA LEMUS	5,120.93
2/28/2024	24880	LORENA IBARRA	710.95
2/28/2024	24881	ROSAURA IBARRA OROZCO	2,832.69
2/28/2024	24882	SILVIA LETICIA SANCHEZ DE GARCIA	1,814.51
2/28/2024	24883	LOURDES DE MOYA DE CAMILO	7,799.37
2/28/2024	24884	NORMA PATRICIA AVILA MOLINA	280.00
2/28/2024	24885	NORMA PATRICIA AVILA MOLINA	1,347.03
2/28/2024	24886	YOLANDA CORTES DE MENDOZA	560.00
2/28/2024	24887	MARIA F MARTINEZ	2,638.74
2/28/2024	24887	YOLANDA CORTES DE MENDOZA	1,835.33
2/28/2024	24888	Maria Ledesma De Garcia	1,960.00
2/28/2024	24889	Maria Ledesma De Garcia	11,068.26
2/28/2024	24890	ESPERANZA TORRES	857.74
2/28/2024	24891	JUANA MORILLON GUILLEN	3,469.86
2/28/2024	24892	ANDREA GUADALUPE DIAZ	420.00
2/28/2024	24893	ANDREA GUADALUPE DIAZ	2,404.99
2/28/2024	24894	EVA RAMIREZ	943.55
2/28/2024	24895	Jessica Lucero Mendez	1,715.48

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2/28/2024	24896	YADIRA REBOLLEDO	3,586.20
2/28/2024	24897	Karla Elizabeth Huling	3,829.41
2/28/2024	24898	NORMA PULIDO CRUZ	1,683.83
2/28/2024	24899	YAZMIN ARACELI NAVARRO HERRERA	3,556.26
2/28/2024	24900	ESPERANZA RESENDEZ	1,991.45
2/28/2024	24901	BERTHA CAMPOS	1,311.00
2/28/2024	24902	EMILY RAMIREZ - KIDS N US DAYCARE	907.66
2/28/2024	24903	MIRIAM MACIEL BARRIGA	1,934.62
2/28/2024	24904	VIRGINIA PEREZ	733.19
2/28/2024	24905	MARIA C PEREZ	1,851.04
2/28/2024	24906	SUSIE MARIA REYNA	4,571.21
2/28/2024	24907	MA L MONROY DE SEVILLA	1,868.07
2/28/2024	24908	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00
2/28/2024	24909	MARIA GUADALUPE NAVARRO DE ORTIZ	1,513.13
2/28/2024	24910	ESMERALDA ALCANTARA	280.00
2/28/2024	24911	ESMERALDA ALCANTARA	336.48
2/28/2024	24912	MARIA GUADALUPE BELTRAN SALCIDO	420.00
2/28/2024	24913	MARIA GUADALUPE BELTRAN SALCIDO	2,043.67
2/28/2024	24914	MARIA C ZEPEDA DE NUNEZ	280.00
2/28/2024	24915	MARIA C ZEPEDA DE NUNEZ	1,496.16
2/28/2024	24916	SOFIA ALVAREZ DE GONZALEZ	1,820.00
2/28/2024	24917	SOFIA ALVAREZ DE GONZALEZ	5,818.10
2/28/2024	24918	MARIA Z RODRIGUEZ DE OCHOA	8,581.41
2/28/2024	24919	AUDELIA RIOS	4,594.69
2/28/2024	24920	MA DEL CARMEN GOMEZ GRANADOS	10,522.23
2/28/2024	24921	MARYPAZ MAGANA	560.00
2/28/2024	24922	MARYPAZ MAGANA	3,239.50
2/28/2024	24923	CECILIA ATAI PEREZ	1,680.00
2/28/2024	24924	CECILIA ATAI PEREZ	9,142.94
2/28/2024	24925	ERIKA L CENTENO	4,483.48
2/28/2024	24926	MARIA GARCIA	1,960.00
2/28/2024	24927	MARIA GARCIA	11,435.50
2/28/2024	24928	MA TERESA NAVA DE FRANCO	420.00
2/28/2024	24929	MA TERESA NAVA DE FRANCO	2,286.69
2/28/2024	24930	MARISOL GONZALEZ	700.00
2/28/2024	24931	MARISOL GONZALEZ	4,004.77
2/28/2024	24932	EDITH ALEJANDRA GALLEGOS	1,900.77
2/28/2024	24933	MARIBEL SANTOS GALINDO	624.93
2/28/2024	24934	MARIBEL SANTOS GALINDO	3,753.67
2/28/2024	24935	MILCA REBEKAH PEREZ	1,120.00
2/28/2024	24936	MILCA REBEKAH PEREZ	6,231.57
2/28/2024	24937	LUZ MARIA MORALES	3,537.11
2/28/2024	24938	REYNA TORRES DE CASTRO	238.24
2/28/2024	24939	REYNA TORRES DE CASTRO	1,588.07
2/28/2024	24940	PAULA LARA VALDOVINOS	9,823.93
2/28/2024	24941	SANDRA PEREZ	1,120.00
2/28/2024	24942	SANDRA PEREZ	4,613.56
2/28/2024	24943	ANA MARIA RAMIREZ MEJIA	420.00
2/28/2024	24944	ANA MARIA RAMIREZ MEJIA	2,708.61
2/28/2024	24945	JANETH REYNOSA CASILLAS	280.00
2/28/2024	24946	JANETH REYNOSA CASILLAS	1,216.68
2/28/2024	24947	MAYRA ELENA GONZALEZ MORALES	7,824.33
2/28/2024	24948	IRMA L IBARRA	13,249.25

Check Date	Check Number	Payee	Check Amount
2/28/2024	24949	ANDREA ESTRADA	3,121.30
2/28/2024	24950	ROSALINDA VARGAS MATA	7,042.29
2/28/2024	24951	GLAFIRA E CAMACHO DE TRUJILLO	8,509.41
2/28/2024	24952	MARTINA RANGEL	3,032.84
2/28/2024	24953	LIZET M PRECIADO MILLAN	4,574.38
2/28/2024	24954	BLANCA I CARMONA DE LUCERO	3,772.96
2/28/2024	24955	AZUCENA C ESCAMILLA-MARTINEZ	3,079.79
2/28/2024	24956	ESTHER NAVARRO	4,292.64
2/28/2024	24957	SCHYIENELL JONES	1,938.95
2/28/2024	24958	EVA DILMA VARGAS	1,020.00
2/28/2024	24959	EVA DILMA VARGAS	6,335.25
2/28/2024	24960	MARIA HAYDEE CRUZ DE SEGOVIA	3,598.24
2/28/2024	24961	YAJAIRA GUZMAN	925.52
2/28/2024	24962	LUCERO MILLAN GARCIA	925.52
2/28/2024	24963	MARIA ANGELA DIAZ	1,836.31
2/28/2024	24964	JANETH G SARABIA	2,077.20
2/28/2024	24965	ALIDA MERCADO DE GARNICA	280.00
2/28/2024	24966	ALIDA MERCADO DE GARNICA	1,256.16
2/28/2024	24967	JUDITH ADRIANA PAREDES DE QUEZADA	1,540.53
2/28/2024	24968	MARICELA CORTEZ	8,154.55
2/28/2024	24969	CECILIA ZAMORA	960.00
2/28/2024	24970	CECILIA ZAMORA	5,029.74
2/28/2024	24971	HERLINDA CHAVEZ	8,596.15
2/28/2024	24972	JANET GARCIA-ALAPIZCO	1,965.54
2/28/2024	24973	JOSE FRANCISCO ALVARADO MENDEZ	1,350.00
2/28/2024	24974	JOSE FRANCISCO ALVARADO MENDEZ	6,907.77
2/28/2024	24975	LUZ SELENE RUANO ORTEGA	3,000.70
2/28/2024	24976	MARIA G TAMAYO DE ZAMORA	2,144.20
2/28/2024	24977	MARIA GUADALUPE ZAMORA RODRIGUEZ	1,760.00
2/28/2024	24978	MARIA GUADALUPE ZAMORA RODRIGUEZ	9,008.49
2/28/2024	24979	MARYPAZ ALVARADO PEREZ	2,873.11
2/28/2024	24980	VIRGINIA FERREIRA	9,990.90
2/28/2024	24981	AMAZON CAPITAL SERVICES, INC	6,298.35
2/28/2024	24982	AMAZON CAPITAL SERVICES, INC	43.24
2/28/2024	24983	AMAZON CAPITAL SERVICES, INC	10.81
2/28/2024	24984	SYSCO FOOD SERVICES OF VENTURA INC	12,963.45
2/28/2024	24985	W W GRAINGER INC	0.00
2/28/2024	24986	ANA ROSA M SANCHEZ	4,185.90
2/28/2024	24987	Maricela Munoz Sanchez	599.19
2/28/2024	24988	THE HARTFORD PRIORITY ACCOUNTS	2,343.28
2/28/2024	24989	THE HARTFORD PRIORITY ACCOUNTS	3,521.70
2/28/2024	24990	THE HARTFORD PRIORITY ACCOUNTS	2,806.44
2/28/2024	24991	THE HARTFORD PRIORITY ACCOUNTS	7,232.95
2/28/2024	24992	AMAZON CAPITAL SERVICES, INC	8.65
2/28/2024	24993	AMAZON CAPITAL SERVICES, INC	381.26
2/28/2024	24994	AMAZON CAPITAL SERVICES, INC	0.00
2/28/2024	24995	AMAZON CAPITAL SERVICES, INC	995.00
2/28/2024	24996	AMAZON CAPITAL SERVICES, INC	1,901.08
2/28/2024	24997	AMAZON CAPITAL SERVICES, INC	717.10
2/28/2024	24998	AMAZON CAPITAL SERVICES, INC	23.48
2/28/2024	24999	AMAZON CAPITAL SERVICES, INC	145.78

Community Action Partnership of Kern
Check/Voucher Register
From 2/1/2024 Through 2/29/2024

Check Date	Check Number	Payee	Check Amount
2/28/2024	25000	AMAZON CAPITAL SERVICES, INC	15.14
2/28/2024	25001	AMAZON CAPITAL SERVICES, INC	43.28
2/28/2024	25002	AMAZON CAPITAL SERVICES, INC	526.14
2/28/2024	25003	AMAZON CAPITAL SERVICES, INC	57.18
2/28/2024	25004	AMAZON CAPITAL SERVICES, INC	878.89
2/28/2024	25005	AMAZON CAPITAL SERVICES, INC	1,951.72
2/28/2024	25006	AMAZON CAPITAL SERVICES, INC	170.04
2/28/2024	25007	AMAZON CAPITAL SERVICES, INC	58.83
2/28/2024	25008	AMAZON CAPITAL SERVICES, INC	160.18
2/28/2024	25009	AMAZON CAPITAL SERVICES, INC	11.88
2/29/2024	25421	ESPERANZA B TOBAR	0.00
2/29/2024	25736	ESPERANZA B TOBAR	(420.00)
Report Total			5,782,296.37

MEMORANDUM

To: Board of Directors

From: Sabrina Jones-Roberts, 2-1-1 Administrator

Date: April 23, 2024

Subject: *Agenda Item IV(f):* CAPK 2-1-1 Kern County Call Center Services Performance Update – **Info Item**

The 2-1-1 Kern Program is committed to providing an update on its operational status and progress as it relates to call center performance. This is an update from the April 23, 2023 Board report. Over the past year, the 2-1-1 call center has achieved stability in both staffing levels and program performance.

Introduction

California Public Utilities Commission (CPUC) designates Community Action Partnership of Kern (CAPK) 2-1-1 Kern as the call center program. 2-1-1 operates 24/7 to connect residents to community health and human service resources utilizing trained Information and Referral (I&R) Specialists. Contractually, the program provides call handling support to several counties throughout the Central Valley including Kings, Tulare, Stanislaus, Fresno, Madera, Merced, and Mariposa as administers specialty programs such as emergency services, application assistance, appointment scheduling, and assessments for Low-Income Home Energy Assistance Program (LIHEAP), Cal-Fresh Outreach, Medi-Cal Applications, First-5 Help Me Grow, and Fresno Volunteer Income Tax Assistance (VITA) Program.

Background

CAPK's 2-1-1 Call Center experienced staff changes late 2022 and early 2023 which had a substantial impact on the quality of services provided. Community members experienced lengthy wait times which subsequently exacerbated the call volumes. The staff shortages and increases in call volume were both exacerbated by the COVID-19 Pandemic. This affected the commitments and performance standards outlined in service contracts and United Way partner organizations initiated a collaborative discussion associated with performance metrics.

The 2-1-1 program utilizes CAPK's standard internal processes for recruitment and incorporated temporary work through contracted staffing agencies. As of April 2023, we have 17 Full-time Equivalent (FTE) Information and Referral Specialists (I&R) this does not include temporary employees. Ideally, to be appropriately staffed considering attrition, the program's goal is to reach twenty-two (22) FTE trained Information and Referral Specialists.

Included are performance tables outlining data for county calls (Kern, Kings, Tulare, Stanislaus, Fresno, Madera, Merced, Mariposa) and LIHEAP calls from January through March 2024.

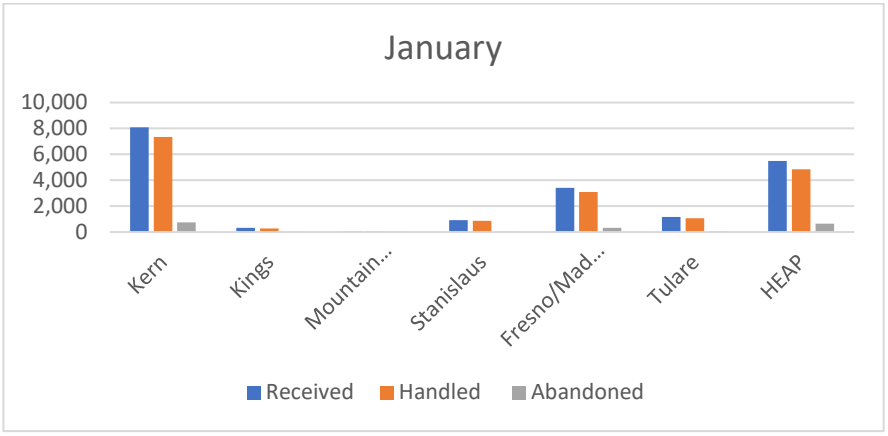
Call Data 2024

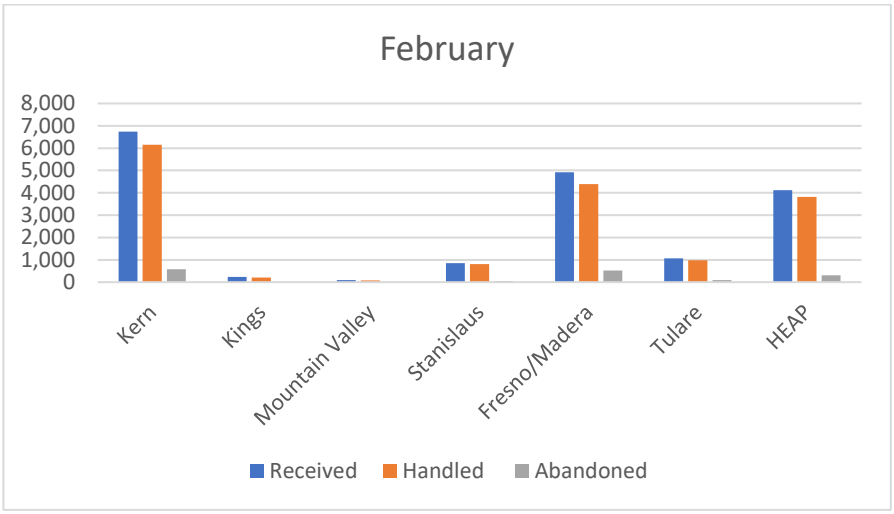
	January						
CALL DATA	Received	Handled	Abandoned	Handled %	Abandoned %	Average Wait	Average Handle Time
Kern	8,076	7,340	736	91%	9%	1:16	5:14
Kings	324	288	36	89%	11%	0:30	5:47
Mountain Valley	84	71	13	85%	15%	0:42	4:29
Stanislaus	925	863	62	93%	7%	0:40	5:29
Fresno/Madera	3,417	3,086	331	90%	10%	0:58	4:53
Tulare	1,157	1,078	79	93%	7%	0:45	5:45
HEAP	5,499	4,857	642	88%	12%	2:31	4:01
TOTAL	**19,482**	**17,583**	**1,899**	**90%**	**10%**	**1:03**	**5:05**

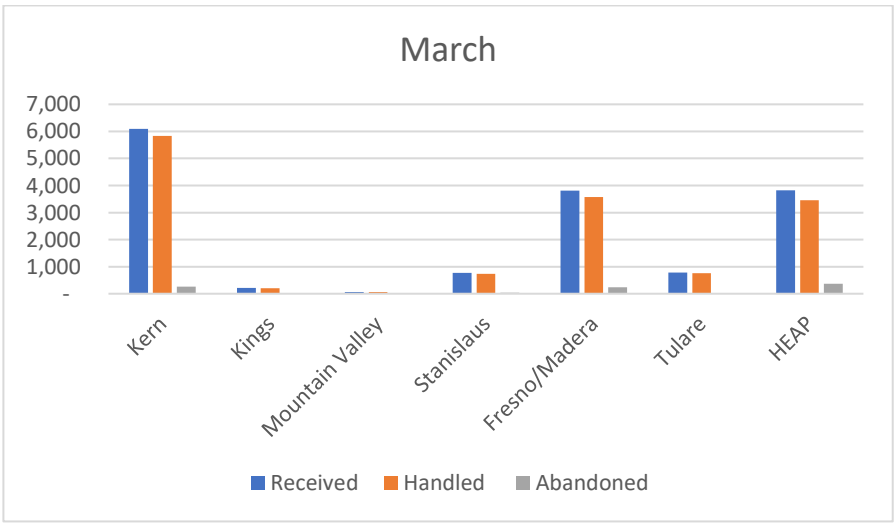
	February						
CALL DATA	Received	Handled	Abandoned	Handled %	Abandoned %	Average Wait	Average Handle Time
Kern	6,735	6,155	580	91%	9%	1:05	5:21
Kings	228	207	21	91%	9%	0:29	5:49
Mountain Valley	90	75	15	83%	17%	0:37	5:46
Stanislaus	858	810	48	94%	6%	0:34	5:21
Fresno/Madera	4,918	4,393	524	89%	11%	0:56	5:20
Tulare	1,068	973	95	91%	9%	0:47	5:18
HEAP	4,119	3,809	310	92%	8%	1:22	3:54
TOTAL	**18,016**	**16,422**	**1,593**	**90%**	**10%**	**0:50**	**5:15**

	March						
CALL DATA	Received	Handled	Abandoned	Handled %	Abandoned %	Average Wait	Average Handle Time
Kern	6,096	5,833	261	96%	4%	0:27	5:34
Kings	215	203	12	94%	6%	0:21	5:45
Mountain Valley	64	57	7	89%	11%	0:58	4:58
Stanislaus	774	740	34	96%	4%	0:21	5:34
Fresno/Madera	3,814	3,575	239	94%	6%	0:26	5:25
Tulare	786	756	30	96%	4%	0:22	5:55
HEAP	3,819	3,450	369	90%	10%	1:40	4:08
TOTAL	**15,568**	**14,614**	**952**	**94%**	**6%**	**0:39**	**5:19**

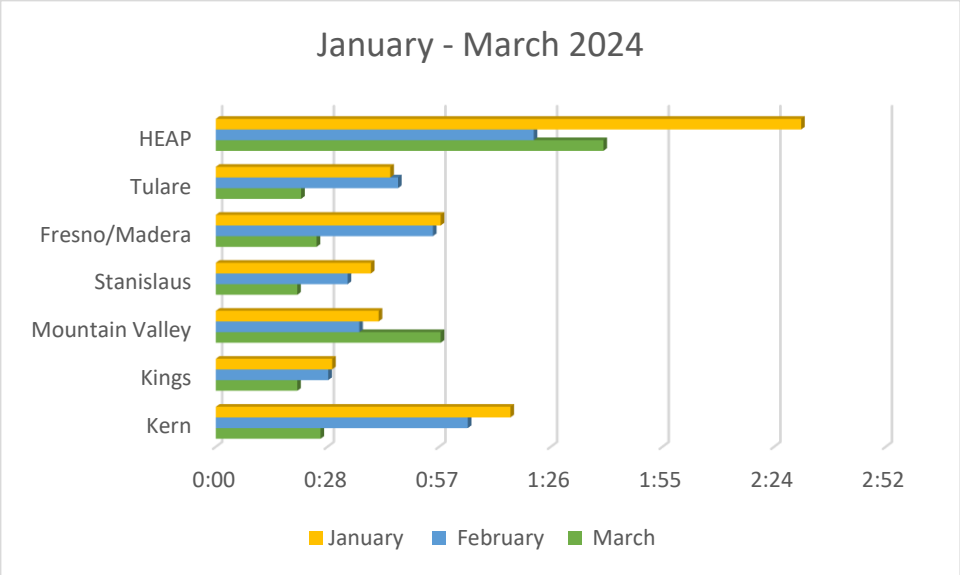
Call Data Tables 2024







Call Wait Times



On a monthly basis during the Program, Review, and Evaluation (PRE) Committee, staff report on the performance of the program. Staff have now incorporated the following metrics to monitor progress, Average Wait Time, and Average Handle Time. To review the latest report (March 2024), please refer to pages 50-51 of the packet, PRE-Committee-Agenda-4-10-24.pdf (capk.org).

Conclusion

The 2-1-1 Program has onboarded and trained various employees to build an adequate number of staff to manage the volume of calls funneled into the call center. Program leadership has adjusted training procedures and engaged staffing agencies to maximize recruitment efforts. The program continues to provide reporting data to existing partners and offers meetings to discuss progress in achieving performance standards. We will continue to be diligent in exploring opportunities to reshape processes and optimize our performance.

MEMORANDUM

To: Board of Directors Catherine Anspach

From: Catherine Anspach; Director of Development

Date: April 23, 2024

Subject: *Agenda Item V(a):* CAPK Foundation Report – **Action Item**

The CAPK Foundation Board met in person on Tuesday, March 26, 2024 and approved the minutes from the January 23, 2024 Foundation Board meeting.

Tracy Webster reviewed the financial reports categorized by purpose for the period from January 1 through February 29, 2024 highlighting the significant support for the Foundation's inaugural fundraiser, Gourmet For Good. Also highlighted was a substantial donation from the Sandberg Goldberg Charitable Foundation of $40,000 to the Food Bank during that period, as well.

Tracy Webster informed the board that this marks the Foundation's third consecutive year of filing an IRS 990 form and noted the submission of form 199 on the California side. She highlighted key sections of the 990-form, including the first page which presents a comparison between contributions from the previous year to the current one, indicating a growth slightly less than double.

Pritika Ram provided the board with a draft outline of the proposed allocation of funds raised from the June fundraiser to CAPK programs. The draft version proposes that 25% of the earnings would be allocated to increase the Foundation's general fund, with the second larger allocation going towards the Food Bank based on current funding assessments and need, particularly from the Community Services Block Grant.

Catherine Anspach gave a fundraising overview for January 1 - February 29, 2024 and reported updates for Gourmet For Good providing a breakdown of sponsorships sold. Catherine mentioned that due to the overwhelming sales of the sponsorship packages, availability of individual tickets has reduced drastically. The Foundation has decided to not publicize individual ticket sales due to the limited capacity of the venue and will accommodate requests if sponsors release seats closer to the event.

Catherine also reported on the fundraising highlights including the returning partnership with Valley Strong for the Huggy Heart Campaign to run the month of June 2024.

Recommendation:
Staff recommends the Board of Directors approve the CAPK Foundation Board of Directors report and all items.

Attachments:
Minutes from the January 23, 2024 Board of Directors meeting.
CAPK Foundation Financial Reports

DATE	January 23, 2024
TIME	12:29 pm
LOCATION	Klein DeNatale Goldner 10000 Stockdale Hwy, Ste 200 Bakersfield, CA 93311

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:29 pm at Klein DeNatale Goldner, located at 10000 Stockdale Hwy, Ste 200., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Michael Bowers, Nila Hogan, Chase Nunneley, Fred Plane, Chei Whitmore.

Absent: Ariana Joven (Vice Chair), Janea Benton, Lillian Brust, Don Bynum, Traco Matthews.

Others Present: Jeremy Tobias, Chief Executive Office; Pritika Ram, Chief Business Development Officer; Tracy Webster (Virtually), Chief Financial Officer; Catherine Anspach, Director of Development; other CAPK staff.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Hogan).

IV. Old Business

a. CAPK Foundation Bylaws – Pritika Ram, Business Development Officer – ***Action Item***

Pritika Ram stated that upon review of the document, she recommended no action be taken at this meeting.

No action was taken by the board, Pritika will make edits and resubmit for approval at the next Foundation meeting in March.

b. CAPK Budget to Actual by Program- Tracy Webster, Chief Financial Officer- ***Info Item***

Tracy Webster addressed the board, noting that during the last Foundation board meeting, there was a request for information regarding the CAPK programs and how the Foundation is financially supporting them. She clarified that CAPK operates on a fiscal year from March to February, while the Foundation operates on a yearly calendar. Tracy directed the board's attention to page 11, correcting an entry in the "excess (Deficit) Revenue" column to reflect a zero balance.

She proceeded to outline the sources of funding for CAPK, including government revenue such as federal, state, and sometimes local funds, as well as CSBG (Community Service Block Grant) revenue, which amounts to approximately 1.7 million dollars, with $410,000 allocated to the Food Bank which is decided by the CAPK Board of Directors. Tracy also highlighted fundraising and donation contributions from various sources like the Foundation, Pantry Partners, and CAPK itself.

Fred Plane expressed concern regarding overspending in the breakdown charts, to which Tracy stated that they were overearning. Fred acknowledged Tracy's comment and requested to see the adjusted budget so all members of the board can see the cost and spending breakdown, which Tracy agreed to provide.

Tracy then presented a breakdown of funding for the M Street Navigation Center, clarifying that government revenue comes from the County, while other revenue sources were donations, not initially budgeted for. Kevin Burton asked about the space costs column, to which Tracy clarified included both space and security expenses.

Tracy further elaborated on how program overspending is often covered by Foundation-raised funds, citing examples like the Oasis Family Resource Center, which was able to invest additional funds into program costs.

Tracy detailed funding sources for various centers such as the East Kern Family Resource Center, Friendship House Center, Shafter Youth Center, and VITA. All four of these programs' breakdowns include state and federal funds, CSBG grants, and Foundation donations.

Kevin Burton expressed appreciation for the insight into program funding and the philanthropic involvement.

Michael Bowers asked if East Kern Family Resource Center needs another transportation vehicle. Pritika Ram said that their homeless service drop-off site might need one. She asked Michael if she could follow up with him after the meeting.

V. New Business

a. Financial Reports & In-Kind Donations – Tracy Webster, Chief Financial Officer & Catherine Anspach, Director of Development – ***Action Item***

Tracy Webster presented financial documents covering the period from January 1st, 2023, to December 31st, 2023, noting that the foundation operates on a calendar year. She briefly went over the contributions by purpose report. Stating that the report shows the amount of money donated to each program.

Pritika Ram highlighted the $800.00 contributions to CAPK Foundation compared to over $100,000 donated to CAPK Programs. Emphasizing the need for strategic fundraising for operational expenses.

Chei Whitmore asked about the In-Kind donation column showing $0.00 with thirty-six contributions. Catherine Anspach explained that items are recorded in the system but assigned a zero-dollar value. Pritika suggested adding a footnote to the report to clarify this, which Tracy agreed to look into.

Jeremy Tobias asked about the valuation of in-kind donations. Catherine explained that it varies depending on the nature of the donation and item(s), citing an example of non-monetized items like used shoes for M Street Navigation Center.

Michael Bowers asked Jeremy directly about potential impacts from new government budget discussions. Jeremy assured the board that the current budget indicates no immediate concerns for programs.

Tracy presented the December balance sheet and income statement, mentioning plans to send this data to the Foundation's accounting firm for a new 990 form.

Kevin Burton noted the $80,000 net income and expressed intent to raise it next year.

Tracy presented a budget-to-actual report. To which Jeremy asked about the discrepancies between the contribution income line and contributions by purpose report. Tracy explained the discrepancies is due to certain check donations being incorrectly written to CAPK instead of CAPK Foundation. Catherine Anspach added that the Foundation can look up a donor and see their donor history but if the donation were to CAPK and not the Foundation it would not reflect the amount raised.

Jeremy asked Tracy if she could create a comprehensive spreadsheet to track all donations on a one-page sheet. Tracy said unfortunately she is not able to generate this document from the system. She stated she would look into how to extract the data.

Denise Boshers mentioned the IRS requirement for reporting in-kind donation revenue on 990 forms. Tracy said the in-kind services or items are received by CAPK and recognized in the CAPK general ledger. Whereas, the Foundation is recording these donations for tracking purposes. They cannot be recorded twice by both entities.

A Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Nunneley/Whitmore).

b. Tri-Counties Bank Money Market Account – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster stated the Foundation's interest in opening a money market account with Tri Counties bank to generate some interest in the funds currently held there, alongside the existing Foundation checking account.

Jeremy Tobias inquired about the interest rate, to which Tracy mentioned it's slightly over 1%, acknowledging it is minor.

Chei Whitmore highlighted that Valley Strong Credit Union offers a 3.25% rate, prompting a discussion. Pritika Ram clarified that the Foundation's choice of Tri Counties for the account was primarily due to their existing banking relationship, stating there is no exclusivity for this money market account. Jeremy Tobias suggested further investigation by staff.

Pritika proposed exploring other options to the board, with Kevin Burton expressing support for further investigation. Jeremy suggested approving the account while keeping open the possibility of transferring funds to a higher-rate account. Chei emphasized the ease of moving the liquid funds, to another account.

Chase Nunneley asked if all Foundation funds or just operational funds would be moved. Pritika clarified it would involve only excess funds. Tracy agreed, citing the ability and ease of transferring funds between accounts with Tri Counties.

Chase advocated for approving the motion with the caveat of exploring other options. Chei added to Chase's comment by stating the importance of having the account despite the low interest rate, as any interest is beneficial to the Foundation.

A motion was made and seconded with the contention that CAPK Staff would look at other money marketing accounts. Carried by unanimous vote (Nunneley/Bowers).

c. Community Action Partnership of Kern Foundation Budget FY 2024 – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram provided the board with the 2024 Foundation budget for review, noting that CAPK supports the Foundation's operational needs. She highlighted that the Foundation operated effectively in the past year, with the CAPK board agreeing to fund its operational costs for another year, setting the budget at $408,080. Pritika explained the increase, citing expenses from the Spring Fundraiser and the addition of a new employee in the fall. She mentioned a mid-year check-in to assess performance and the potential use of unrestricted funds to offset operational costs in the future, though currently not implemented. The CAPK board approved the $408,080 budget, with a $350,000 budget request.

Pritika also included a breakdown of the 2023 budget to 2024 budget, projecting operational revenue based on various fundraising activities and a carryover contribution. Catherine Anspach discussed her fundraising efforts, indicating room for improvement in analytics, advertising, and targeted campaigns, particularly in donors wanting to support direct programs.

Kevin Burton commended the annual giving campaign's promising start, especially considering it was the first year. Pritika emphasized the importance of general funds to support operational expenses, while Catherine highlighted the upcoming June fundraiser as a potential boost.

For the March Foundation meeting, Pritika suggested forming a planning committee to discuss fund allocation for the June event, aligning with CAPK's guidelines on allocating funds between programs and operational costs based on an example (CSBG grant). A draft proposal will be presented at the next meeting, potentially leading to the creation of an AD Hoc committee.

Michael Bowers stressed the significance of transparency in fund allocation, ensuring donors are aware of how their contributions are allocated between programs and operational needs.

A Motion was made and seconded to approve the Community Action Partnership of Kern Foundation Budget FY 2024. Carried by unanimous vote (Bowers/Plane).

d. CAPK Fundraising Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach noted that December proved to be a busy month for the Foundation. She highlighted Wonderful Citrus' donation of bikes to the youth center, along with two external fundraisers supporting M Street and the Food Bank, which saw an increase in participation. Additionally, Maya Cinemas doubled their fundraising amount compared to the previous year.

Jeremy Tobias shared the unfortunate news of Brooklyn's BBQ closing in December. Catherine mentioned that the performer Joey Boone organized the fundraiser and is likely to repeat the event in 2024 at another venue.

e. CAPK Foundation Board Member Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach informed the board that Nila Hogan, a member of the CAPK governing Board, has completed her term but agreed to remain on the Foundation board. As a result, the Foundation requires a new board liaison. Denise Boshers, also from the CAPK board, has volunteered to fill this role. Her appointment will be made by the CAPK board of directors, and she will officially join the Foundation board in March.

Pritika Ram inquired about Denise's background, prompting Denise to share that she is an accountant. A Bakersfield native and East High School alum, Denise is raising her two children in the area. With 20 years of experience as a CPA and currently serving as a controller in the gas and oil industry, Denise brings a wealth of financial and fundraising expertise to the Foundation.

f. Foundation Policies and Procedures Manual – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach and Pritika Ram stated that board members can review the draft of the Foundation's policies and procedures manual. Pritika clarified that while this document will align with the CAPK policies and procedures manual to some extent, it will have its own unique aspects. They emphasized that the manual would evolve and be revisited by the board as it progresses.

g. Gourmet for Good Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach outlined the sponsors for the upcoming June event, which included Kern Family Health Care, Dignity Health, Klein DeNatale Goldner, Wipfli, Anthem, Aera Energy, Bristol Hospice, and Kern Public Health. Additionally, Catherine mentioned that Rooster's Honky Tonk will be providing alcohol for the event. She noted that CAPK staff members like Jeremy, Pritika, and Savannah are actively reaching out via email, with Catherine planning to share a sample email with the board and personally contact each member.

Catherine informed the board about an upcoming committee planning meeting for the event in February. Denise Boshers and Jenea Benton agreed to co-chair the auction portion.

Jeremy Tobias inquired about the event's goal, to which Catherine responded that the net goal is $100,000. When asked about expenses, Catherine estimated them to be around $75,000.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, March 26, 2024
Location TBD

IX. Adjournment

The meeting was adjourned at 1:21 pm.



BOARD MEETING

MARCH 26, 2024

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
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B.	Financial Statements as of February 29, 2024	2-3
C.	Budget to Actual as of February 29, 2024	4

Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2024 to 02/29/2024

Purpose	Amount	# Contributions
General	$6,542.96	18
In-Kind Donations	$0.00	9
M Street Navigation Center - Homeless Center	$1,600.00	3
East Kern Family Resource Center	$250.00	1
Food Bank	$48,815.93	41
Head Start	$8,500.00	2
Gourmet for Good	$23,500.00	6
Total	$89,208.89	80

Community Action Partnership of Kern Foundation

Balance Sheet
as of 02/29/2024

Account Number	Account Name	Amount
Assets		
1000	Checking	$45,733.54
1400	Prepaid Expenses	$15,475.00
Total Assets		$61,208.54
Liabilities		
Total Liabilities		$0.00
Equity		
3000	General Fund - Fund Balance	$31,549.74
3101	Food Bank - Fund Balance	$6,158.80
3112	Gourmet for Good - Fund Balance	$23,500.00
Total Equity		$61,208.54
Total Liabilities + Total Equity		$61,208.54

Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2024 to 02/29/2024

Account Number	Account Name	Amount
Income		
4220	Contributions Income	$64,605.60
4230	Fundraising	$23,500.00
Total Income		$88,105.60
Expense		
5105	Salaries	$38,006.20
5205	Benefits	$8,868.02
6120	Out of Town Travel - Staff	$2,345.38
6135	Per Diem - Staff	$548.50
6205	Rent/Lease	$16.33
6305	Office Supplies	$3,423.49
6505	Legal Fees	$2,139.75
6605	Communications	$3.53
6610	Postage	$312.88
6615	Printing	$515.31
6635	Board Costs	$758.52
6645	Tuition/Registration Fees - Staff	$1,300.00
6675	Outreach	$496.94
6685	Meeting Expenses	$306.26
6695	Bank Fees	$61.12
6790	Misc Expense	$2,156.90
6990	Contribution - CAPK	$78,154.54
7910	Facility Use	$386.18
9999	Indirect Expense	$8,434.80
Total Expense		$148,234.65
Net Income (Loss)		$-60,129.05

Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2024 to 02/29/2024

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	$64,605.60	$45,805.02	$18,800.58
4230	Fundraising	$23,500.00	$14,344.16	$9,155.84
4900	CAPK Agency Contribution	$0.00	$58,333.34	$-58,333.34
Total Income		$88,105.60	$118,482.52	$-30,376.92
Expense				
5105	Salaries	$38,006.20	$33,260.84	$4,745.36
5205	Benefits	$8,868.02	$10,810.84	$-1,942.82
6105	Local Travel - Staff	$0.00	$166.66	$-166.66
6120	Out of Town Travel - Staff	$2,345.38	$1,083.34	$1,262.04
6135	Per Diem - Staff	$548.50	$291.66	$256.84
6150	Vehicle Gasoline	$0.00	$125.00	$-125.00
6205	Rent/Lease	$16.33	$496.84	$-480.51
6305	Office Supplies	$3,423.49	$3,141.66	$281.83
6505	Legal Fees	$2,139.75	$0.00	$2,139.75
6520	Consultant Services	$0.00	$1,000.00	$-1,000.00
6605	Communications	$3.53	$0.00	$3.53
6610	Postage	$312.88	$833.34	$-520.46
6615	Printing	$515.31	$2,500.00	$-1,984.69
6625	Hiring Costs	$0.00	$75.00	$-75.00
6630	Employee Costs	$0.00	$200.00	$-200.00
6635	Board Costs	$758.52	$833.34	$-74.82
6645	Tuition/Registration Fees - Staff	$1,300.00	$666.66	$633.34
6675	Outreach	$496.94	$10,427.50	$-9,930.56
6680	Training Expenses	$0.00	$1,083.34	$-1,083.34
6685	Meeting Expenses	$306.26	$416.66	$-110.40
6690	Membership Fees	$0.00	$250.00	$-250.00
6695	Bank Fees	$61.12	$0.00	$61.12
6790	Misc Expense	$2,156.90	$0.00	$2,156.90
6990	Contribution - CAPK	$78,154.54	$43,971.68	$34,182.86
7910	Facility Use	$386.18	$0.00	$386.18
9999	Indirect Expense	$8,434.80	$6,766.34	$1,668.46
Total Expense		$148,234.65	$118,400.70	$29,833.95
Total		$-60,129.05	$81.82	$-60,210.87

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: April 23, 2024

Subject: *Agenda Item VI(a)*: April Policy Council Report – **Action Item**

The Policy Council met on March 26, 2024 at which time a quorum was established.

During this meeting, the four Policy Council members who were elected to attend the 2024 Annual Head Start California Conference shared their experience with the Council as well as new learning acquired.

Additionally, the most recent members to the Policy Council, Board Member, Michelle Jara-Rangel and Early Head Start Partnership parent Wendy Ayala were welcomed and subsequently received approval from the Council to serve on their respective chosen committees.

The Policy Council will meet on April 23, 2024 at which time the March 26, 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 Policy Council requests Board approval of the April Report and the Policy Council meeting minutes from February 20, 2024.

Attachment:

Policy Council Meeting Minutes from February 20, 2024.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
February , 2024
Meeting ID: 299 828 798 386

1. **Call to Order**

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:36 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Candy Diaz, Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Glorylee Selmi, Iris Roman, Jennifer Wilson, Ruby Cruz

2. **Public Comments**

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.

None

3. **Standing Committee Reports**

a. School Readiness Committee

The first School Readiness Committee meeting of the term was held on February 8, 2024. An education overview was shared with members which included tools used for data collection, curriculum and more. Additionally, the Desired Results Developmental Profile (DRDP) was introduced to parents, and they were encouraged to share their observations with their child's teacher. The process of developing annual school readiness goals was shared with committee members as well. Parents were reminded that they are their child's first teachers, and their home is their first classroom.

b. Planning Committee

The Planning Committee met on January 2, 2024. The Division Program Activity Report was shared with members for the months of November and December. Enrollment information was provided, for the respective months. During the same two months it was reported that there was a total of 18 new staff onboarded however there was also a combined total of 22 resignations over the same period. The Child Adult Care Food Program Report for October and November was also provided to members along with the total meals delivered during this reporting period. It was noted that in both Kern and San Joaquin Counites dental clinics were held.

c. Budget & Finance Committee

The Budget & Finance Committee met on February 15, 2024. Budget to actual financial reports for Head Start as well as Early Head Start were shared with the committee as was Parent Activity Funds and Parent Local Travel and Childcare Reimbursement. Members were also provided the non-federal share report, which shows in-kind totals in detail. During this reporting period the program was at 90% of achieving its in-kind goal. The next Budget & Finance Committee meeting will be held on March 19, 2024 at 5:30 p.m.

d. Bylaws Committee

The Bylaws Committee will meet in the coming weeks as additional members are acquired. When this meeting takes place the foundation and purpose of the committee will be reviewed as will committee roles and responsibilities. A proposed meeting schedule will also be presented for review, discussion and a vote. As noted on the agenda for tonight's meeting, there will be a vote taken for the position of Policy Council Parliamentarian. This Executive Committee Officer position is also the chairperson of the Bylaws Committee. It was also stated that the committee will still have additional vacancies if anyone is interested in serving on the Bylaws Committee.

4. Presentations

a. Family Engagement Overview – Angel Perez, Family Engagement Supervisor

Angel shared a PowerPoint presentation and provided an overview of Family Engagement. As he began the presentation members had an opportunity to share what "family engagement" meant to them. He also shared with the Council the responses he received when asking the same question to Family Engagement team members. Angel shared some of the events and activities related to family engagement this included ReadyRosie workshops, as well as the Family Partnership Agreement. He encouraged members to attend ReadyRosie workshops when provided. He reminded members when selecting a goal to work towards this goal could be large or small, and it could include the entire family or simply the parent. Angel shared that staff are eager to support parents in working towards their goals by providing them the resources they may need. Angel also spoke about Family Referrals. He shared the importance of trust building between parents and staff to feel comfortable so that staff can work with families to identify any needs they may have and support them with services or a referral to another agency who can assist them. Members shared a number of resources and services they are aware of that are available parents. Angel noted that the Family Engagement team attends various collaborative meetings each month to gain information on all the best services and resources available throughout the community in order to support families. Angel stated that the Family Engagement team was very proud to host its first Fatherhood and Family Engagement Conference earlier in the year. He shared that there was a raffle and swag bags were given away; attendees had an opportunity to hear from many great speakers. Angel announced that this will be an annual event. He also spoke about the monthly family activities and encouraged parents to complete these activities at home and to send the completed project with the child to school for display. This not only creates special moments working together and building memories, but children also get to "show off" their final project. In closing Angel encouraged members to participate and attend as many events with their children as they can.

5. Consent Agenda ***ACTION**

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

a. Policy Council Meeting Minutes – January 16, 2024
b. Head Start Budget vs. Actual Expenditures, March 1, 2023, to December 31, 2023
c. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, to December 31, 2023
d. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, to December 31, 2023
e. Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 to December 31, 2023
f. Parent Travel & Childcare through December 31, 2023
g. Parent Activity Funds through December 31, 2023
h. Program Review & Evaluation Report – January 2024
i. Children's Mobile Clinic – February 2024 (English/Spanish)
j. Monthly Parent Trainings with Dr. Kirk – February 21, 2024; CAPK Head Start
k. Screentime and Children's Mental Health – February 21, 2024; CAPK/El Concilio California
l. Bakersfield Water Bill Assistance Event – February 22, 2024; Rexland Acres Park, Bakersfield, CA
m. Backpack Connection Series: How to Plan Activities to Reduce Challenging Behaviors (English/Spanish)
n. FREE Zumba Classes – Every Thursday; Friendship House Community Center, Bakersfield
o. FREE Admission Haggin Museum – 1st Saturday of the month; Stockton, CA
p. World of Wonders 15th Birthday Party – March 3, 2024; World of Wonders Science Museum, Lodi, CA
q. Bakersfield Police Department Motor Competition – March 16, 2024; The Pak at Riverwalk, Bakersfield, CA
r. Head Start Recruitment Flyer (English/Spanish)
s. Early Head Start San Joaquin Flyer (English/Spanish)
t. Home Visiting Program Flyer (English/Spanish)

u. Policy Council Meeting Dates

Jennifer Wilson made a motion to approve consent agenda items (a) through (u); seconded by Glorylee Selmi. Motion carried unanimously.

6. New Business ***ACTION**

a. Election of Fatima Echeverria as Policy Council Parliamentarian

Gabriela Rangel made a motion to approve the election of Fatima Echeverria as the Policy Council Parliamentarian; seconded by Jennifer Wilson. Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance. She shared that she is looking forward to attending the upcoming Annual Head Start California Conference with those members who were elected to attend. She added that during the next Policy Council meeting those members will be sharing information and new learning obtained from the conference. Lisa also stated that a new Board of Directors representative has been appointed to the Council, Board Member Michelle Jara-Rangel will now fill the position vacated by Ana Vigil. Lisa also noted that Michelle is a returning Board Representative as she served in this capacity for one previous term. Lisa indicated that flyers for all upcoming Regional Parent Committee meetings for all areas will be distributed to centers and early childhood educators later in the week. She encouraged members to share their experiences on the Council with their fellow parents with the hope of expanding interest and potentially obtaining additional members on the Council. Lisa also shared the Read Across America Event. She provided members the flyer for this event as well as the calendar of events that would be taking place during this week as children celebrate Dr. Seuss. The opportunity was provided to Education Manager, Cynthia Rodriguez, to share a bit more information on the events taking place. Cynthia extended an invitation to members to participate in this event and encouraged them to read in their child's classroom. In closing Lisa shared that she too will be participating in this event and looks forward to it each year.

b. Board of Directors – Michelle Jara-Rangel, CAPK

Lisa shared the Board of Directors report on behalf of Michelle. She shared that during the Board Meeting held on January 31, 2024 the acceptance of individual member appointments was approved, including Policy Council representative Fatima Echeverria. The slate of Board Officers as presented was also approved. A special recognition took place in honor of Shirly Park who is retiring from the agency. Shirley has been with the Head Start Division for 18 years. It was also noted that all new business agenda items, with the exception of one item, were approved. The Board unanimously rejected the action item of a proposed independent auditor fee increase. Standing reports were also provided to the Board which included the Foundation report as well as the Policy Council report. Chief Executive Officer Jeremy Tobias provided the Board with information on the upcoming Staff Development Day. He also provided a closed session report as well. This meeting concluded at 2:28 p.m.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Jerry shared the report on behalf of Yolanda and expressed gratitude for the commitment members have made to the program and the support shown by serving on the Policy Council. He added that Yolanda wanted him to share that she is looking forward to the opportunity to spend time with Council members attending the conference. Jerry spoke about how pleased the program was to have the opportunity to host Dr. Deborah Bergeron (Dr. B), who is the former Director of Head Start and provide her a tour of a number of our facilities. Dr. B had the opportunity to speak with staff as well as with volunteers. She was also able to spend time with children reading to them, playing with Play-Doh, building structures, and more. Dr. B visited six of our Kern facilities. Jerry provided some history and spoke to the important role during her tenure that she and her team played in approving and supporting additional funding that was awarded to CAPK for the renovation and building of a number of the beautiful brand-new classrooms the program has. In providing additional informational updates, Jerry shared that the program is quickly approaching the end of the fiscal period, which will occur on February 29, 2024. He added that this is not only the end of

the fiscal year, but also the end of the current 5-year grant cycle. Jerry shared that the program did receive its Notice of Award from the Office of Head Start for ongoing and continued funding from March 1, 2024 through the next 5 years. Jerry stated that time is moving very quickly with part year programs ending in May and the end of the school year at the end of June for full year programs. Active recruitment for the 2024-2025 school year is getting underway. Head Start children moving on to kindergarten will soon begin receiving their transition plans and moving into cafeteria experiences to support being well prepared for this next step. There will also be children who will rollover into their second or third year in Head Start and that transition will take place over the summer. Jerry noted that we are always recruiting and enrolling for the program; recruitment efforts are year-round. It was stated there will be a Child Adult Care Food Program review taking place next month as well. A member question was presented with regard to the status of the Fairfax Head Start program for the 2024-2025 program year, specifically if it will remain open. Jerry responded stating that the program has not received any notification from the Fairfax School District indicating the ending of our lease at their location; therefore, at this time Head Start is moving forward with a program at Fairfax for the 2024-2025 school year. He added that the program is looking into that statement as well and will keep everyone posted. Jerry again thanked members for their commitment to the program and expressed appreciation for their service on the Policy Council.

8. **Policy Council Chairperson Report**

   Ruby thanked everyone for once again attending tonight's meeting. She stated that it is very exciting for her to see all of the involvement and participation. Ruby added that she is looking forward to attending the Head Start California Conference next week. She also shared a recent art activity she did with her children and encouraged members to do similar small activities because they mean a lot. In closing Ruby again thanked members for being involved and attending meetings. She added that she knows everyone is very busy with jobs, and children to take care of yet still take the time to meet once a month for Policy Council, for which she is appreciative.

9. **Policy Council Member Comments**

   Members were given an opportunity to make a statement or comment. Gabriela Rangel thanked everyone and wished members well who are attending the upcoming conference and hoped they have a lot of fun. Iris Roman also thanked everyone for taking the time to meet for Policy Council and wished them a great week. Jennfier Wilson shared that she is really excited about the conference in Long Beach and that she cannot wait.

10. **Next Scheduled Meeting**

    The next meeting will be held on Tuesday, March 26, 2024 at 5:30 p.m. on Microsoft Teams.

11. **Adjournment**

    The meeting was adjourned at 6:30 p.m.